

No.25/7/2016-CS-II(A)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

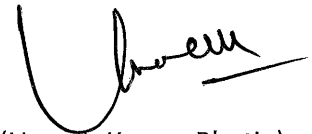
3rd Floor, Lok Nayak Bhawan,
New Delhi – 110 003.
Dated the 2nd November, 2016

OFFICE MEMORANDUM

Subject:- Filling up the vacancies in the grade of Principal Private Secretary & Private Secretary in NTRO on deputation basis.

The undersigned is directed to refer to National Technical Research Organization's Circular No. V(A)/32/2/Estt.-I/NTRO/2016 dated 25.10.2016 (copy enclosed) on the subject mentioned above, for the information of all CSSS officers of this Department. The last date for receipt of application by National Technical Research Organization (NTRO) is 25.11.2016. All eligible and willing officers may, accordingly, apply through proper channel, in time so as to complete the process of routing the applications to NTRO on or before 25.11.2016.

Encl.: As above.



(Umesh Kumar Bhatia)
Under Secretary to the Govt. of India
Tel: 24623157

All CSSS officers of this Department (through website of DoP&T)

RECRUITMENT NOTICE
NATIONAL TECHNICAL RESEARCH ORGANISATION

Applications are invited from eligible candidates for filling up the following post in NTRO on deputation basis :-

SINo	Name of the Post	No. of Vacancy*	Pay Scale #
(i)	Principal Private Secretary	01 (one)	Pay Band -3 (Rs.15600-39100) + Grade Pay Rs. 6600/- (now Level-11 in the Pay Matrix as per 7 th CPC).
(ii)	Private Secretary	08 (Eight)	Pay Band -2 (Rs. 9300-34800) + Grade Pay Rs. 4600/- (now Level-7 in the Pay Matrix as per 7 th CPC).

- * Number of vacancy may increase/decrease.
- # In addition, Special Allowance @ 15% of Basic Pay (i.e. Pay in Pay Band + Grade Pay) and other allowances will be admissible in the pre-revised pay scale till further orders issued by the Government on entitlement and admissibility of such allowances under 7th CPC. However, no Deputation Duty Allowance will be paid.

2. The eligibility conditions for the aforementioned posts are as under:-

(A) Principal Private Secretary

Officers holding the post of Stenographer in the Central Government or Defence Services;

- (i) holding analogous posts on regular basis in the parent cadre or department; or
- (ii) with seven years of regular service in the post in Stenographers grade in the Pay Band-2 (Rs. 9300-34800) + Grade Pay Rs.4600/-
- (iii) Knowledge of computer applications

Note : Candidates may be required to qualify tests as under:-

- Dictation : 10 minutes @ 150 words per minute
- Transcription : 40 minutes (English)
55 minutes (Hindi)

(B) Private Secretary

Officers holding the post of Stenographer in the Central Government or Defence Services;

- (i) holding analogous posts on regular basis in the parent cadre or department; or
- (ii) with five years of regular service in the post in Stenographers grade in the Pay Band-2 (Rs. 9300-34800) + Grade Pay Rs.4200/-.
- (iii) Knowledge of computer applications.

Note : Candidates may be required to qualify tests as under:-

- Dictation : 10 minutes @ 120 words per minute
- Transcription : 30 minutes (English)
45 minutes (Hindi)

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 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.

Note 3.- The period of deputation including the period of deputation in another ex-cadre held immediately preceding this appointment in the same or some other organisation / department of the Central Government shall ordinarily not exceed three years.

Note 4.- For the purpose of computing minimum qualifying service for deputation basis, the service rendered on a regular basis by an officer prior to 01st January 2006, the date from which the revised pay structure based on the sixth central pay commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.

3. **How to apply** – Neatly filled applications typed on A-4 size paper in the prescribed proforma (**Annexure-I**) & duly completed Certification by the Employer/Cadre Controlling Authority (**Annexure-II**) may be forwarded through proper channel along with attested photocopies of ACRs/APARs for the last 05 years so as to reach **Assistant Director (Pers/R-I), National Technical Research Organisation, Block-III, Old JNU Campus, New Delhi – 110067**. The last date of receipt of application is 30 days from the date of issue of this recruitment notice. Incomplete applications and those received late and/or without the requisite enclosures would be summarily rejected.

4. The selected candidates shall be liable to serve throughout the territory of India and outside India when called upon to do so.

5. Canvassing in any form will disqualify the candidate.

BIO-DATA / CURRICULUM VITAE PROFORMA
(For Deputation)

Affix recent
passport
size colour
photograph
duly signed

Reference No: V(A)/32/2/Estt.-I/NTRO/2016

Post applied for: Principal Private Secretary

1.	Name and Address (in Block Letters) Contact Number	
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
	Essential	Essential
	Officers holding the post of Stenographer in the Central Government or Defence Services (a) (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) with seven years of regular service in the post in Stenographers grade in the Pay Band-2 (Rs. 9300-34800) + Grade Pay Rs.4600/-; and (b) Knowledge of computer applications	
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.	
<p>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.</p>		

7. Details of Employment, in chronological order, **Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.**

Office/institution	Post held on regular basis	From	To	* Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

***Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:

Office/institution	Pay, Pay Band and Grade Pay drawn 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

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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 <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Basic Pay in the PB</th> <th style="width: 33%;">Grade Pay</th> <th style="width: 34%;">Total Emoluments</th> </tr> </thead> <tbody> <tr> <td style="height: 30px;"></td> <td></td> <td></td> </tr> </tbody> </table>		Basic Pay in the PB	Grade Pay	Total Emoluments			
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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. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Basis Pay with scale of Pay and rate of increment</th> <th style="width: 33%;">Dearness Pay/interim relief/other Allowances etc., (with break-up details)</th> <th style="width: 34%;">Total emoluments</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"></td> <td></td> <td></td> </tr> </tbody> </table>		Basis Pay with scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc., (with break-up details)	Total emoluments			
Basis Pay with scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc., (with break-up details)	Total emoluments						
16.	<p>(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, if the space is insufficient)</p> <p>(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 if the space is insufficient)</p>							

17.	Please state whether you are applying for deputation (STC)/Absorption/Re-employment Basis.# (Officers under Central Government are only eligible for "Absorption". Candidates of non-Government Organisations are eligible only for short Term Contract) # (The option of 'STC'/'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment")	
18.	Whether belongs to SC/ST/OBC	

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 _____



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 CR dossier in original is enclosed/photocopies of the ACRs 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)

BIO-DATA / CURRICULUM VITAE PROFORMA
(For Deputation)

Affix recent
passport
size colour
photograph
duly signed

Reference No: V(A)/32/2/Estt.-I/NTRO/2016

Post applied for : Private Secretary

1.	Name and Address (in Block Letters) Contact Number	
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3.	i) Date of entry into Government service	
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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
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	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.		
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