

F.No-21/12/2018-CS.I (P)
Government of India
Ministry of Personnel, Public Grievances & Pensions
(Department of Personnel & Training)

2nd Floor, A Wing, Lok Nayak Bhawan,
Khan Market, New Delhi
Dated 6th February , 2019

OFFICE MEMORANDUM

Subject:- Filling up of posts in various Ministry/Department on deputation basis.

The undersigned is directed to circulate herewith under mentioned three vacancy circulars received from various Ministries/Department along with its enclosures for the information of all CSS officers.

S.No.	Department/Ministry	Name of Post
1.	National Commission for Protection of Child Rights	Registrar, PPS, Desk Officer, Hindi Translator, Research Assistant, PA, Assistant, Accounts Clerk
2.	Unique Identification Authority of India (UIDAI)	Section Officer
3.	National Technical Research Organization (NTRO)	Deputy Director (Admn)

2. It may be noted that cadre clearance from CS-I Division will be required in case of Under Secretary and above level officers of CSS applying for deputation. The cadre units while granting clearance to SO/ ASOs may do so, in terms of the guidelines used by CS-I Division vide O.M. No. 13.04.2018.

3. In case of any further clarifications, applicants are advised to contact concerned Ministry/Department.


(George D. Toppo)
Under Secretary to the Government of India
Tel : 24642705

To

All Ministries/Departments (through website of DoP&T)

185667

F. No.A-11014/01/2019-Admn
National Commission for Protection of Child Rights
5th Floor, Chanderlok Building,
36/Janpath, New Delhi-110 001.

Date: 15.01.2019

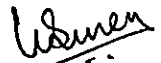
Office Memorandum

Subject: Filling up of various posts in the National Commission for Protection of Child Rights, New Delhi on deputation on Foreign Service Terms - regarding.

The National Commission for Protection of Child Rights, a Statutory Body of the Ministry of Women and Child Development, New Delhi, invites applications from eligible candidates for the following posts to be filled on deputation basis on Foreign Service Terms: -

1. Registrar (01)
2. Principal Private Secretary (01)
3. Desk Officer (01)
4. Hindi Translator (01)
5. Research Assistant (01)
6. Personal Assistant (03)
7. Assistant (02)
8. Accounts Clerk (01)

2. The eligibility criteria and the prescribed proforma for application, are enclosed.
3. The appointment, pay, deputation duty allowance and other terms and conditions of service will be regulated in accordance with the FRSRs and the OM No.2/29/91-Estt(Pay-II) dated 05/01/1994 of the Ministry of Personnel & Training as amended from time to time.
4. The application in the prescribed format (complete in all respects) along with all requisite documents, viz., (i) Integrity certificate (ii) Vigilance clearance (iii) Attested copies of Annual Confidential Reports for the last five years, duly forwarded by the concerned Cadre Controlling Authority, must reach the Member Secretary, National Commission for Protection of Child Rights, 5th Floor, Chanderlok Building, 36 Janpath, New Delhi - 110 001 latest by 01.03.2019. Applications received after due date will not be entertained.
5. The applications of officers/officials who cannot be relieved immediately, need not be forwarded. Candidate once selected will not be allowed to withdraw his/her candidature later.
6. Applications received directly or advance copies will not be entertained
7. All Ministries/Departments/Attached Offices/ Subordinate Offices of the Central Government/Statutory & Autonomous Bodies of the Central Government/ State Governments / UT Administrations/ Public Undertakings and Central Universities are requested to circulate the enclosed vacancies to their employees and forward the applications of eligible officers/officials to this Commission within the stipulated timeframe as stated above.

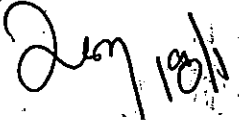

(G.Suresh)

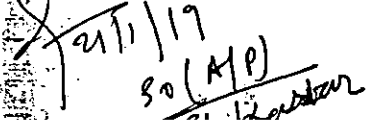
Assistant Director

Encl: As above.

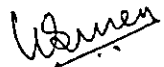
Copy for information and necessary action to:

1. All Ministries/ Departments/Attached Offices and Subordinate Offices of the Central Government.
2. Joint Secretary, (Training) & CAO, Ministry of Defence, 'E' Block, Dalhousie Road, New Delhi -110 011.
3. Joint Secretary (Establishment), Ministry of Defence, South Block, New Delhi -110 011.
4. Joint Secretary (CSI)/Director (CS-I), Department of Personal & Training, Ministry of Personnel Public Grievances and Pension, Lok Nayak Bhawan, Khan Market, New Delhi-110003 - with the request to place our requirement on website of DOP&T.


