

**F.No.Admn./10/2021-NRA (Vol.I)**  
National Recruitment Agency (NRA)  
Government of India  
(an autonomous body setup under DoPT)

Tower-II, 4<sup>th</sup> Floor, Jeevan Bharati Building  
Connaught Place, New Delhi- 110 001  
Date the 26<sup>th</sup> July, 2023

**Advertisement of Filling up posts on deputation**

**Subject:** Filling up of posts in the National Recruitment Agency (NRA) HQ on deputation basis.

National Recruitment Agency (NRA) is an autonomous body setup under Department of Personnel & Training, Government of India to conduct Common Eligibility Test (CET) to shortlist candidates for vacancies of Group 'B' Non-Gazetted posts, Group 'B' Gazetted posts (which are exempted from consultation with the Union Public Service Commission (UPSC); Group 'C' posts in the Government and equivalent posts (where no such classification exist) in instrumentalities of the Government. More details on NRA is available in NRA e-Book on the website of DoPT (<http://dopt.gov.in>).

2. NRA invites applications for filling up of the following posts in its Headquarters (HQ) at New Delhi on deputation basis/ foreign service terms basis:-

Sl. No	Name of the Post & Pay band/ Level	Qualification/ Requirements	No. of Posts
1.	<b>Deputy Director (Administration)</b> <b>(Rs.67700-208700)</b> (Level- 11)	<b>Essential:</b> Bachelor's degree in any discipline or any equivalent degree and  1. Officer holding analogous posts in Central Government or Autonomous Organizations or Central Public Sector Enterprises or Universities or Judicial Institutions or other Central Government Institutions, etc.; OR  2. Officer with 5 years' service in the grade rendered after appointment thereto on regular basis in the pay band of Rs. 56100- 177500 (Level- 10) of such services as mentioned in (1) above; OR  3. Officers with 6 years' service in the grade rendered after appointment thereto on regular basis in the pay band of Rs. 53100- 167800 (Level- 9) of such services as mentioned in (1) above;  <b>Desirable:</b> Having 3 years' experience in the area of General Administration.	01

Sl. No.	Name of the Post & Pay band/ Level	Qualification/ Requirements	No. of Posts
2.	<b>Deputy Director (Finance &amp; Accounts)</b> <b>(Rs. 67700- 208700)</b> (Level- 11)	<b>Essential:</b> Bachelor's degree in Economics/ Commerce/ Business Administration with Finance and Account and  1. Officer holding analogous posts in Central Government or Autonomous Organizations or Central Public Sector Enterprises or Universities or Judicial Institutions or other Central Government Institutions, etc.; OR  2. Officer with 5 years' service in the grade rendered after appointment thereto on regular basis in the pay band of Rs. 56100- 177500 (Level- 10) of such services as mentioned in (1) above; OR  3. Officers with 6 years' service in the grade rendered after appointment thereto on regular basis in the pay band of Rs. 53100- 167800 (Level- 9) of such services as mentioned in (1) above; <b>Desirable:</b> 1. CA/ CS/ Cost Accountant or any equivalent degree considered useful by the Selection Committee;  2. Having 3 years' experience in the areas of Finance, Accounts, Audit including double entry book keeping.	01
3.	<b>Deputy Director (Controller of Examinations)</b> <b>(Rs.67700- 208700)</b> (Level- 11)	<b>Essential:</b> Bachelor's degree in any equivalent degree and  1. Officer holding analogous posts in Central Government or Autonomous Organizations or Central Public Sector Enterprises or Universities or Judicial Institutions or other Central Government Institutions, etc.; OR  2. Officer with 5 years' service in the grade rendered after appointment thereto on regular basis in the pay band of Rs. 56100- 177500 (Level- 10) of such services as mentioned in (1) above; OR  3. Officers with 6 years' service in the grade rendered after appointment thereto on regular basis in the pay band of Rs. 53100- 167800 (Level- 10) of such services as mentioned in (1) above; <b>Desirable:</b> Having 3 years' experience in the areas of examination management, conduct of examination, etc.	01

Sl. No.	Name of the Post & Pay band/ Level	Qualification/ Requirements	No. of Posts
4.	<b>Deputy Director (Infrastructure )</b> <b>(Rs. 67700- 208700)</b> (Level- 11)	<b>Essential:</b> Bachelor's degree in any discipline or any equivalent degree and  1. Officer holding analogous posts in Central Government or Autonomous Organizations or Central Public Sector Enterprises or Universities or Judicial Institutions or other Central Government Institutions, etc.; OR  2. Officer with 5 years' service in the grade rendered after appointment thereto on regular basis in the pay band of Rs. 56100- 177500 (Level- 10) of such services as mentioned in (1) above; OR  3. Officers with 6 years' service in the grade rendered after appointment thereto on regular basis in the pay band of Rs. 53100- 167800 (Level- 9) of such services as mentioned in (1) above; <b>Desirable:</b> Having 3 years' experience in the areas of Infrastructure for setting of examination centres.	01
5.	<b>Deputy Director (Legal)</b> <b>(Rs.67700- 208700)</b> (Level- 11)	<b>Essential:</b> Bachelor's degree in Law from any National Law University/Recognize University/College/Institute and  4. Officer holding analogous posts in Central Government or Autonomous Organizations or Central Public Sector Enterprises or Universities or Judicial Institutions or other Central Government Institutions, etc.; OR  5. Officer with 5 years' service in the grade rendered after appointment thereto on regular basis in the pay band of Rs. 56100- 177500 (Level- 10) of such services as mentioned in (1) above; OR  6. Officers with 6 years' service in the grade rendered after appointment thereto on regular basis in the pay band of Rs. 53100- 167800 (Level- 9) of such services as mentioned in (1) above; <b>Desirable:</b> Minimum 03 years of experience in handling predominantly commercial matters in a responsible capacity viz. as a legal professional preferably in govt. organizations.	01

Sl. No.	Name of the Post & Pay band/ Level	Qualification/ Requirements	No. of Posts
6.	<b>Deputy Director</b> <b>(Content Development</b> <b>(Rs. 67700- 208700)</b> <b>(Level- 11)</b>	<b>Essential:</b> Bachelor's degree in any discipline or any equivalent degree and  1. Officer holding analogous posts in Central Government or Autonomous Organizations or Central Public Sector Enterprises or Universities or other Central Government Institutions, etc.; OR  2. Officer with 5 years' service in the grade rendered after appointment thereto on regular basis in the pay band of Rs. 56100- 177500 (Level- 10) of such services as mentioned in (1) above; OR  3. Officers with 6 years' service in the grade rendered after appointment thereto on regular basis in the pay band of Rs. 53100- 167800 (Level- 9) of such services as mentioned in (1) above;  <b>Desirable:</b>  Having 3 years experience in the way of content development examination. Applicant having Post Graduate Degree and academic background will be preferred.	01

Sl. No.	Name of the Post & Pay band/ Level	Qualification/ Requirements	No. of Posts
7	<b>Deputy Director (IT Solutions)</b> <b>(Rs.67700- 208700)</b> (Level- 11)	<b>Essential:</b> Bachelor's degree in Computer Science/Electronics/IT or any equivalent degree and  1. Officer holding analogous posts in Central Government or Autonomous Organizations or Central Public Sector Enterprises or Universities or Judicial Institutions or other Central Government Institutions, etc.; OR  2. Officer with 5 years' service in the grade rendered after appointment thereto on regular basis in the pay band of Rs. 56100- 177500 (Level- 10) of such services as mentioned in (1) above; OR  3. Officers with 6 years' service in the grade rendered after appointment thereto on regular basis in the pay band of Rs. 53100- 167800 (Level- 9) of such services as mentioned in (1) above;  <b>Desirable:</b>  Having 3 years' experience in the areas of IT solutions/database/Security, etc;.	01
8.	<b>Senior PPS</b> <b>(Rs.78800-209200)</b>  (Level- 12)	<b>Essential:</b>  1. Officer holding analogous posts in Central Government or Autonomous Organizations or Central Public Sector Enterprises or Universities or Judicial Institutions or other Central Government Institutions, etc.; OR  2. Officer with 5 years' service in the grade rendered after appointment thereto on regular basis in the pay band of Rs. 67700- 208700 (Level- 11) of such services as mentioned in (1) above.  <b>Desirable:</b> 1. Bachelor's degree in any discipline or equivalent degree;  2. 5 years' experience of having worked with senior officers of Central Government or Autonomous Organizations or Central Public Sector Enterprises or Universities or Judicial Institutions, etc.	01

