

No.A.12019/58/2013
Government of India
Department of Space

Antariksh Bhavan,
New BEL Road,
Bangalore-560 231

August 06, 2013

OFFICE MEMORANDUM

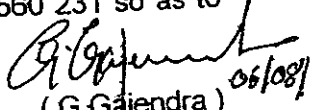
Subject: Filling up of the post of Officer on Special Duty(Director level), National Natural Resources Management System, ISRO Headquarters, in the Pay Band of ₹37400-67000/- plus Grade Pay ₹8700/- on deputation basis - reg.

It is proposed to fill up the post of Officer on Special Duty, National Natural Resources Management System, ISRO Headquarters, Bangalore of this Department at the level of Director in the Pay Band of ₹37,400-67000/- plus Grade Pay ₹8,700/- 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. Officer on Special Duty, National Natural Resources Management System, ISRO Headquarters, Bangalore will be incharge of the administrative matters.

3. Applications of only such 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 20th September 2013.

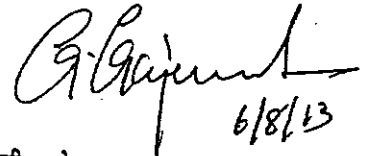

(G.Gajendra)
Officer on Special Duty
06/08/13

To:

1. Secretaries of all the Ministries/Departments of Government of India अधिकारी / Officer on Special Duty
2. Chief Secretaries of all State Governments/UTs. अन्तरिक्ष विभाग / Department of Space
3. All Cadre Authorities बंगलूरु / Bangalore - 560 231
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. Dy. Director, INSES, ISRO Hqtrs. with a request to make arrangements to post the advertisement in ISRO website (Internet).

Eligibility criteria for the post of Officer on Special Duty, National Natural Resources Management System, ISRO Headquarters, Bangalore

01.	Name of the post	Officer on Special Duty, National Natural Resources Management System, DOS/ ISRO Headquarters, Bangalore
02.	Scale of pay/Pay Band/Scale	₹37,400-67,000/- plus Grade Pay ₹8700/-
03.	Eligibility	Officers from All India Services or Central Services Group-A holding analogous posts on regular basis or 14 years regular service in Group-A post.
04.	Educational Qualification	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	Initially for a period of three years. The total 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


6/8/13

जी. गजेन्द्र / G. Gajendra
विशेष कार्य अधिकारी / Officer on Special Duty
अन्तरिक्ष विभाग / Department of Space
बैंगलूर / Bangalore - 560 231

**Application for the post of Officer on Special Duty, National Natural Resources
Management System, ISRO Headquarters, Bangalore**

PROFORMA

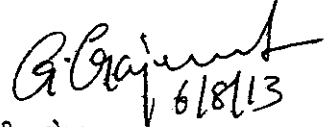
01.	Name					
02.	Date of birth					
03.	Designation & Pay Band with Grade Pay					
04.	Cadre/Service to which belong					
05.	Educational qualification					
06.	Whether belong to SC/ST/Minority					
07.	Details of the present post held : (a).Date from which held (b).Pay Band with Grade Pay (c).Whether 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 10 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:


 जी. गजेन्द्र / G. Gajendra
 विशेष कार्य अधिकारी / Officer on Special Duty
 अन्तरिक्ष विभाग / Department of Space
 बंगलूर / Bangalore - 560 231

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 possesses 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. His/her Integrity is certified.
3. No major or minor penalty was imposed on Shri/Smt./Kum..... during the last 10 years period.
4. 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:

 6/8/13

जी. गजेन्द्र / G. Gajendra
विशेष कार्य अधिकारी / Officer on Special Duty
अन्तरिक्ष विभाग / Department of Space
बंगलूर / Bangalore - 560 231