

F No. 21/1/2017-CS-I (P)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
(CS –I (APAR))

2nd Floor, A Wing, Lok Nayak Bhgawan,
Khan Market, New Delhi

Dated 20th February, 2017

OFFICE MEMORANDUM

Subject: Filling up vacancies of Administrative Officer, Assistant
Administrative Officer and Administrative Assistant in the
National Technical Research Organisation on deputation basis.

A copy of vacancy circular received from National Technical Research Organisation vide their O.M. No. V(A)/12/01/Estt.I/NTRO/2017 dated 09th Feb 2017 along with its enclosures on the above mentioned is circulated for information of all CSS officers.

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.


(Chandra Shekhar)

Under Secretary to the Govt. of India
Tele: 2462406

To

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

No. V(A)/12/01/Estt.-I/NTRO/2017-366
Government of India
National Technical Research Organisation
Block-III, Old JNU Campus, New Delhi-110067

Dated, the 09 February 2017

Sub: Filling up vacancies of Administrative Officer, Assistant Administrative Officer and Administrative Assistant in National Technical Research Organisation.

A recruitment notice is enclosed herewith inviting applications to fill up following vacancies in National Technical Research Organisation by methods of recruitment mentioned against each :-

Sl No	Name of the post	No. of Vacancies	Pay Band & Grade Pay
1.	Administrative Officer	02 (two)	Level - 10 in the Pay Matrix (pre-revised PB-3 Rs.15600-39100 + GP Rs. 5400)
2.	Assistant Administrative Officer	07 (seven)	Level - 7 in the Pay Matrix (pre-revised PB-2 Rs.9300-34800 + GP Rs. 4600)
3.	Administrative Assistant	05 (five)	Level - 6 in the Pay Matrix (pre-revised PB-2 Rs.9300-34800 + GP Rs. 4200)

* Number of vacancies may increase or decrease.

2. It is requested that the above mentioned recruitment notice may please be widely circulated. The applications in prescribed proforma (Annexure-I) duly filled by willing and eligible officers with Certification by Employer/Cadre Controlling Authority (Annexure-II) may 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
New Delhi - 110067

3. It is stated that incomplete applications and/or those received late and/or not accompanied by supporting certificates/documents may not be processed for the selection.

4. The last date for receipt of application is **45 days** from the date of publication of advertisement in the Employment News.

Encl: As above.

(NC Bhuyan)
Assistant Director (Pers/R-I)

Distribution : As per the list enclosed.

RECRUITMENT NOTICE
NATIONAL TECHNICAL RESEARCH ORGANISATION

Applications are invited to fill up the following vacancies on **deputation basis** in National Technical Research Organisation :-

Sl No	Name of the post	No. of Vacancies*	Pay Band & Grade Pay #
1.	Administrative Officer	2 (two)	Level – 10 in the Pay Matrix (pre-revised PB-3 Rs.15600-39100 + GP Rs. 5400)
2.	Assistant Administrative Officer	7 (seven)	Level – 7 in the Pay Matrix (pre-revised PB-2 Rs.9300-34800 + GP Rs. 4600)
3.	Administrative Assistant	5 (five)	Level – 6 in the Pay Matrix (pre-revised PB-2 Rs.9300-34800 + GP Rs. 4200)

* Vacancies may increase or 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 essential eligibility conditions for the aforementioned posts are as under:-