Sl. No	Name of the Post & Pay band/ Level	Qualification/ Requirements	No. of Posts
9	PPS (Rs. 67700- 208700) (Level- 11)	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>Officer holding analogous posts in Central Government or Autonomous Organizations or Central Public Sector Enterprises or Universities or Judicial Institutions or other Central Government Institutions, etc.; OR</li> <li>Officer with 5 years' service in the grade rendered after appointment thereto on regular basis in the pay band of Rs. 56100- 177500 (Level- 10) of such services as mentioned in (1) above.</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>Bachelor's degree in any discipline or equivalent degree;</li> <li>3 years' experience of having worked with senior officers of Central Government or Autonomous Organizations or Central Public Sector Enterprises or Universities or Judicial Institutions, etc.</li> </ol>	01
10.	Stenographer Grade 'C' (Rs. 44900- 142400)  (Level- 7)	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>Stenographers/ Personal Assistants holding analogous posts in Central Government or Autonomous Organizations or Central Public Sector Enterprises or Universities or Judicial Institutions or other Central Government Institutions, etc.; OR</li> <li>Stenographers with 5 years of regular service in the pay band of Rs 35400- 112400 (Level- 6);</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>Graduate from a recognized University;</li> <li>Knowledge of working on computer using MS office, power point, etc.</li> </ol>	04
11.	Executive (ASO) (Rs. 49900- 142400) (Level- 7)	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>Officer holding analogous posts in Central Government or Autonomous Organizations or Central Public Sector Enterprises or Universities or Judicial Institutions or other Central Government Institutions, etc.; OR</li> <li>Officer with 5 years' of regular service in the pay band of Rs. 35400- 112400 (Level- 6);</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>Bachelor degree/ diploma from a recognized University/ Institute;</li> <li>Candidates having 2 years' experience in the specialized field for corresponding nature of job, such as General Administration, Finance &amp; Accounts, IT Solutions, Procurement, Examination Management, etc. will be given preference.</li> <li>02 posts are proposed to be filled for Accounts and Finance. Applicants having experience in Accounts and Audit areas are encouraged to apply.</li> </ol>	10


4. The above proposed numbers of posts are tentative and the same may vary according to requirement of NRA. The appointment will be on deputation on Foreign Service terms basis initially **for a period of three years** and will be governed by the instructions issued by DoPT vide OM No. 6/8/2009-Estt (Pay-II), dated 17.08.2010 and as amended from time to time. The maximum age limit for appointment on deputation basis shall **not exceed 56 years** as on last date of receipt of application. NRA also reserves the right not to fill up any/ few posts indicated above.

5. Apart from Basic Pay, the posts carry DA, HRA and Transport Allowance etc. as per the rates applicable to the Central Government Employees from time to time. The fixation of pay/ Deputation (Duty) Allowance shall be governed by instructions issued by DoPT vide OM No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010 and as amended from time to time.

6. The applications in the prescribed pro-forma (**Annexure-I**), along with all necessary documents, i.e. Vigilance Clearance/ Cadre Clearance, Integrity Certificate, No Penalty Certificate for the last ten years and up-to-date ACRs/ APARs for the last five year, and 'Certificate from the Employer' (**Annexure-II**) may be sent to this office through proper channel **by 15.09.2023**. Any form of conditional forwarding from the employer or applications received without the prescribed documents and 'Certificate of Employer' will be summarily rejected.

7. The application, complete in all respects, along with relevant documents (**in soft copy only**), may be sent by email to:

The Director (Admn.),  
National Recruitment Agency,  
New Delhi.  
Email: [diradmn-nra@gov.in](mailto:diradmn-nra@gov.in)

  
(Stefi Sofi)  
Deputy Secretary (NRA)  
[contact-nra@gov.in](mailto:contact-nra@gov.in)

FORMAT OF APPLICATION FOR POSTING IN NRA ON DEPUTATION

Copy of passport size photograph to be pasted here

1.	Name in Full (IN BLOCK LETTERS)	
2.	Post applied For (Separate applications are to be sent for different Posts)	
3.	Date of Birth (DD/MM/YYYY)	
4.	Date of superannuation (DD/MM/YYYY)	
5.	Service to which belong	
6.	Status of Present employment. (Whether Central Govt./ State Govt./ Autonomous Body/ Statutory Body/PSU /University/Judicial Institution/ others)	
7.	Initial date of Appointment in Service	
8.	Office Address with Telephone No.	
9.	Residential Address with Telephone No./ Mob. No.	
10.	Present post held along with Pay level & Basic Pay/ Pay Scale/ Pay Band & Grade Pay of the post held.	



11.	Educational Qualification (Metric Onwards);					
	Exam passed	Name of University/ Institute / Board	Year of Passing	Duration of Course	Subjects	Percentage of Marks

12. Please state clearly whether in the light of entries made below, you meet the requisite Essential Educational and other qualifications required for the post (if any qualification has been treated as equivalent to the one prescribed in the rule, state the authority for the same)

<b>Qualification/ Experience required as per advertisement.</b>	<b>Qualification/ Experience Possessed by the applicant.</b>
<b>Essential:</b>	<b>Essential:</b>
(a) Qualification:	(a) Qualification:
(b) Experience:	(b) Experience:
<b>Desirable:</b>	<b>Desirable:</b>
(a) Qualification:	(a) Qualification:
(b) Experience:	(b) Experience:

13.	Details of employment in chronological order (If needed, enclose a separate sheet duly authenticated by you in the format given below):-					
Name of office/ Instt./ Organization	Post Held (Designation)	Period of service		Nature of Appointment (Regular/ Ad-hoc/ temporary)	Scale of pay, i.e., pay level/ pay band and grade pay.	Nature of Duties
		From	To			
14.	<b>Details of experience:</b>					
15.	Nature of present employment, i.e., permanent/ ad-hoc/ deputation:					
16.	<p>In case the present employment is held on deputation, please state:</p> <p>(a) Date of initial appointment</p> <p>(b) Period of appointment with address</p> <p>(c) Name of the parent office/ organization</p>					

17.	Details of training undergone.	
18.	Details of proficiency in computer.	
19.	Any other information applicant wants to furnish:	
20.	Please state briefly how you find yourself best suitable for the post applied for.	

I have carefully gone through the 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. It is also certified that the information furnished above is correct and true to the best of my knowledge. In the event of my selection, I shall abide by the terms and conditions of services attached to the post.

Place:

Signature:

Date:

Name:

## ANNEXURE-II

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

Certified that 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 Advertisement. If selected, he/she will be relieved immediately.

1. It is also certified: -

- (i) That there is no vigilance/disciplinary case or criminal case pending or being contemplated against Shri/Smt./Ms. \_\_\_\_\_
- (ii) That his/her integrity is certified.
- (iii) That his/her CR/APAR dossier in original is enclosed/photocopies of the ACRs/APARs for the last five years duly attested by an officer of the rank of Under Secretary to the Govt. Of India or above, are enclosed.
- (iv) That no major/minor penalty has been imposed on him/her during that last ten years or list of major/minor penalties imposed on him/her during the last ten years is enclosed (as the case may be).
- (v) That the cadre controlling authority has no objection to the consideration of the applicant of the post mentioned in this advertisement.

Signature \_\_\_\_\_

Name and Designation \_\_\_\_\_

Tel No. \_\_\_\_\_

Office Seal

Place: \_\_\_\_\_

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

List of enclosures:

- 1.
- 2.
- 3.
- 4.
- 5.