

No 21/1/2024-EO(MM-II)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
(Office of the Establishment Officer)

North Block, New Delhi  
Dated, the 01<sup>st</sup> May, 2024

To,

1. The Chief Secretaries,  
All State Governments
2. All Secretaries,  
Ministries/Departments of Government of India

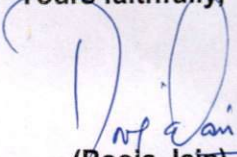
**Subject: Filling up of the post of Deputy Director (Administration), IN-SPACEe HQ, Ahmedabad [Level 13 of Pay Matrix] under Department of Space on deputation basis.**

Sir/Madam,

This is regarding filling up the post of Deputy Director (Administration), IN-SPACEe HQ, Ahmedabad [Level 13 of Pay Matrix] under Department of Space on deputation basis. The post is a Central Staffing Scheme(CSS) post to be filled up through the Civil Services Board (CSB) procedure.

2. Indian National Space Promotion and Authorisation Centre (IN-SPACE) is a single window, independent, nodal agency that functions as an autonomous agency in the Department of Space (DOS). It is formed following the Space sector reforms to enable and facilitate the participation of private players. IN-SPACE is responsible to promote, enable to authorize and supervise various space activities of nongovernmental entities including building launch vehicles & satellites and providing space-based services; sharing space infrastructure and premises under the control of DOSI/SRO; and establishing of new space infrastructure and facilities. The agency enables Non Governmental Entities (NGEs) to utilize India's space resources better and increase NGE space-based activities.
3. Officers from All India Services or any Organized Group 'A' Services of the Government of India(participating under the Central Staffing Scheme), eligible to be appointed at Director or equivalent level(Level-13) under Central Staffing Scheme, may apply for this post. The period of deputation for this post would be Five (5) years at Director level.
4. The post may be circulated amongst officers eligible to be appointed at Director level or equivalent level(Level-13) under CSS in the Government of India on priority basis. Names of willing and eligible officers who can be spared by the State Governments/Ministries/Departments may be forwarded to the Department along with **cadre clearance, vigilance clearance, detailed bio-data in the enclosed proforma and CR Dossiers for the last five years**. For officers working in the cadre, it may also be ensured that the 'Cooling off', after a previous stint on deputation, if any, is completed and the officer is eligible for appointment on Central Deputation as per extant instructions.
5. It is requested that the application(s) of the eligible candidate(s) may please be forwarded so as to reach this Department by **31.05.2024**.

Yours faithfully,

  
(Pooja Jain) 01.05.24

Deputy Secretary to the Government of India  
Email: dir.mm@nic.in

Copy to:

1. D/o Space[Ms. Sandhya Venugopal Sharma, Additional Secretary), Bengaluru w.r.t. I.D. Note A-14017/1/2020-I dated 08.01.2024.
2. PA to DS(MM) for uploading through bulk e-mail system.

### Bio-Data

1.	Name	:			
2.	Date of Birth	:			
3.	Service	:			
4.	Batch	:			
5.	Contact Telephone No. (O)	(R)	(M)		
6.	Domicile	:			
7.	Educational Qualifications	:			
8.	Date of joining service	:			
9.	Present Designation and Pay Scale				
10.	Period of continuous appointment on the present post	:			
11.	Date of grant of Level 13 or Grade Pay of 8700/-(if applicable)	:			
12.	Date of superannuation				
13.	Complete Experience/Posting Profile	:			
S. No	Period	Post held/Organization	Cadre post/Deputa tion post	Place of Posting	Brief Description
14.	Whether clear from Vigilance Angle	:	Yes/No		
15.	Whether the officer has been on deputation earlier. If so please provide details of organization, nature of deputation and period (dates) of deputation	:			
16.	Whether the officer is debarred from deputation under the Central Staffing Scheme	:			

17. Certified that the above particulars are correct and complete.

Signature of the applicant

Date: \_\_\_\_\_

Signature  
Name/Designation & Rubber Stamp  
of officer certifying the above Particulars

Note:

Columns 1-13 to be filled in by applicant.

Columns 14-17 to be filled in by Ministry/Department concerned