

No. V(A)/10/3/Estt-I/NTRO/2012- 4218 - 4275
GOVERNMENT OF INDIA
NATIONAL TECHNICAL RESEARCH ORGANISATION
BLOCK-III, OLD JNU CAMPUS
NEW DELHI - 110 067

Dated 5 November 2012

Subject: Filling up posts of Director (Administration), Deputy Director (Administration), Administrative Officer and Assistant Administrative Officer in NTRO on deputation basis.

A recruitment notice inviting application for filling up the posts of Director (Administration), Deputy Director (Administration), Administrative Officer and Assistant Administrative Officer in NTRO on deputation basis is attached herewith. You are requested to kindly sponsor eligible officers to work with this premier techint organisation.

2. It is requested that the above mentioned recruitment notice may please be circulated amongst the eligible officers of your organisation/ department. The eligible officers may please be advised to fill the application in the prescribed proforma and forward the same through proper channel alongwith disciplinary/vigilance clearance/integrity certificate and attested copies of ACRs for the last 05 years so as to reach on following address:-

Director (Estt-I)
National Technical Research Organisation
Block-III, Old JNU Campus
New Delhi - 110 067

3. It is stated that incomplete applications and those received late and/or without the requisite enclosures would be summarily rejected. No correspondence in this regard would be entertained.

4. It is re-iterated that the **last date for receipt of application is 45 days from the date of publication of the above mentioned recruitment notice in the Employment News.**

S P Srivastava
(S P Srivastava)
Asstt. Director (Estt-I)

As per the distribution list:

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D, NIC - for posting in the website under 'Vacancy Circular'.
21/11/12

NATIONAL TECHNICAL RESEARCH ORGANISATION

Applications are invited for filling up the following post on deputation basis from Central Government Ministries/Departments as per details given below:-

Sl. No.	Name of the post	No. of posts#	Scale of pay*
1.	Director (Administration)	01	PB-4 Rs. 37400-67000/- + Grade Pay of Rs. 8700/-
2.	Deputy Director (Administration)	02	PB-3 Rs. 15600-39100/- + Grade Pay of Rs. 7600/-
3.	Administrative Officer	03	PB-3 Rs. 15600-39100 + Rs. Grade Pay of Rs. 5400/-
4.	Assistant Administrative Officer	06	PB-2 Rs. 9300-34800 + Rs. Grade Pay of Rs. 4600/-

* In addition, Special Allowance @ 15% of Basic Pay (i.e. Pay in Pay Band + Grade Pay) will be admissible.

Number of posts may increase/decrease.

^ The period of deputation shall not be less than 3 years which may be extended as per rules/relevant Govt. orders.

2. The educational and other qualifications required for the above mentioned post are as under:-

I. For Director (Administration)-

Officers under the Central Government:

- (a) (i) holding analogous post on regular basis; or
- (ii) having five years service on regular basis in the scale of PB-3 Rs. 15600 - 39100/- + Grade Pay Rs. 7600/- ; and
- (b) possessing twelve years experience in dealing with Administration and Establishment in Central Government.

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II. For Deputy Director (Administration)-

Officers under the Central Government:

- (a) (i) holding analogous post on regular basis; or
- (ii) having five years service on regular basis in the scale of PB-3 Rs. 15600 - 39100/- + Grade Pay Rs. 6600/- ; and
- (b) possessing ten years experience in dealing with Administration and Establishment in supervisory capacity in scientific or security or intelligence departments under the Central Government Departments.

III. For Administrative Officer-

Officers under the Central Government:

- (a) (i) holding analogous post on regular basis; or
- (ii) having two years service on regular basis in the scale of PB-2 Rs. 9300-34800/- + Grade Pay Rs. 4800/-; or
- (iii) having three years service on regular basis in the scale of PB -2 Rs. 9300 - 34800/- + Grade Pay Rs. 4600/- ; **and**
- (b) possessing six years experience in dealing with Administration and Establishment matters in scientific or security or intelligence departments under the Central Government.

IV. For Assistant Administrative Officer-

Officers under the Central Government:

- (a) (i) holding analogous post on regular basis; or
- (ii) having five years service on regular basis in the scale of PB-2 Rs. 9300 - 34800/- + Grade Pay Rs. 4200/- ; **and**
- (b) possessing five years experience in dealing with Administration and Establishment matters in scientific or

security or intelligence departments under the Central Government.

Note-1: The Departmental 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 maximum age limit for appointment on deputation shall not be exceeding 56 years as on the closing date of the receipt of application.

3. The officers appointed on deputation can be posted anywhere in India as per requirement of the organization.

4. **How to apply** - Neatly filled applications typed or in own handwriting on A-4 size paper in the prescribed proforma (placed at Annexure) should be sent to **Post Box No. 4552, Hauz Khas, New Delhi-110016. The last date of receipt of application is 45 days from the date of publication of this advertisement in the Employment News.**

5. Attested copies of educational qualifications, experience and other certificates should be enclosed with the application. Candidates however, will be required to produce original certificates for verification at the time of interview.

