

2(14)/2012-Pers.I
Government of India
Ministry of Communication & Information Technology
Department of Electronics & Information Technology
Electronics Niketan, 6, CGO Complex

New Delhi-110003.
Dated 18.03.2013.

Office Memorandum

Sub: Filling up of one post of Assistant Engineer (Electrical) in the Department of Electronics & Information Technology on deputation or absorption basis-reg.

It is proposed to fill up one Post of Assistant Engineer (Electrical) in the Pay Band-2 ₹ 9300-34800 plus Grade Pay of ₹ 4600/- p.m. in the Department of Electronics & Information Technology on deputation or absorption basis initially for a period of one year, extendible as per Government instructions. The period of deputation will be one year in the first instance which can be further extended as per Government of India instructions on the subject.

2. The job description of the post and eligibility criteria along with other details of posts are given in Annexure-I. The person selected will be entitled to draw pay in accordance with the Department of Personnel & Training OM No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010 as amended from time to time.


3. Applications of eligible and willing persons who can be spared immediately, in the prescribed format (Annexure-II) may be forwarded through proper channel to the undersigned on or before 06.05.2013 till 05:30 p.m. The application should also be accompanied by photocopies of ACRs for the last five years duly attested by an officer not below the rank of Under Secretary or equivalent. While forwarding the applications, it may please be certified that the particulars furnished by the officer(s) are correct and that no disciplinary or vigilance case is either pending or contemplated against the officer (annexure-III). It may also be confirmed that in the event of selection the officer concerned will be relieved of his duties. The integrity of the officer may also be certified by an officer of the rank of Under Secretary or equivalent.

4. Applications, which are incomplete or are not accompanied with the photocopies of ACRs for the last five years will not be entertained and no correspondence will be made or entertained in this regard.

5. Candidates once selected will not be allowed to withdraw his/her name on a later date.



(Girish Sahai)
Joint Director
Tel.No. 24301246

To

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1. All Ministries/Departments of Government of India.
 2. The HOD, Engineering in Chief Branch, Army Hq, DHQ, PO, New Delhi.
 3. Chief Engineer (Civil), MTNL, Kidwai Bhawan, New Delhi.
 4. Director (Admn.), CPWD, Nirman Bhawan, New Delhi.
 5. Joint Director for DGR, CO(SG), Directorate General Border Roads, Seema Sadak Bhawan, Ring Road, Naraina, Delhi Cantt. New Delhi-110010.

Copy to:

1. GC Section for uploading the advertisement on DOPT website.
2. Smt. Tulika Pandey, Scientist 'E' for uploading the advertisement on DeitY website.


26/3

Assistant Engineer (Electrical)

01. **Post:** Assistant Engineer (Electrical) (Group 'B' Gazetted)
02. **Number of Post:** 01(One)
03. **Pay Scale:** Pay Band-2 ₹ 9300-34800 plus Grade Pay of ₹ 4600/- p.m.
04. **Eligibility:** Officers of the Central Govt. or State Govts. or Public Sector undertakings
 - (a) (i) holding analogous post on regular basis in the parent cadre/ department : OR
 - (ii) Junior Engineer (Electrical) with three years experience in the grade rendered after appointment thereto on a regular basis in PB-2: ₹ 9300-34800/- plus Grade Pay of ₹ 4200/- or equivalent in the parent cadre or department or
 - (b) Possessing the qualifications and experience as follows: "

Essential: Diploma in Electrical Engineering with three years experience in construction and maintenance including designing, estimating contracts, supervision etc of electrical installation, lifts, sub-station equipment, generating sets, telephone exchange, uninterrupted power supply system, air conditioning etc.

Desirable: Degree in Electrical Engineering from recognized University/Institution

Note 1:- Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organization/department of the Central Government shall ordinarily not exceed five years.

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

Note 3:- For the purposes of appointment on deputation or absorption basis, the service rendered on regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission 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 re-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/pay scale is the normal replacement grade without any upgradation.

Note-4: In case, the Junior Engineer (Electrical) appointed in this Department on deputation is being considered for absorption, he or she should have completed five years of continuous service in the grade before the date of absorption.

For Ex-Serviceman: The Armed Forces personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed shall be considered. Such persons shall be given deputation terms up to the date on which they are due to release from the Armed Forces, thereafter they may be continued on re-employment.

BIO-DATA PROFORMA

Name of the post applied for : Assistant Engineer (Electrical)

1. Name of the Candidate (in Block Letters) :
2. Address in Block Letters including Contact number :
3. Date of Birth (in Christian era) :
4. Age as on closing date :
5. Date of retirement under Central/State Govt:
6. Educational Qualifications :
7. Details of employment, in chronological order. Enclose a separate sheet, duly authenticated your signature, if the space below is insufficient.
- 8.

| Sl.No. | Office/Institution/Organization | Post held | From | To | Pay Band & Grade Pay with pay | Nature of duties |
|--------|---------------------------------|-----------|------|----|-------------------------------|------------------|
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |

9. Nature of present employment i.e. adhoc/temporary/permanent:
10. In case the present employment is held on deputation, please state
 - (i) The date of initial appointment :
 - (ii) Period of appointment on deputation:
 - (iii) Name of the parent organization/office to which you belong
11. Whether SC/ST/OBC :
12. Additional information, if any, which you would like to mentioned in support of your suitability for the post.

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Dated:

Signature of candidate _____
Name of the candidate _____
Address of the candidate _____
Mobile No.(if any) _____

Certificate to be furnished by the Employer/Head of Office/Forwarding Authority

Certified that the particulars furnished by _____ are correct and he/she possesses educational qualifications and experience mentioned in the circular.

Also certified that:

- (i) There is no vigilance case pending/contemplated against him/her.
- (ii) His/Her complete CR dossier/ACRs for the last 5 years duly attested (on each page) by an officer of the rank of Under Secretary or equivalent; to the Government of India are enclosed.
- (iii) His/Her integrity is beyond doubt.
- (iv) No major/minor panalties have been imposed on him/her during the last 10 years/list of major/minor penalties imposed on him/her during the last 10 years is enclosed.

(Strike out whichever is not applicable)

Dated:

Signature _____

Place:

Stamp