27/1/19


27/1/19
So (A/P)
12/1/19

5. Joint Secretary (CSII)/Director (CS-II), Department of Personal & Training, Ministry of Personnel Public Grievances and Pension, Lok Nayak Bhawan, Khan Market, New Delhi-110003 -with the request to place our requirement on website of DOP&T.
6. All Statutory / Autonomous Bodies of the Central Government.
7. All State Governments/UT Administrations.
8. All Residents Commissioners of States/UT Administrations.
9. Registrar (Admn& Vigilance) Supreme Court of India/All High Courts.
10. Registrars of All Central Universities.
11. Joint Secretary (Admn), Ministry of Women and Child Development, A-wing, Shastri Bhawan, New Delhi.
12. Additional Secretary, Ministry of Women and Child Development, 6th Floor, A-Wing, Shastri Bhawan, New Delhi.



(G.Suresh)
Assistant Director

File No.A-11014/01/2019-Admn
National Commission for Protection of Child Rights,
(A Statutory Body of Government of India)
5th Floor, Chanderlok Building, 36-Janpath,
New Delhi-110 001.

Dated: 15.01.2019

Subject: Filling up of various posts in the National Commission for Protection of Child Rights, New Delhi through deputation on Foreign Service Terms – regarding.

The services of suitable officers & staff are required in the National Commission for Protection of Child Rights (NCPCR), New Delhi, a Statutory Body of the Ministry of Women & Child Development, Govt. of India by deputation on "Foreign Service Terms" for the followings posts as per the criteria mentioned below:-

S. No	Name, No. of vacancies and Pay scale of the Post	Eligibility Criteria
1	Registrar (01) PB-4: Rs. 37,400-67,000/- + GP: 8700/- (Level 13 in the Pay Matrix as per the 7 th Pay Commission)	By deputation from the Officers of the Indian Legal Service holding analogous posts under the Central Government; or Officers holding analogous posts under the Central Government or Supreme Court or High Court and possessing experience as Registrar of higher judiciary or any other post involving interpretation or application of statutes; or Officers from the Central or State Government or Supreme Court or High Courts or Central Autonomous Bodies or Public Sector Undertaking having five years of regular service in the pay scale of Rs. 15,600-39,100 with Grade Pay of Rs. 7600/- or ten year of regular service in the pay scale of Rs. 15,600/-39,100 with grade pay of Rs. 6600/- Essential qualification or experience: Having a Graduate Degree in Law or Post Graduate Degree in Social Work or Political Science or Public Administration from a recognized University or Institution. Desirable: (a) Five years of working experience in the field of the Child Rights or Child Protection or Child Welfare or Child rights protection work; and (b) Training in child rights or human rights.
2	Principal Private Secretary (01) PB- 3: (Rs. 15,600-39,100/- + GP: 6600/-) (Level 11 in the Pay Matrix as per the 7 th Pay Commission)	By deputation from the officers from Central or State Govts. (subject to the exemption from the rule of immediate absorption to be obtained from time to time) or Supreme Court or High Court or Central Universities or Recognized Research Institutions or Public Sector undertaking or Central Autonomous Bodies who are- Qualification: (a) Holding analogous post on regular basis; or having five years of regular service as Private Secretary in the Pay scale of Rs. 9300-34800 (PB: 3) with Grade Pay of Rs. 5400/-; or having six years of regular service Private Secretary in the Pay scale of Rs. 9300-34800 with Grade Pay of Rs. 4800; (b) Having a graduate degree in any discipline from a recognized university; and (c) *proficiency in working on computer. *(will be determined through an internal test conducted by National Commission for Protection of Child Rights).

3	Desk Officer (01) PB-2: (Rs. 9300-34800/- + GP: 4600/-) Plus Desk Officer Allowance as prescribed by Govt. of India. (Level 7 in the Pay Matrix as per the 7th Pay Commission)	By deputation of officials from Central or State Govts. (subject to the exemption from the rule of immediate absorption to be obtained from time to time) / Central Universities / Recognized Research Institutions / Central Autonomous Bodies / Public sector undertakings who are:- Holding on regular basis the post of Section Officer or analogous post in the Pay Scale of Rs. 9300-34800 with Grade Pay of Rs. 4600/-; or having five years of regular service as an Assistant in the Pay Scale of Rs.9300-34,800 with Grade Pay of Rs. 4200/-; (a) Having a graduate degree in any discipline from a recognized university; (b) Having 5 years of experience in establishment and general administration; and (c) *Proficiency in working on computer. *(will be determined through an internal test conducted by National Commission for Protection of Child Rights).
4	Hindi Translator (01) PB:2 (Rs. 9300-34800/- + GP: 4600) (Level 7 in the Pay Matrix as per the 7th Pay Commission)	By deputation from the officials from Central or State Govts. (subject to the exemption from the rule of immediate absorption to be obtained from time to time)/Central Universities/Recognized Research Institutions/Autonomous Bodies/Public sector undertakings:- (a) Holding analogous post on regular basis; OR Having 5 years regular service as Junior Hindi Translator in the pay scale of Rs.9300-34800 with the Grade Pay of Rs. 4200/- (b) Having a Master's Degree in Hindi/English with English/Hindi as a compulsory/elective subject or, as a medium of examination at degree level. Note: The translation proficiency will be determined through a skill test internally conducted by National Commission for Protection of Child Rights.
5	Research Assistant (01) PB-2: (Rs. 9300-34800/- + GP: 4200/-) (Level 6 in the Pay Matrix as per the 7th Pay Commission)	By deputation of official of the Central or State Govts. (subject to the exemption from the rule of immediate absorption to be obtained from time to time)/Central Universities/Recognized Research Institutions/ Autonomous Bodies/ Public sector undertakings:- (a) Holding analogous post on regular basis or having 6 years of regular service as a Research Investigator in the grade pay of Rs. 2800; or having ten years of regular service as a Junior Research Investigator in the grade pay of Rs. 2400; (b) Having a graduate degree from a recognized university or institution in social work or psychology or child development or sociology or law or political science or public administration; and (c) *Proficiency in working on computer. *(will be determined through an internal test conducted by National Commission for Protection of Child Rights).
6	Personal Assistant (03) PB-2: (Rs. 9300-34800/- +GP: 4200/-) (Level 6 in the Pay Matrix as per the 7th Pay Commission)	By deputation of official of the Central or State Govts. (subject to the exemption from the rule of immediate absorption to be obtained from time to time)/Central Universities/Recognized Research Institutions/ Autonomous Bodies / Public sector undertakings who are:- (a) Holding analogous post on regular basis or having 6 years of regular service as Stenographer in the Pay scale of Rs. 5200-20200 with grade pay of Rs. 2800; or having ten years of regular service in the in the Pay scale of Rs. 5200-20200 grade pay of Rs. 2400; (b) Possessing a graduate degree in any discipline from a recognized university or institution; (c) Having stenographic proficiency with dictation speed of at least 80 words per minute and with typing speed of 60 words per minute; and

		(d) *having proficiency in working on computer. *(will be determined through an internal test conducted by National Commission for Protection of Child Rights).	
7	Assistant (02) PB-2: (Rs. 9300-34800/- + GP: 4200/-) (Level 6 in the Pay Matrix as per the 7 th Pay Commission)	By deputation from Central or State Govts. (subject to the exemption from the rule of immediate absorption to be obtained from time to time) / Central Universities / Recognized Research Institutions / Autonomous Bodies / Public sector undertakings:- (a) Holding analogous post on regular basis; or having ten years of regular service in the Pay Scale of Rs. 5200-20,200 with Grade Pay of Rs. 2400/-; (b) Having a graduate degree in any discipline from a recognized university or institution; and (c) *Proficiency in computer *(will be determined through an internal test conducted by National Commission for Protection of Child Rights).	
8	Accounts Clerk (01) PB-2: (Rs. 9300-34800/- + GP: 4200/-) (Level 6 in the Pay Matrix as per the 7 th Pay Commission)	By deputation from Central Govts. (Subject to the exemption from the rule of immediate absorption to be obtained from time to time) / Central Autonomous Bodies who are:- (a) Holding analogous post on regular basis; or having six years of regular service as Junior Accountant in the grade pay of Rs. 2800/-; or having ten years of regular service as an upper division clerk (Accounts) in the grade pay of Rs. 2400/-. (b) Having a B.Com degree or equivalent from recognized university or institution; and (c) *Proficiency in working on computer- based accountancy (e.g. Tally). *(will be determined through an internal test conducted by National Commission for Protection of Child Rights).	

Note:-

1. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organization or departments of the Central Governments or State Government shall ordinarily not exceed five years) and will be subjected to the age of superannuation as determined by Government of India.
2. The upper age limit for deputation shall be 56 years, subject to the age of superannuation as prescribed by Government of India from time to time. The appointment of the selected candidates from Government service will be subject to the exemption from the rule of immediate absorption to be obtained from Department of Pension & Pensioners Welfare, Ministry of Personnel, Public Grievances & Pensions.
3. The terms and conditions of the service which are not explicitly provided in the Recruitment Rules of the NCPCR, should be governed by the relevant provisions of the FRSRs as well as the deputation rules/ regulations/instructions issued by the Central Government.
4. Mere application would not entitle any candidate to claim for selection/Interview/ appointment. NCPCR has the right to reject any application without assigning any reason thereof.
5. Eligible and interested candidates may send their applications through their Cadre Controlling Authorities along with their bio-data in the prescribed proforma. Applications must be accompanied by Integrity Certificate, Vigilance Clearance, and attested copies of Annual Confidential Reports (ACRs) for the last five years.

6. Application of officials, who may be relieved immediately, in case of their selection, may be forwarded only. Candidates once selected will not be allowed to withdraw his/her candidature later.
7. All Central Government Ministries / Departments / State Governments / UT Administrations are requested to give wide publicity to this advertisement and circulate the same among the employees working under their administrative control.
8. The applications duly forwarded by the concerned Cadre Controlling Authorities must reach by 01.03.2019 to The Member Secretary, National Commission for Protection of Child Rights, Govt. of India, 5th Floor, Chanderlok Building, 36, Janpath, New Delhi - 110 001. Application received after the due date will not be entertained.
9. Applications received directly or advance copies will not be entertained



Proforma

APPLICATION FOR THE POST OF _____ (ON DEPUTATION)

1. Name:
2. Father's/Husband's Name:
3. Date of Birth:
4. Sex:
5. Postal Address with telephone, Fax & e-mail:
 - (a) Office:
 - (b) Residence:
6. Date of entry in Govt. Service:
7. Date of superannuation as per existing rules:
8. Substantive post held in the Parent Deptt. on regular basis:
 - (a) Name/Status of Organization:
 - (b) Name of the post:
 - (c) Matrix Level & Pay:
 - (f) Nature of duties:
9. Present post held (if on deputation):
 - (a) Name/Status of Organization:
 - (b) Name of the post:
 - (c) Matrix Level & Pay:
 - (f) Nature of duties:
10. Details of past service(s)
 - (a) Post -
 - (b) Pay Scale:
 - (c) Period during which held:
From: - To:-
 - (d) Nature of duties performed:
11. Essential and relevant qualifications (name and year of the degree, university and year of passing out):

Signature of the candidate _____

Place:

Date:

Name _____

Passport Size
Photograph

TO BE FILLED BY THE FORWARDING OFFICE

Office								
Category of Office Please tick (✓)	Central Government							State Government
	Central Ministry	Department	Attached Office	Subordinate Office	Autonomous Body	Statutory Body	Other	
Present Post								
Date of continuous employment of the applicant in the present grade					Present Pay & Matrix Level			
-								

Verification of service particular by the office/department:

1. Certified that all the information mentioned by the applicant in his application as mentioned above have been verified from the records and found to be correct.
2. It is also certified that Sh./Ms. _____ has been working as _____ in the present post/present pay in the regular and substantive capacity w.e.f. _____.

Signature with date _____
Officer Seal _____

Designation _____
Phone _____
Email _____

4

भारत सरकार / Government of India
इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय
Ministry of Electronics & Information Technology
भारतीय विशिष्ट पहचान प्राधिकरण
Unique Identification Authority of India
क्षेत्रीय कार्यालय-दिल्ली
Regional Office-Delhi

भूतल, प्रगति मैदान मेट्रो स्टेशन,
प्रगति मैदान, नई दिल्ली-110001
दिनांक: 17th January 2019

Subject : Vacancy circular for the post of Section Officer on deputation in UIDAI, RO Delhi.

Unique Identification Authority of India (UIDAI), Regional Office, Delhi invites applications for filling up of 01 (one) post of Section Officer in the Pay Matrix Level -8 (pre-revised Pay Band II ₹ 9300-34800 plus Grade Pay of ₹ 4800/-) on deputation basis in its office located at Delhi from amongst suitable and eligible officers. The eligibility criteria and qualifications for this post are as follows:-

Eligibility:

- I. Officers of Central Government/State Governments/ UTs/PSUs/ Autonomous bodies.
 - a. Holding analogous post on regular basis in the parent cadre or department/Organisation.
OR
 - b. With two years services in the grade rendered after appointment thereto on regular basis in the posts in the Pay Matrix Level -7 (Pre-revised Pay Band-II ₹ 9300-34800 plus Grade Pay of ₹ 4600/-) or equivalent in the parent cadre/department.
OR
 - c. With six years services in the grade rendered after appointment thereto on regular basis in posts in the Pay Matrix Level -6 (Pre-revised Pay Band-II ₹ 9300-34800 plus Grade Pay of ₹ 4200/-) or equivalent in the parent cadre/department.

Desirable Experience:

- i. Two years experience in Finance/ Accounts/ Administration/ Legal/ Establishment/ /Human Resources/Budgeting/ Vigilance/ Procurement/ Planning and Policy/ Technical Matters/ implementation of Government Schemes etc.
- ii. Excellent noting/drafting.
- iii. Proficiency in handling computers with Excellent Computer skills.

2. Period and other terms and conditions of deputation

The initial period of deputations shall be for three years extendable by a further period of two years as per Department of Personnel & Training O.M No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010. The terms and conditions of deputation will be governed by the DoP&T's aforementioned O.M of 17.06.2010 and Government of India's instruction issued from time to time on the subject.

Age Limit

The maximum age limit for appointment on deputation shall not exceed 56 years as on the closing date of receipt of application.

Contd... 2/p..

Eligibility for Government Accommodation

As per the ongoing arrangement (further continuity of which is subject to approval of Ministry of Urban Development), the officers appointed in the UIDAI will be eligible for General Pool Residential Accommodation at par with Central Government employees.

3. Eligible and willing candidate may apply through proper channel in prescribed format –Annexure I. Cadre authorities / Head of Departments are requested to forward application of eligible and willing candidates whose services can be spared on deputation immediately on their selection. The applications of only such officers would be considered that are routed through proper channel and are accompanied by following documents.

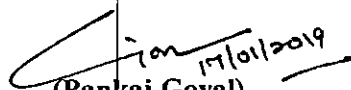
- i. Application in prescribed preforma-Annexure I.
- ii. Cadre Clearance Certificate from the Controlling Authority
- iii. Statement giving detail of Major /Minor penalties, imposed upon the Officer, if any, during the last ten (10) years Annexure II
- iv. Vigilances Clearance /Integrity Certificate (Annexure II)
- v. Photocopies of the ACRs/APARs for the last five (5) years duly attested on each page by an officer not below the level of Under Secretary or equivalent (Annexure II)

4. While forwarding the application it may also be verified and certified by the cadre controlling authority that the particulars furnished by the applicant are correct (Annexure II).

5. The applications of suitable and eligible officers complete in all respect, in the prescribed format (Annexure-I, alongwith documents listed in para 3 and 4 above may be forwarded to **ADG(ADMN), UNIQUE IDENTIFICATION AUTHORITY OF INDIA (UIDAI), RO DELHI, GROUND FLOOR, PRAGATI MAIDAN METRO STATION, PRAGATI MAIDAN, NEW DELHI – 110001. THE LAST DATE FOR RECEIPT OF APPLICATIONS COMPLETE IN ALL RESPECT IS 12th February 2019.** Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

6. Applications received after the last date or otherwise found incomplete shall not be entertained.

7. UIDAI, RO Delhi reserves the right to withdraw the vacancy circular at any time without assigning any reasons.


(Pankaj Goyal)
Assistant Director General(Admn.)
Tel : 011- 40851412

To

1. All Ministers / Departments of the Govt. of India, It is requested that the vacancy may be given wide publicity in the attached & subordinate officers under them.
2. All the State Governments, including Union Territories are requested to give wide publicity to the vacancy in their various Departments/ Officers.
3. All Pubic Sectors Undertaking/Statutory or Autonomous Organisations /O/o JS Trg. & CAO/AIR HQ/NAVY HQ Director (Estt) Bureau of Indian Standards, New Delhi.
4. Under Secretary (CS-II), CS Division, Deptt. of Personnel & Training Lok Nayak Bhavan, New Delhi with the request to upload the enclosed vacancy circular on the DoP& T's website.

Annexure-I

Application for the posts of Section Officer on deputation basis in UIDAI RO Delhi

(Since this vacancy is to be filled up on deputation basis,
private candidates are not eligible)

Paste your
recent Passport
Size
Photographs

1.	Name				
2	Date of Birth				
3	Present Post				
4	Date from which the present post is held on regular basis				
5	Present place of posting				
6	Service				
7	Parent Cadre				
8	Date of joining Service				
9	Pay Matrix of the present post				
10	Basic Pay drawn				
11	Old Pay Scale + Grade Pay				
12	Whether the eligibility criteria prescribed for the post are satisfied				
13.	Mobile/Office/Residence Number			Mobile: _____ Office: _____ Res.: _____	
14	Educational/Professional Qualification (Please mention Graduation level and above)				
Sl.No	Qualification	Subject	Year/Division	Institution/ University Place/ Country	
15	Details of Experience/ employment (Please attach a separate sheet, if required)				
Sl.No	Office	Post Held	From	To	Pay Band alongwith Grade Pay
16	Date of retirement under Central Government Rules				
17	Training(s) undergone				

Certified that information furnished above by me is correct in all respect to the best of my knowledge & belief.

Date & Place

(Signature of the Candidate)

To be filled up by the cadre controlling authority

Office of

F.No.....

Date:.....

1. The applicant, if selected, will be relieved immediately
2. Certified that the particulars furnished by the officer have been checked from available records and found correct.
3. Certified that the applicant is eligible for the post applied as per conditions mentioned in the circular/advertisement.
4. Integrity of the applicant is certified as 'Beyond Doubt'.
5. No Vigilance case is pending/contemplated against the Officer
6. It is certified that no penalty has been imposed on the applicant during the last 10 years (Alternatively, penalty statement during the last 10 years may be enclosed).
7. Attested photocopies of up-to-date ACRs/APARs for the last 5 years are enclosed. Photocopies of ACRs/APARs have been attested on each page by an officer not below the rank of Under Secretary or equivalent.

Signature.....

Name, Designation & Tele of the forwarding officer

(Office Stamp)

Date:

Place:

IMMEDIATE

No. V(A)/12/1/Pers-R1/NTRO/2019- *ST 76*
Government of India
National Technical Research Organisation
Block-III, Old JNU Campus, New Delhi-110067

Dated, the *17* January 2019

Sub: Filling up a vacancy in the grade of Deputy Director (Admin) in NTRO on Deputation basis.

A Recruitment Notice is enclosed herewith inviting applications to fill up 01 (One) vacancy in the Grade of Deputy Director (Admin) in the pay scale Level -12 in the Pay Matrix in National Technical Research Organisation on Deputation basis.

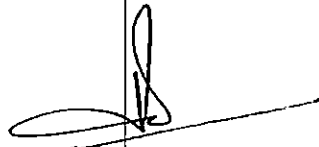
2. It is requested that this recruitment notice may please be widely circulated amongst the eligible officers of your Organization/Department. The applications duly filled by willing and eligible officers in prescribed proforma (**Annexure-I**) with Certification by Employer/Cadre Controlling Authority (**Annexure-II**) may be forwarded through proper channel along with attested photocopies of APARs for the last 05 years so as to reach on the following address:-

Assistant Director (Pers/R-I)
National Technical Research Organisation
Block-III, Old JNU Campus (Room No.204)
New Delhi - 110067

3. It is stated that incomplete applications and/or those received late and/or not accompanied by supporting certificates/documents in support of qualification and experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection. No correspondence in this regard would be entertained.

4. The last date for receipt of application is 30 days from the date of publication of advertisement in the Employment News.

Encl: As above.


Assistant Director (Pers/R-I)

Distribution: As per list enclosed.

