



प्रौद्योगिकी विकास बोर्ड  
(विज्ञान और प्रौद्योगिकी विभाग के अधीन सांविधिक निकाय)  
भारत सरकार

**TECHNOLOGY DEVELOPMENT BOARD**  
(A Statutory Body Under Department of Science and Technology)  
Government of India

**OFFICE MEMORANDUM**

File No: TDB/34/2014-Admn.

Dated: 01<sup>st</sup> October 2015

**Subject: Filling up of vacancies of the post of Director/Deputy Secretary, Deputy Legal Advisor and Accounts Officer/ Assistant Account Officer in Technology Development Board (TDB) on deputation basis.**

1. The undersigned is directed to say that one post of Director/Deputy Secretary, one post of Deputy Legal Advisor and one post of Accounts Officer/ Assistant Accounts Officer is proposed to be filled up on deputation basis in Technology Development Board (TDB).
2. Detailed vacancy notice containing details of posts, pay scales, qualifications, age and other requirements and format of application is available at DST's website ([www.dst.gov.in](http://www.dst.gov.in)) and may be referred to. The pay of the selected official on deputation will be regulated in accordance with the Department of Personnel and Training No. 6/8/2009-Estt. (pay-II) dated 17th June, 2010 as amended from time to time. A Government servant holding post in higher Scale of pay/Grade Pay than the Grade Pay of the post applied for will not be eligible to apply for the post in terms of DoPT's OM referred to above.
3. It is requested that the vacancies may be given wide publicity and application of eligible officials, who are willing to be considered and whose services can be spared immediately, if selected, may please be sent to the Under Secretary, Technology Development Board (TDB), Wing-'A', Ground Floor, Vishwakarma Bhawan, Shaheed Jeet Singh Marg, New Delhi-110016, so as to reach **TDB latest by 16<sup>th</sup> December 2015, 5.00PM. (the last date for receipt of applications).**
4. Applications / nominations should be accompanied by the requisite details as given in the application form, along with vigilance clearance, integrity certificate and attested copies of ACRs / Performance Report for the last five years. Those applications without the mandatory documents will not be considered.

  
(Praveen Sharma)  
Under Secretary

खण्ड- क, मू- तल विश्वकर्मा भवन, शहीद जीत सिंह मार्ग, नई दिल्ली - 110016

Wing-A, Ground Floor, Vishwakarma Bhawan, Shaheed Jeet Singh Marg, New Delhi- 110016

Phone (Direct) : +91-11-26537349 / 26540100 Fax :+91-11-26531862 Website : [www.tdb.gov.in](http://www.tdb.gov.in)

- 1) The Secretary, All Ministries/Departments of Govt. of India (as per standard list)
- 2) The Chief Secretary, State and Union Territories (as per Standard list)
- 3) All Cadre Controlling Authorities of organized / other central services (as per standard list)
- 4) PPS to Secretary, DST / Chairperson TDB
- 5) Head (TDT), DST for information and necessary action.
- 6) Director (Coord) and Director (AI), DST with a request to circulate the vacancy amongst all in DST and its autonomous bodies.
- 7) NIC, DST with a request to place it on DST's Website immediately (under the heading vacancies).
- 8) NIC cell of DoP&T for posting it on DoP&T website (under the heading 'Vacancies in Autonomous Organizations-Technical Director, NIC, Room No. 11 A, North Block, New Delhi-110001).
- 9) Notice Board/Guard File



(Praveen Sharma)  
Under Secretary

Technology Development Board (TDB)

**C.C.:**

- i) PA to Secretary, TDB
- ii) PA to PC-I (Dr. Maitreyee Nanda)
- iii) All Project Coordinators / Directors, TDB



# TECHNOLOGY DEVELOPMENT BOARD

[A Statutory Body under Department of Science & Technology]

Government of India

Wing A, Ground Floor, Vishwakarma Bhavan, Shaheed Jeet Singh Marg, New Delhi-110016

## VACANCY NOTICE

Technology Development Board (TDB) is a Statutory Body of Government of India, under the Department of Science & Technology constituted in the year 1996, under an Act of Parliament to administer the Fund for Technology Development and Application. TDB provides financial assistance in the form of loan, equity, grant to industrial concerns and other agencies for development and commercialization of indigenous technology and adaptation of imported technologies for wider domestic applications.

