

Immediate

No. V(A)/20/03/Rectt./NTRO/2023-21546
Government of India
National Technical Research Organisation
Block-III, old JNU Campus, New Delhi-110067

Dated :28.08.2023

Subject: Recruitment Notice for deputation to the grade of Section Officer in the Admin cadre in NTRO.

A recruitment notice is enclosed herewith inviting applications for deputation to the following posts in this organisation:-

Sr. No.	Name of the post	Number of vacancies*
(i)	Section Officer (Level-8 of the Pay Matrix)	07
*Number of vacancies may increase or decrease		

2. It is requested that the above mentioned recruitment notice may please be widely circulated. The applications duly filled by willing and eligible officials in prescribed proforma, that is, for Section Officer (Annexure-I) & duly completed Certification by the Employer/Cadre Controlling Authority (Annexure-II) be forwarded through proper channel along with attested photocopies of ACRs/APARs for the last 05 years so as to reach on the following address by 15.10.2023:

Assistant Director(R)
National Technical Research Organization
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 will not be processed for determining the eligibility of the candidates for the selection. No correspondence in this regard would be entertained.

4. Selected candidates are liable to serve anywhere in India.

5. The last date for receipt of applications is 15.10.2023. This recruitment notice has also been posted in the NTRO Website ntro.gov.in. The extension of last date of receipt of application, if any will be notified/uploaded in the said website.

Encl: As Above.

Assistant Director(R)

Distribution: As per the list enclosed



Recruitment Notice Dated 28.08.2023

National Technical Research Organisation

Applications are invited from eligible officers Central Government or Defence Services for filling up the following post on ^deputation basis as per details given below:

Sr. No.	Name of the post	Number of vacancies*
(i)	Section Officer (Level-8 of the pay matrix)	07

^ The period of deputation shall be initially for 3 years which may be extended as per rules/relevant Government orders.

* Number of vacancies may increase/decrease.

In addition, Special Allowance @ 20% of Basic Pay and other allowances will be admissible in the revised pay scale under 7th CPC. However, no Deputation Duty Allowance will be paid.

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

Section Officer

Officers under the Central or Defence Services

(a) (i) Holding analogous post on regular basis;

or

(ii) having five years of regular service in Level-7 of the pay matrix;

and

(b) possessing three years experience in dealing with administration and Establishment matters in the Central Government Department.

Note-1: The Department 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 or some other organization/department of the Central Government shall ordinarily not exceed three years.

Note 3: The Maximum age limit for appointment on deputation shall be not exceeding fifty-six as on the closing date of the receipt of the application.

3. How to apply – The applications duly filled by willing and eligible officials in prescribed proforma, that is, for Section officer (Annexure-I) & duly completed Certification by the Employer/Cadre Controlling Authority (Annexure-II) be forwarded through proper channel along with attested photocopies of ACRs/APARs for the last

05 years so as to reach on the following address by 15.10.2023 from the date of recruitment notice:

Assistant Director(R)
National Technical Research Organization
Block-III, old JNU Campus, New Delhi-110067

4. This recruitment notice is also uploaded in the website ntro.gov.in. the extension for 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 application in support of their claim against the requisite eligibility criteria. Candidates are required to produce original certificate for verification at the time of interview/selection.
6. The incomplete applications and/or those received late and/or not accompanied by supporting certificates/documents, would be summarily rejected. No Correspondence in this regard would be entertained.
7. On selection, the officers appointed are liable to serve anywhere in India, including service on sea platform.
8. Canvassing in any form will disqualify the candidate.



BIO-DATA/CURRICULUM VITAE PROFORMA

For the post of Section Officer (Admin)
On DEPUTATION BASIS

Reference No: V(A)/12/2/Rectt/NTRO/2022		Post applied for: Section Officer
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
	The eligibility conditions for the aforementioned post are as under:- Section Officer Officers under the Central or Defence Services (a) (i) Holding analogous post on regular basis; <p style="text-align: center;">or</p> <p style="text-align: center;">(ii) having five years of regular service in Level-7 of the pay matrix;</p> <p style="text-align: center;">and</p> (b) possessing three 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 authenticated by your signature, 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) Highlighting Experience 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-

The date of initial appointment	Period of appointment on deputation/contract	Name of the parent office/organisation to which the applicant belongs	Name of the post and pay of the post held substantive capacity in the parent organisation

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	<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	<p>Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organisation d) Government Undertaking Universities e) Others</p>		
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		
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	<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</p> <p>(I) Additional academic qualification (II) Professional training and (III) Work experience over and above prescribed in the vacancy circular/Advertisement)</p> <p>Note: Enclose a separate sheet duly signed, if the space is insufficient</p>		

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(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 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 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.

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

Countersigned

Employer/ Cadre Controlling Authority with Seal