US(A&P)

22/1

22/1/19

Sp(A/P)

U. Singh
Si Kantar

Distribution List

1	Joint Secretary (Admin) Ministry of Personnel, Pensions & Public Grievances, (Department of Personnel & Training) Room No. 109, North Block New Delhi-110001.	2	Joint Secretary (Pers) Ministry of Finance Department of Expenditure North Block, New Delhi-110001.	
3	Joint Secretary (Admin) Ministry of Home Affairs Room No. 194, North Block New Delhi-110001.	4	Joint Secretary & CAO Ministry of Defence, Room No. 155, 'E' Block Dalhousie Road, New Delhi – 110011.	
5	Joint Secretary (Admin) Department of Atomic Energy, Anushakti Bhawan Chatrapati Shivaji Marg, Mumbai-400001.	6	Joint Secretary (Admin) Department of Space, ISRO HQrs, Antriksh Bhawan New BEL Road, Bangalore-560094.	
7	Joint Secretary (Admin) Department of Telecommunications, Sanchar Bhawan, Parliament Street New Delhi-110001.	8	Joint Secretary (Admin) Department of Posts, Dak Bhawan, New Delhi-110001.	
9	Joint Director (Estt), Intelligence Bureau (MHA), 35, Sardar Patel Marg, New Delhi-110021.	10	Joint CGDA (Admin) O/o the Controller General of Defence Accounts Ulan Batar Road, Palam, Delhi Cantt New Delhi-110010.	
11	Astt. Comptroller & Auditor General (P), O/o the C&AG of India 9, Deen Dayal Upadhyaya Marg New Delhi.	12	Inspector General (Pers), SSB Force Headquarters East Block-V, RK Puram New Delhi-110066.	
13	Inspector General (Pers), CRPF Directorate General, CRPF Block No. 1, CGO Complex New Delhi-110003.	14	Inspector General (Pers), CISF Directorate General, CISF Block No. 13, CGO Complex New Delhi-110003.	
15	Inspector General (Pers), BSF Directorate General, BSF Block No. 10, CGO Complex New Delhi-110003.	16	Inspector General (Pers), ITBP Directorate General, ITBP Block No. 2, CGO Complex New Delhi-110003.	
✓ 17	Director (CS-I) Ministry of Personnel, Pensions & Public Grievances, (Department of Personnel & Training) 2 nd Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003.	18	Director (SR) Cabinet Secretariat, Room No. 1001, 10 th Floor, B-2 Wing Pt. Deen Dayal Antyodaya Bhawan, CGO Complex Lodhi Road, New Delhi-110003.	
19	Director of Personnel (DOP) DRDO Bhawan, Rajaji Marg, New Delhi-110011.	20	Director (Admin) Ministry of Science & Technology Department of Science & Technology New Mehrauli Road, New Delhi-110016.	

RECRUITMENT NOTICE
NATIONAL TECHNICAL RESEARCH ORGANISATION

Applications are invited from officers of the Central Government Ministries/Departments to fill up a vacancy in the following post in National Technical Research Organisation on Deputation basis:-

S.No	Name of the Post	No. of Vacancy*	Pay Band and Grade Pay #
(i)	Deputy Director (Admin)	01	Level -12 in the Pay Matrix

* Subject to increase/decrease.

In addition, Special Allowance @ 20% of Basic Pay will be admissible. However, no Deputation Duty Allowance will be paid.

2. The essential eligibility criteria are as under:-

(i) **Deputy Director (Admin):**

Officers under the Central Government:

- (a) (i) holding analogous post on regular basis; or
- (ii) having five years of regular service in level-11 in the pay matrix; and

(b) Possessing the following educational qualification and experience:-

- (i) Bachelors degree from a recognized university; and
- (ii) Ten years experience in dealing with Administration and Establishment in supervisory capacity.

Note-1: The Departmental Officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment on promotion.

Note-2: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed four years.

Note-3: The maximum age limit for appointment on deputation shall be not exceeding fifty-six years as on the closing date of the receipt of the application.