Applications are invited from Indian citizens for filling up of following posts in Technology Development Board on deputation basis:-

Sl. No.	Post	Pre-revised Pay Scale as per Recruitment Rules	Corresponding revised Pay Scale	No. of Posts	Eligibility Conditions
1	Director Or  Deputy Secretary	Rs. 14300-400-18300/-  Rs. 12000-375-16500/-	Pay band of Rs. 37400-67000/-+GP Rs. 8700/-  Rs. 15600-39100 GP Rs. 7600/-	1	Officers of the Central Civil Service (Group-A/Organized Accounts Service holding analogous post on regular basis.
2.	Deputy Legal Adviser	Rs. 12000-375-16500/-	Rs. 15600-39100 GP Rs. 7600/-	1	Officers holding post of Assistant Legal Adviser or equivalent with eight year experience on regular basis in any Government Department
3	Accounts Officer Or  Assistant Accounts Officer	Rs. 7500-250-12000/-  Rs. 6500-200-10500/-	Rs. 15600-39100 GP Rs. 5400/- Rs. 9300-34800 GP-4800/-	1	Officers of the organized accounts department holding analogous post having three years experience on regular basis.

### Important Terms and Conditions

- The above posts are to be filled on deputation basis for a period of 5 years subject to fulfillment of other eligibility conditions under the Recruitment Rules (RRs) and Government instructions, issued from time to time. Number of vacancies may change, depending upon various unforeseen reasons. Please note that eligibility of candidates will be determined with reference to closing date of receipt of application i.e. **16th December 2015, 5.00 PM.**
- AGE:** Not exceeding 56 years as on **closing date for receipt of Application ie., 16th December 2015, 5.00 PM.**
- The above posts carry usual allowances as applicable to the Central Government employees and also other benefits like leave Travel Concession, Medical facilities etc.
- Format of the application: As per enclosed Annexure**
- Last date for receipt of applications: **16th December 2015, 5.00 PM.**
- TDB reserves the right to cancel the recruitment process without assigning any reason.
- The prescribed essential qualifications/ requirements are minimum and the mere possession of the same does not entitle candidates to be called for interview. If the number of applications received in response to Advertisement is large, the TDB may restrict the number of candidates to be called for interview to a reasonable limit through a short listing process based on a well defined criteria. A panel of candidates may be prepared from the candidates called for interview which will remain valid for one year from the date of interview.
- The panel can be used to fill up vacancy arising as notified in this advertisement as well as vacancy arising subsequently due to non-joining of the selected candidates or for any other reason till the date of validity of the panel. No correspondence will be entertained from candidates who are not called for interview/selected for appointment. Canvassing in any form will result in disqualification of candidature.
- The selected candidates are liable to serve anywhere in India and outside.
- Candidates, who wish to apply for more than one post, must submit a separate application for each post in a separate cover as per the procedure indicated below.

11. **How to apply:**

- i. Applications should be neatly typed on plain paper (A4 size) in the attached prescribed format (Annexure).
- ii. Candidates working in Government Department/Public Sector Undertaking/ Autonomous Organization should apply through proper channel. Such applications will be considered only if received through proper channel along with NOC of the Competent Authority of parent Department/Organization of the candidates within the prescribed last date of receiving application. Such applications if received after the last date shall not be considered even if any advance copy has been received from the candidate before the last date or the Competent Authority of parent Department /Organization has approved/signed/forwarded the applications before the last date but the same is received in TDB after the last date. However, TDB, for valid reasons to be recorded in writing, reserves the right to accept the applications received through proper channel within 15 days of closing date for receipt of application i.e. upto **31st December 2015, 5.00 PM.**, provided the advance copies, complete in all respects, with all requisite certificates and documents were received by TDB before the closing date / time for receipt of applications i.e. **16th December 2015, 5.00 PM.** Under no circumstances, whatsoever, the applications not received through proper channel and / or received through proper channel after this grace period of 15 days i.e. **31st December 2015, 5.00 PM**, shall be considered / accepted. Hence, it is the responsibility of such candidate to follow up their application in their department/organization and ensure that their application, duly forwarded by their Competent Authority is received by TDB within the prescribed time limit. Nomination should carry Vigilance Clearance, Integrity Certificate and attested copies of ACRs/Performance Report for the last five year. **No relaxation shall be given in this regard.**
- iii. The parent institutions are required to enclose photocopies of the ACRs of the individuals for the last five years, duly attested by an officer not below the rank of Under Secretary to the Government of India (Original ACRs may not be sent) and also the no objection certificate, while forwarding the Application.
- iv. While forwarding the applications, certificate to the effect that the officer is clear from vigilance angle and there is no disciplinary case pending/ contemplated against him/her may also be given.
- v. Applications received after the expiry of last date or otherwise found incomplete for want of ACRs/No Objection/Vigilance Clearance Certificate or without the seal of the office will not be entertained.
- vi. Copies of certificates in support of educational qualifications, date of birth, disability, community (in case of SC/ST/OBC candidates only) and experience should be attached with the application. Candidates will have to produce the original certificate as and when required.
- vii. Applications received after the closing date i.e. **16th December 2015, 5.00 PM** or received incomplete in any respect are liable to be summarily rejected. TDB shall not be responsible for any delay on the part of postal department for delivery of application even if posted before the last date. No representation against such rejection will be entertained.
- viii. Completed applications should be sent to the Under Secretary (Shri Praveen Sharma), Technology Development Board, A-Wing,, Ground Floor, Vishwakarma Bhawan, Shaheed Jeet Singh Marg, New Delhi-110016, by Registered Post or through Speed Post in a sealed cover super-scribed "Application for the post of Director or Deputy Secretary / Dy. Legal Adviser / Accounts Officer or Asstt. Accounts Officer" (whichever is applicable). The last date of submission of application is **16th December 2015, 5.00 PM**. Candidates are also advised not to send applications by ordinary posts or through courier. Candidates desiring to deliver their applications by hand can do so only by delivering the application to Section Officer (Shri G. Ravi Kumar) or Under Secretary (Shri Praveen Sharma), TDB by obtaining a duly signed receipt bearing date of receipt. No claim shall be entertained in the absence of such a receipt from duly authorized officer.
- ix. For any other matter not specifically mentioned in the above terms and conditions, it will be guided by laid down instructions / guidelines of TDB / DST / DoPT / Government of India.
- x. If the closing date happens to be a holiday of Government of India, last date for receipt of applications will automatically get extended to next working day.



