F.No.21/02/2020-CS-I(Coord)
Ministry of Personnel, Public Grievances Pension
Department of Personnel & Training
(C.S.I Division)
****

2nd Floor, 'A' wing,
Lok Nayak Bhawan,
Khan Market, New Delhi
Dated 01st January, 2021

OFFICE MEMORANDUM

Subject:- Filling up 02 (Two) vacancies in the grade of Assistant Director (Admin) in NTRO on Deputation basis -reg.

The undersigned is directed to circulate the vacancy circular No. V(A)/12/69Rectt/NTRO/2020-12220 dated 16th December, 2020 (along with enclosures) issued by National Technical Research Organisation who have invited application from eligible officers for filling up 02 vacancies in the grade of Assistant Secretary (Admin) in Level-11 of the Pay Matrix in NTRO on deputation basis.

2. It may be noted that cadre clearance from C.S.I Division will be required in case of any Under Secretary and above level officers of CSS submit his candidature for the deputation post.

3. In case of any further clarification, applicants are requested to contact the concerned Ministries/Departments.

(P. Bairagi Sahu)
Deputy Secretary to the Government of India
Tele:- 24629412

To,

All Ministries/Departments (through DOPT's website)

IMMEDIATE

No. V(A)/12/9/Rectt/NTRO/2020-12220

Government of India
National Technical Research organisation
Block-III, Old JNU Campus, New Delhi-110067

Dated, the 16 December 2020

Sub: Filling up 02 (Two) vacancies in the grade of Assistant Director (Admin) in NTRO on Deputation basis.

A recruitment notice is enclosed herewith inviting applications to fill up 02 (Two) vacancies in the grade of Assistant Director (Admin) in Level –11 of 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 of the 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:-

Deputy Director (R)
National Technical Research Organisation
Block-III, Old JNU Campus
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. The recruitment notice is also being uploaded in the website **ntro.gov.in**. The extension of last date of receipt of application, if any, will be notified / uploaded in the website.

Enclosure: As above.

Deputy Director (R)

Distribution: As per list enclosed.

21/12 US (Coord)

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 Bhavan 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	Principal Director (Personnel) O/o the C&AG of India 9, Deen Dayal Upadhyaya Marg New Delhi.	12	The Joint Controller General of Accounts (Admin) O/o CGA, E Block, Opposite Delhi Haat GPO Complex, INA New Delhi-110023.
13	Inspector General (Pers), SSB Force Headquarters East Block-V, RK Puram New Delhi-110066.	14	Inspector General (Pers), CRPF Directorate General, CRPF Block No. 1, CGO Complex New Delhi-110003.
15	Inspector General (Pers), CISF Directorate General, CISF Block No. 13, CGO Complex New Delhi-110003.	16	Inspector General (Pers), BSF Directorate General, BSF Block No. 10, CGO Complex New Delhi-110003.
17	Inspector General (Pers), ITBP Directorate General, ITBP Block No. 2, CGO Complex New Delhi-110003.	18	Director (CS-I) Ministry of Personnel, Pensions & Public Grievances, (Department of Personnel & Training) 2nd Floor, Lok Nayak Bhavan, Khan Market, New Delhi-110003.
19	Director (SR) Cabinet Secretariat, Room No. 1001, 10th Floor, B-2 Wing Pt. Deen Dayal Antyodaya Bhawan, CGO Complex Lodhi Road, New Delhi-110003.	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 02 (Two) vacancies in the following post in National Technical Research Organisation on Deputation basis:-

S. No.	Name of the Post	No. of Vacancy*	Level in the Pay Matrix #
(i)	Assistant Director (Admin)	02 (Two)	Level –11

* Subject to increase / decrease.

\# In addition, Special Allowance @ 20% of Basic Pay will be admissible. No Deputation Duty Allowance will be paid.

2. The essential eligibility criteria are as under:-

(I) Assistant 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-10 in the pay matrix; or
(iii) having six years of regular service in Level-8 of the pay matrix; and

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

(i) Bachelor's degree from a recognized university; and
(ii) Seven years' experience in dealing with Administration and Establishment matters in the Central Government Department.

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 of 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.

Contd...P/2

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 :-

Deputy Director (R)
National Technical Research Organisation
Block-III, Old JNU Campus
New Delhi - 110067

4. The last date for receipt of application is 30 days from the date of publication of advertisement in the Employment News. This recruitment notice is also being uploaded in the website **ntro.gov.in**. 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.

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ANNEXURE-I

BIO-DATA/CURRICULUM VITAE PROFORMA For the post of Assistant Director (Admin) on DEPUTATION BASIS	(Please affix a recent passport size colour photograph)

Reference No:V(A)/12/9/Rectt/NTRO/2020		Post applied for: **Assistant 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-10 in the pay matrix; **or** (iii) having six years of regular service in Level-8 of the pay matrix; **and** (b) Possessing the following educational qualification and experience:- (i) Bachelor's degree from a recognized university; **and** (ii) Seven years' experience in dealing with Administration and Establishment matters in the Central Government Department.	

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</u>, if the space below is insufficient. (Please indicate clearly the experience possessed in examining proposals related to Finance / Expenditure, dealing with Legal / Vigilance matters in Central Government)**

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) **<u>highlighting experience</u>** 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)**	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Bio data/Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed / withheld.

(Signature of the candidate)

Date_____

Address_____

_____

_____

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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 is enclosed (as the case may be).

Countersigned

_____

(Employer/Cadre Controlling Authority with Seal)