3. **How to apply** – The applications duly filled in by willing and eligible officers in the prescribed proforma (**Annexure-I**) with Certification by Employer/Cadre Controlling Authority (**Annexure-II**) be forwarded through proper channel along with attested photocopies of APARs for last 05 years so as to reach on the following address :-

Assistant Director (Pers/R-I)
National Technical Research Organisation
Block-III, Old JNU Campus (Room No.204)
New Delhi - 110067

Contd...P/2



4. The last date of receipt of application is **30 days** from the date of publication of advertisement in the Employment News. The detailed recruitment notice is also being uploaded in the **ntro.gov.in** website. The extension of last date of receipt of application, if any, will be notified/uploaded in the said Website.
5. Attested copies of educational qualifications, experience and other certificates should be enclosed with the application in support of their claim against the requisite eligibility criteria. Candidates may be required to produce original certificates for verification at the time of interview/selection.
6. Incomplete applications and/or those received late and/or not accompanied by supporting certificate/documents, would be summarily rejected. **No correspondence in this regard would be entertained.**
7. On appointment, the officers are liable to serve anywhere in India.
8. Canvassing in any form will disqualify the candidate.



BIO-DATA/CURRICULUM VITAE PROFORMA		(Please affix a recent passport size colour photograph)	
For the post of Deputy Director (Admin) on DEPUTATION BASIS			
Reference No: V(A)/12/1/Pers-R1/NTRO/2019		Post applied for: Deputy Director (Admin)	
1.	Name and Address (in Block Letters)		
	Contact No : Email ID :		
2.	Date of Birth (in Christian era)		
3.	i) Date of entry into Government service		
	ii) Date of retirement under Central/State Government Rules		
4.	Educational Qualifications		
5.	Whether Education and other qualification required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)		
	Qualifications/Experience required as mentioned in the advertisement/vacancy circular	Qualifications/experience possessed by the officer (to be mentioned by the applicant clearly)	
	Essential	Essential	
	Officers under the Central Government: (a) (i) holding analogous post on regular basis; or (ii) having five years of regular service in level-11 in the pay matrix; and (b) Possessing the following educational qualification and experience:- (i) Bachelors degree from a recognized university; and (ii) Ten years experience in dealing with Administration and Establishment in supervisory capacity.		



6.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.					
Note: Borrowing Department are to provide their specific comments/ views confirming the relevant Essential Qualifications/Work experience possesses by the Candidate (as indicated in the Bio-data) with reference to the post applied.						
7.	Details of Employment, in chronological order, Enclose a separate sheet duly <u>authenticated by your signature, if the space below is insufficient.</u>					
	Office/institution	Post held on regular basis	From	To	Level in the Pay Matrix of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for
*Important: Level in the Pay Matrix granted under ACP/MACP are personal to the officer and therefore, should not be mentioned in the above table. Only Level in the Pay Matrix of the post held on regular basis to be mentioned therein. Details of ACP/MACP with present Level in the Pay Matrix where such benefits have been drawn by the Candidate, may be indicated as below:						
	Office/institution	Level in the Pay Matrix under ACP/MACP Scheme	From	To		
8.	Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent or permanent					
9.	In case the present employment is held on deputation/ contract basis please state-					
	a) The date of initial appointment	b) Period of appointment on deputation/contract.	c) Name of the parent office/organisation to which the applicant belongs	d) Name of the post and pay of the post held in substantive capacity in the parent organisation.		
	Note: In case of officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate. Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organisation but still maintaining a lien in his parent cadre/organisation.					
10.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details					



11.	Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organisation d) Government Undertaking e) Universities f) Others			
12.	Please state whether you are working in the same department and are in the feeder grade or feeder to feeder grade.			
13.	Are you in revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.			
14.	Total emoluments per month now drawn			
	Basic Pay	Level in the Pay Matrix	Total Emoluments	
15.	In case the applicant belongs to an organisation which is not following the Central Government Pay-scale, the latest salary issued by the organisation showing the following details may be enclosed.			
	Basic Pay with Level of Pay Matrix and rate of increment	Dearness Pay/interim relief/other Allowances etc., (with break-up details)	Total emoluments	
16.	(A).Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualification (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet duly signed, if the space is insufficient)			
	(B).Achievements: The candidates are requested to indicate information with regard to: (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organisation (iv) Any research /innovative measure involving official recognition (vi) any other information. (Note: Enclose a separate sheet duly signed, if the space is insufficient)			



ANNEXURE-II

Certification by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

2. Also certified that:

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. _____
- ii) His/ Her integrity is certified.
- iii) His/ Her APAR dossier in original is enclosed/photocopies of the APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed..
- iv) No major/ minor penalty has been imposed on him/her during the last 10 years
Or A list of major/ minor penalties imposed on him/her during the last 10 years(as the case may be) is enclosed.

Countersigned

(Employer/Cadre Controlling Authority with Seal)

