

**No.21/2/2016-CS-I(D)**  
**Government of India**  
**Ministry of Personnel, Public Grievances and Pensions**  
(Department of Personnel and Training)

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2<sup>nd</sup> Floor, Lok Nayak Bhavan, New Delhi-110003  
The 07th October, 2016

**OFFICE MEMORANDUM**

**Subject: Filling up the post of Director (Administration), in National Technical Research Organisation on deputation basis.**

National Technical Research Organisation vide their Circular No.V(A)/12/2/Estt-I/NTRO/2016 dated 15.09.2016 (Copy enclosed) has desired the services of suitable officers for filling up the post of Director (Administration), in National Technical Research Organisation on deputation basis.

2. Ministries / Departments of Government of India are requested to give wide publicity to the above vacancy among their employees and may forward duly signed applications, if any, to Assistant Director (Pers/R-I), National Technical Research Organisation, Block-III, Old JNU Campus, New Delhi-110067.

3. Cadre Clearance in respect of CSS Officers at the level of Under Secretary and above may be obtained from this Division before the application is forwarded for such deputation post.

**Encl.: As above.**



**(BISWAJIT BANERJEE)**

Under Secretary to the Government of India

☎: 24629413

**All Ministries / Departments**

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**RECRUITMENT NOTICE**  
**NATIONAL TECHNICAL RESEARCH ORGANISATION**

Applications are invited from eligible officers from Central Government Ministries/Departments for filling up the following vacancies on **deputation basis** as per the details given below:-

Sl. No.	Name of the post	No. of Vacancies*	Pay Band & Grade Pay #
1.	Director (Administration)	03 (three)	Pre-revised Pay Band-4 (Rs.37400-67000) with Grade Pay Rs.8700/- (Grade Pay) i.e. Level-13 in the Pay Matrix as per 7 <sup>th</sup> CPC.

# 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 allowances under 7<sup>th</sup> CPC. However, no Deputation Duty Allowance will be paid.

\* Number of vacancies are subject to increase or decrease.

2. The essential eligibility conditions for the said post are as under:-

Sl No	Post	Eligibility Criteria
1.	Director (Administration)	<p>Officers under the Central Government;</p> <p>(a) (i) holding analogous post on regular basis; or (ii) with ten years regular service in the pay scale of Rs.15600-39100 plus Grade Pay Rs.6600/- or equivalent in their parent cadre or department; and</p> <p>(b) Possessing twelve years experience in dealing with Administration and Establishment in Central Government.</p> <p><b>NOTE-I :</b> Officers having 10 years combined regular service in pay scale Rs.15600-39100/- with Grade Pay Rs.6600 &amp; Rs.7600 may also apply under the eligibility criteria at (a) (ii) above.</p> <p><b>NOTE-II :</b> Preference would be given to (a) Group 'A' officers belonging to Central Secretariat Service (CSS) with atleast 3-5 year's experience working in Department of Personnel &amp; Training (DOP&amp;T) or (b) Group 'A' officers belonging to Central Secretariat Service (CSS) working in Department of Personnel &amp; Training (DOP&amp;T).</p>

**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.

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 6<sup>th</sup> 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.

4. **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/R-I)**  
**National Technical Research Organisation**  
**Block-III, Old JNU Campus**  
**New Delhi – 110067**

5. The incomplete applications and/or those received late and/or not accompanied by supporting documents would not be processed for determining the eligibility of the candidates for selection. No correspondence in this regard would be entertained.

6. The last date for receipt of application is 30 days from the date of publication of the above recruitment advertisement in Employment News/National Daily.

7. Canvassing in any form will disqualify the candidate.

**BIO-DATA / CURRICULUM VITAE PROFORMA**

Reference No: V(A)/12/02/Estt.-I/NTRO/2016

Post applied for: Director (Administration)

1.	Name and Address (in Block Letters)  Contact No:	
2.	Date of Birth (in Christian era)	
3.	i) Date of entry into 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
	<b>Essential</b>	<b>Essential</b>
	Officers of the Central Government; (a)(i) holding analogous post on regular basis; or (ii) with ten years regular service in the pay scale of Rs.15600-39100 plus Grade Pay Rs.6600/- or equivalent in their parent cadre or department; <b>and</b> <i>Note : Officers having 10 years combined regular service in pay scale Rs.15600-39100/- with Grade Pay Rs.6600 &amp; Rs.7600 may also apply under the eligibility criteria at (a) (ii) above.</i>	
	(b) Experience : Possessing twelve years experience in dealing with Administration and Establishment in Central Government.	

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

Information of the Candidate already mentioned in the application is not to be repeated here. The person responsible for the entry should ensure that the information is correct and complete. The person responsible for the entry should ensure that the information is correct and complete.

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10.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details		
11.	<b>Additional details about present employment:</b> 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 PB	Grade Pay	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.	<b>(A). Additional information, if any, relevant to the post you applied for in support of your suitability for the post.</b> (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). (Should furnish a separate sheet, if the space is insufficient).		

	<b>(B). Achievements:</b> 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. <b>(Note: Enclose a separate sheet if the space is insufficient)</b>	
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)

Address\_\_\_\_\_

18/10/2020

**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**

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**(Employer/Cadre Controlling Authority with Seal)**