

No.A.13011/1/2014  
Government of India  
Department of Space

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Antariksh Bhavan,  
New BEL Road,  
Bangalore-560 231

February 11, 2014

**OFFICE MEMORANDUM**

**Subject:** Filling up of one post of Chief Controller in Vikram Sarabhai Space Centre, (VSSC), Thiruvananthapuram in the HAG Scale of ₹67000-79000/- on deputation basis - reg.

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It is proposed to fill up the post of Chief Controller in the Vikram Sarabhai Space Centre (VSSC), Thiruvananthapuram, of this Department in the HAG Scale of ₹67000-79000/- on deputation basis. The eligibility criteria as per Recruitment Rules is given in Annexure-I. The pay and other conditions of service of the selected officer will be regulated in accordance with DoPT OM No.2/29/91-Estt.(Pay-II) dated January 05, 1994, as amended from time to time.

2. Chief Controller will be the administrative head of VSSC which is the largest constituent Centre of Indian Space Research Organisation (ISRO) having a manpower strength of about 5000 employees.

3. Applications of only such eligible officers will be considered as are routed through proper channel and are accompanied with (i) bio-data in the proforma at **Annexure-II**; (ii) clear photocopies of the up-to-date CR/APAR dossier of the Officer containing CRs/APARs of atleast last five years duly attested by a Group-A Officer (iii) cadre clearance, (iv) clearance from vigilance and disciplinary angle, and (v) statement giving details of major or minor penalties, if any, imposed on the officer during the last ten years.

4. All Ministries/Departments/Cadre Authorities and the State Governments/UTs are requested to forward the applications of willing and eligible Officer in the prescribed proforma to Shri N.Pattabi Raman, Under Secretary to the Government of India, Department of Space, Antariksh Bhavan, New BEL Road, Bangalore-560 231 so as to reach this office latest by **31<sup>st</sup> March 2014**.



( G.Gajendra)

Officer on Special Duty

**To:**

1. Secretaries of all the Ministries/Departments of Government of India
2. Chief Secretaries of all State Governments/UTs.
3. All Cadre Authorities
4. Technical Director, NIC, Department of Personnel & Training for up-loading the circular under the heading 'what is new' in DoPT's web-site immediately.
5. Asso. Director, INSES, ISRO.Hqtrs. with a request to make arrangements to post the advertisement in ISRO website (**Internet**).

**ANNEXURE-I****Eligibility criteria for the post of Chief Controller, Vikram Sarabhai Space Centre(VSSC),  
Department of Space/Indian Space Research Organisation Thiruvananthapuram.**

01.	Name of the post	Chief Controller, Vikram Sarabhai Space Centre, Indian Space Research Organisation, Thiruvananthapuram.
02.	Scale of pay/Pay Band/Scale	HAG Scale of ₹67000-79000/-
03.	Eligibility	Officers of the Central/State Governments and its Autonomous Bodies/Institutions/Societies/Corporation including Officers of All India Services and Central Group-A Services  i. Holding analgous posts on a regular basis;  ii. with 3 years regular service in posts with Grade Pay of ₹10000/- in PB-4;  iii. with 27 years regular service in Group-A posts out of which atleast one year service should be in Grade Pay of ₹10000/- in PB-4.
04.	Educational Qualification	Post Graduate in any discipline from a recognised Indian University/Institution.
05.	Experience	Experience required is in the areas of Personnel Management, Gen. Administration, Finance, Procurement & Inventory Management in a Government/Autonomous Bodies/Public Sector Undertakings.
06.	Period of deputation	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 Orgn/Dept. of the Central Govt. shall not exceed 5 years.
07.	Age limit	The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications

**ANNEXURE-II****Application for the post of Chief Controller, Vikram Sarabhai Space Centre (VSSC),  
Department of Space/Indian Space Research Organisation, Thiruvananthapuram.****PROFORMA**

01.	Name					
02.	Date of birth					
03.	Designation & Pay Band with Grade Pay					
04.	Cadre/Service to which belong					
05.	Educational qualification					
06.	Whether belong to SC/ST/Minority					
07.	Details of the present post held :  (a).Date from which held (b).Pay Band with Grade Pay (c).Whether regular/adhoc/deputation (d).If the present post is held on 'deputation basis' since when and the date on which the deputation period will be completed. (e).If the position held is on deputation, the regular post held in the Cadre with pay band with grade pay and from which date.					
08.	Position held during the preceding 15 years : -					
Sl. No.	Name of Office/Organisation where employed	Post held and service/cadre to which it belongs	From	To	Pay Band with Grade Pay	Nature of duties in brief in the following fields:-  (a).Administration (b).Vigilance (c).Financial Matters
(1)	(2)	(3)	(4)	(5)	(6)	(7)

9. Additional information, if any, which you would like to mention in support of the application for the post . . .

Signature of the Candidate:

Tel No.....

Mob.No.....

a). Office Address:

b). Residential Add.

Place:

Date:

CERTIFICATE TO BE FURNISHED BY THE EMPLOYER/HEAD OF  
OFFICE/FORWARDING AUTHORITY

1. Certified that the particulars furnished by Shri/Smt./Kum..... are correct and he/she possess educational qualifications and experience mentioned in Annexure-II.
2. It is also certified that there is no Vigilance/Disciplinary case either pending or being contemplated against him/her.
3. His/her Integrity is certified.
4. No major or minor penalty was imposed on Shri/Smt./Kum..... during the last 10 years period.
5. The up-to-date attested Photostat copies of ACR/APARs (Each Photostat copy of ACR/APAR should be attested) in respect of Shri/Smt./Kum..... is enclosed herewith.

Signature:

Name, designation  
of the forwarding  
Officer with seal &  
Telephone No.  
Mobile No.

Place:

Date: