

No.A.14011/2/2012
Government of India
Department of Space

Bangalore-560 231

December 13, 2012

OFFICE MEMORANDUM


Subject: Filling up of the post of Controller in Satish Dhawan Space Centre SHAR Sriharikota of this Department situated at Nellore District, Andhra Pradesh in the Pay Band of Rs.37,400-67,000/- basis plus Grade Pay Rs.10,000/- on deputation basis - reg.

It is proposed to fill up the post of Controller in Satish Dhawan Space Centre SHAR, Sriharikota, of this Department in the Pay Band of Rs.37,400-67,000/- plus Grade Pay Rs.10,000/- 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. Controller will be the administrative Head of Satish Dhawan Space Centre SHAR, Sriharikota, Nellore District, Andhra Pradesh at a distance of 100 kms. from Chennai. Satish Dhawan Space Centre SHAR Sriharikota is the third largest Centre of Indian Space Research Organisation (ISRO) having a manpower strength of about 200 employees.

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 31st January 2013.


(K.S.Ramachandra)
Officer on Special Duty

To:

- 1 Secretaries of all the Ministries/Departments of Government of India
- 2 Chief Secretaries of all State Governments/UTs.
- 3 All Cadre Authorities
- 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).

YH

ANNEXURE-I**Eligibility criteria for the post of Controller in Satish Dhawan Space Centre SHAR Sriharikota.**

01.	Name of the post	Controller, in Satish Dhawan Space Centre SHAR, Sriharikota,
02.	Scale of pay/Pay Band/Scale	₹37,400-67,000/- plus Grade Pay ₹10,000/-
03.	Eligibility	<p>The post of Controller in Satish Dhawan Space Centre, Sriharikota is at the level of Joint Secy. (PB-4 Grade Pay ₹10000/-) is vacant since 05.12.2012. In terms of Recruitment Rules for the post, the same is to be filled up on deputation basis. The eligibility for the post is as under :-</p> <p>Suitable Officers from All India Services or Central Services Group-A holding analogous posts on regular basis or 8 years service in the Junior Administrative Grade (including services, if any, in the non functional Selection Grade) or 17 years regular service in Group-A posts out of which atleast 4 years regular service should be in Junior Administrative Grade.</p>
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	The 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

ANNEXURE-II

**Application for the post of Controller, in Satish Dhawan Space Centre SHAR
Sriharikota**

PROFORMA

(1)	Name					
(2)	Date of birth					
(3)	Designation & Pay Band with Grade Pay					
(4)	Cadre/Service to which belong					
(5)	Educational qualification					
(6)	Whether belong to SC/ST/Minority					
(7)	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.					
(8)	Position held during the preceding 15 years :-					
S. 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:

ANNEXURE-III**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 aducational quallfications 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.
3. His/her Integrity is certified.
4. No major or minor penalty was imposed on Shri/Smt./Kum..... during the last 10 years period.
5. 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: