

F.No.5/32/2003-UTI&JPC
Government of India
Ministry of finance
Department of Economic affairs
Capital Market Division
UTI & JPC Section

North Block, New Delhi,
Dated: 16th May, 2011.

Subject: Filling up the post of Administrator (part-time), Specified Undertaking of the Unit Trust of India (SUUTI), Mumbai.

Applications are invited for the post of Administrator (part-time), Specified Undertaking of the Unit Trust of India (SUUTI), Mumbai, for a period not exceeding 3 years or upto 65 years of age, whichever is earlier.

2. The Administrator shall be a person of ability, integrity and standing who has shown capacity in dealing with problems relating to securities markets or have special knowledge or experience of law, finance, economics, accountancy, administration or in any other discipline, which, in the opinion of the Central Government, shall be useful to the Board. The terms and conditions of service of the Administrator (part time), may be seen on the Ministry website i.e. <http://finmin.nic.in> (copy enclosed).

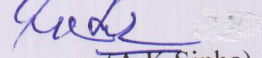
3. The applications in respect of eligible officers/ qualified persons, who are interested and can be spared in the event of selection, may be forwarded duly verified//countersigned by the Head of Departments (where applicable) alongwith the following documents:-

- (i) Up-to-date and complete Confidential Report (CR) dossiers in original/attested photocopies of last 5 years.
- (ii) Integrity Certificate.
- (iii) Vigilance Clearance including certification that no disciplinary proceeding(s) or criminal proceeding(s) are either pending or contemplated against the officer concerned.
- (iv) List of major/minor penalties, if any, imposed on the candidate during the last ten years/No penalty certificate.

4. The applications of candidates received without the CR dossier/ACRs (wherever applicable) or which contain incomplete information or received after due date will not be entertained.

5. Application in the proforma annexed should be forwarded through proper channel so as to reach Shri C.S. Mohapatra, Director (Capital Markets), Department of Economic Affairs, Ministry of Finance, Room No. 32-A, North Block, New Delhi latest by 20.6.2011.

Yours faithfully,



(A.K.Sinha)

Deputy Secretary to the Government of India
Tel. No. 2309 5060

Encl: as above.

BIO -DATA PROFORMA

Application for the post of Administrator (part time), Specified Undertaking of the Unit Trust of India (SUUTI), Mumbai.

1. Name and address in Block Letters :
2. Date of Birth(in Christian Era) :
3. Present Post held & Service to which belong :
4. Whether Cadre or Ex-Cadre post :
5. Present pay and scale of Pay :
6. Complete Postal Address :
 - i) Permanent Address :
 - ii) Present Address :
7. Educational & Professional Qualifications :
8. Details of experience and brief Service particulars :

1	2	3	4	5	6
Sl. No.	Post (Regular/ad-hoc)	From-To	Scale of pay & Basic pay	Nature of duties	Remarks/any other information relevant for the post

(Signature of the Applicant)

Verified & forwarded:

Date:

(Signature of Head of Organization)

Terms and conditions of appointment of Administrator (part time) in Specified Undertaking of Unit Trust of India (SUUTI)

1) Period of appointment

For a tenure not exceeding three years or upto 65 years of age, whichever is earlier or until further orders.

2) Job responsibilities

For carrying on the management of SUUTI for and on behalf of the Central Government under the provisions of UTI (Transfer of Undertaking and Repeal) Act 2002.

3) Status

Will be accorded facilities as admissible to the Secretary to Government of India.

4) Emoluments

Will not draw any salary.

5) Conveyance

Will be entitled to free use of car for official purposes. Journeys from residence to office and back shall be treated as on duty. The charges for the private use of the car will be recoverable as per rules and/or at such rate as may be fixed by SUUTI from time to time.

6) Travelling allowance

Will be entitled to reimbursement of single fare of the class of accommodation actually used but not exceeding the fare of the class to which he/she would be entitled.

7) Halting allowance

As admissible to officers of his/her rank/status.

8) Sitting fees for attending the meetings of the Boards/Committees of SUUTI

Will be entitled for sitting fees as prescribed for attending the meetings of Boards/Committees of SUUTI.

9) Telephone expenses

Will be entitled for telephone facilities as admissible to officers of his rank/status.

10) Other assignments

Permitted to accept other non-full time non-executive assignments like consultancies, board level positions, which do not put him/her in a situation of conflict of interest with SUUTI.