Sl No	Name of the Post	Eligibility Criteria
1.	Administrative Officer	Officers under the Central Government; (a) (i) holding analogous post on regular basis ; or (ii) having two years service on regular basis in the scale of pre-revised PB-2 Rs.9300-34800 + Grade Pay Rs.4800/- or (iii) having three years service on regular basis in the scale of pre-revised PB-2 Rs.9300-34800 + Grade Pay Rs.4600/- and (b) Possessing six years experience in dealing with Administration and Establishment matters in security or intelligence departments under Central Govt. Department.
2.	Assistant Administrative Officer	Officers under the Central Government; (a) (i) holding analogous post on regular basis ; or (ii) having five years service on regular basis in the scale of pre-revised PB-2 Rs.9300-34800 + Grade Pay Rs.4200/- and (b) Possessing five years experience in dealing with Administration and Establishment matters in security or intelligence departments under Central Govt. Department.
3.	Administrative Assistant	Officers under the Central Government; (a) (i) holding analogous post on regular basis ; or (ii) having six years service on regular basis in the scale of pre-revised PB-1 Rs.5200 - 20200 + Grade Pay Rs.2800/- or (iii) having ten years service on regular basis in the scale of pre-revised PB-1 Rs. 5200 - 20200 + Grade Pay Rs.2400/- and (b) Possessing three years experience in dealing with Administration and Establishment matters in security or intelligence departments under Central Govt. Department and (c) Having knowledge of computer application

Contd....

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, deputationist shall not be eligible for consideration for appointment of promotion.

Note-2 : The maximum age limit for appointment on deputation shall not be exceeding 56 years as on the closing date of the receipt of application.

Note-3 : For the purpose of computing minimum qualifying service for deputation basis, the service rendered on a regular basis by an officer prior to 01.01.2006/the date from which the revised pay structure based on the 6th CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay/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/pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale with a normal replacement grade without any up-gradation.

Note-4 : 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 shall ordinarily not exceed (3) years which may be extended as per relevant rules/Govt. orders.

3. **How to apply** – The applications duly filled by willing and eligible officers in prescribed proforma (**Annexure-I**) & Certification by the 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/R1)
National Technical Research Organisation
Block-III, Old JNU Campus
New Delhi – 110067

4. The incomplete applications and/or those received late and/or not accompanied by supporting certificates/documents may not be processed for the selection. **No correspondence in this regard would be entertained.**

5. The last date for receipt of application is **45 days** from the date of publication of the above recruitment advertisement in Employment News. This recruitment notice will also be available at NTRO website **<https://ntro.gov.in>** for information. Canvassing in any form will disqualify the candidate.



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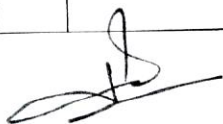
ANNEXURE-I**BIO-DATA / CURRICULUM VITAE PROFORMA**Reference No: **V(A)/12/01/Estt.-I/INTRO/2017**

Post applied for:

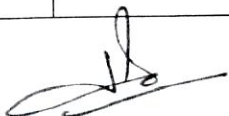
1.	Name and Address (in Block Letters) Contact No : Email ID :	
2.	Date of Birth (in Christian era)	
3.	i) Date of entry into Government service	
	ii) Date of retirement under Central/ State Government Rules	
4.	Educational Qualifications	
5.	Whether Education and other qualification required for the 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
	Essential	Essential
	Officers under the Central Government; (a) (i) holding analogous post on regular basis; or (ii) having two years service on regular basis in the scale of pre-revised PB-2 Rs.9300-34800 + Grade Pay Rs.4800/-; or (iii) having three years service on regular basis in the scale of pre-revised PB-2 Rs.9300-34800 + Grade Pay Rs.4600/- ; and (b) Possessing six years experience in dealing with Administration and Establishment matters in security or intelligence departments under Central Govt. 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 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	
<p>*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:</p>						
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.	
<p>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.</p> <p>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.</p>						



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 in the pre-revised Pay Band as per 6 th CPC or Level in the Pay Matrix (as per 7 th CPC) as the case may be.	Grade Pay or Corresponding Grade Pay prior to 7 th CPC	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.		
	Basis Pay with scale of Pay 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 authenticated by your signature, if the space is insufficient)		



	<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 (v) Any research /innovative measure involving official recognition (vi) any other information. (Note: Enclose a separate sheet duly authenticated by your signature, if the space is insufficient)</p>	
17.	Please state whether you are applying for deputation (STC)/Absorption/Re-employment Basis.# (Officers under Central/State Governments 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 is 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)