6. The applications in the prescribed proforma (placed at Annexure) may kindly be forwarded through proper channel alongwith disciplinary/vigilance clearance/integrity certificate and attested copies of ACRs for the last 05 years.

7. Incomplete applications and those received late and/or without the requisite enclosures would be summarily rejected. No correspondence in this regard would be entertained.

8. Canvassing in any form will disqualify the candidate.

Distribution List

1. Joint CGDA (Admin), Office of the Controller General of Defence Accounts, Ulan Batar Road, Palam, Delhi Cantt, New Delhi - 110010.
2. Controller General of Accounts, 7th Floor, 'C' Wing, Lok Nayak Bhawan, Khan Market, New Delhi.
3. Assistant Comptroller & Auditor General (P), Office of Auditor & Comptroller General of India, Bahadur Shah Zafar Marg, New Delhi.
- ✓ 4. Joint Secretary (Admin), Ministry of Personnel, Pensions & Public Grievances, (Department of Personnel & Training), Room No. 109, North Block, New Delhi.
5. Joint Secretary (Admin), Ministry of Home Affairs, Room No. 194, North Block, New Delhi.
6. Joint Secretary (Establishment), Ministry of Defence, Room No. 97, South Block, New Delhi.
7. Dr. Arun Kumar, DOP, DRDO Bhawan, New Delhi.
8. Director (Admin), Ministry of Science & Technology, Department of Science & Technology, New Mehrauli Road, New Delhi.
9. Dr. R.G. Nadadur, Joint Secretary, Deptt. Of Space, ISRO Hqrs. Antriksh Bhawan, New BEL Road, Bangalore - 560 094.
10. Additional Secretary (SR), Cabinet Secretariat, Bikaner House (Annexe), Shahajahan Road, New Delhi - 110 011.
11. Shri S.S. Sidhu, Joint Director (Estt), Intelligence Bureau (MHA), 35, Sardar Patel Marg, New Delhi.
12. Director General, SSB, East Block-V, R.K. Puram, New Delhi - 110 066.
13. Shri Ramakrishnan, Under Secretary (Admin), Department of Atomic Energy, Room No. 145-A, South Block, New Delhi - 110 011.
14. Joint Secretary (T) & CAO, Ministry of Defence, Room No. 155, 'E' Block, Dalhousie Road, New Delhi - 110 011.
15. Adviser, Office of PSA to GOI, Vigyan Bhawan (Annexe), New Delhi - 110 011.
16. Joint Secretary (Admin) of Ministries/Department of GOI as per the standard list.
17. Integrated Headquarters of Defence (Navy), PDOP, 219, 'C' Wing, Sena Bhawan, New Delhi - 110 011.
18. Army Headquarters, DG (MP & PS), Room No. 281, South Block, New Delhi - 110 011.
19. Air Headquarters, ACAS (PO), Room No. 329, Vayu Bhawan, New Delhi - 110 001.
20. Advisor (Confidential), Ministry of Railways, Rail Bhawan, New Delhi.
21. Director General of Posts and Telecommunications, Sanchar Bhawan, Parliament Street, New Delhi - 110 001.

ANNEXURE

REFERENCE NO.	V(A)/10/3/Estt-I/NTRO/2012	Affix recent passport size colour photograph duly signed
POST APPLIED FOR		

1.	Name and Address in Block letters					
2.	Date of Birth (in Christian era)					
3.	Date of retirement under Central/State Government rules					
4.	Educational & Professional Qualifications starting with the last degree till High School or Matriculation level:-					
	Sl. No.	Qualification	Year of Passing	Institute/Board/ University/College	Subject	Marks Obtained and Division
5.	Whether Educational and other qualifications 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		Qualifications/ Experience possessed by the officer	
	Essential	(1)				
		(2)				
		(3)				
	Desired	(1)				
		(2)				
6.	Please state clearly whether in the light of entries made by you above, you meet the requirements of the post					
7.	Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient					
	Office/Instt./ Orgn.	Post held	From	To	*Scale of pay and basic pay	Nature of duties
8.	Nature of present employment, i.e., <i>ad hoc</i> or temporary or permanent					

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9.	In case the present employment is held on deputation/contract basis, please state:-	
	(a)	The date of initial appointment
	(b)	Period of appointment on deputation/contract
	(c)	Name of the parent office/organisation to which you belong
10.	Additional details about present employment:- Please state whether working under:-	
	(a)	Central Government
	(b)	State Government
	(c)	Autonomous Organizations
	(d)	Government Undertakings
	(e)	Universities
11.	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	
12.	Total emoluments per month now drawn	
13.	Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient	
14.	Whether belongs to SC/ST/OBC	
15.	Remarks	

* Pay Scale on a regular/substantive basis as well as present pay scale both must be mentioned.

UNDERTAKING

I solemnly affirm that the information submitted above is correct to the best of my knowledge & belief. I also undertake that in the event of my selection to the above post, I will not withdraw my candidature or decline the post when offered.

No. of enclosure attached: _____

Signature of the candidate

Date: _____

Address: _____

Countersigned
(Employer)

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