(Praveen Sharma)  
Under Secretary, TDB  
26524897



- (g) Pay Scale and Grade Pay of the Post holding presently :
- (h) Nature of the present appointment / Post (regular / Cadre post / on deputation / contractual etc.) :
- (i) **In case the present employment is held on tenure / deputation/contract basis, please state**
- i) The date of initial appointment :
- ii) Period of appointment of deputation / contract :
- iii) Name of the parent office / organization to which you belong :
- iv) The end date of the tenure / deputation :
- (j) Name, designation, address and contact numbers (including mobile no. and e-mail address) of next two superior officers / authorities to whom you are reporting at present :
- (k) Any other relevant details of the post holding presently. :

**8. Educational Qualifications:**

(In chronological order from matriculation onwards. Enclose a separate sheet, duly authenticated under your signature, if the space below is insufficient. Copies of educational qualification certificates must be attached with the application form)

SL. No	EXAMS PASSED	UNIVERSITY / INSTITUTION / BOARD	YEAR OF PASSING	MAIN SUBJECTS TAKEN	SUBJECT OF SPECIALISATION	DIV. / CLASS & % OF MARKS

9. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post.

**10. Employment Record:**

(Details in chronological order, starting with the first job, enclose a separate sheet, duly authenticated under your signature, if the space below is insufficient. Copies of work experience must be attached with the application form)

Sl.	Name & Address of Employer / Instt.	Post / Fellowship / Associateship held	Ad-hoc / regular / temp. / permanent etc.	Period		Total period of each employment in years, months & days	Scale of Pay Grade Pay	Nature of duties
				From	To			

**11. Total experience in years after Educational Qualification:**

**12. Details of work experience, if any :**

**13. Specialization, if any :**

**14. Professional Training:**

SL. No.	ORGANISATION	PERIOD		DETAILS OF TRAINING
		FROM	TO	

**15. Nationality:** .....

**16. (i) Address for correspondence :** .....

(in BLOCK LETTERS) .....

**Pin Code :** .....

(ii) Telephone No.: (a) Office : (b) Residence :

(iii) Mobile No. (mandatory) : .....

(iv) E-mail ID (mandatory) : .....

**17. Nearest Railway Station:** .....

**18. Present Pay :**

(i) Scale of Pay : .....

(Revised / Pre-revised)

(ii) Basic Pay : .....

(iii) Other allowances : .....

(excluding HRA & CCA)

(iv) Total Salary : .....

[(ii) + (iii)].

**19. Give below the names of two references (they must not be related to you) who are in a position to testify from their personal knowledge as to your fitness / suitability for the proposed appointment. They could be persons under whom you have worked or studied.**

(i) Name (s) with full address and contact number, : (i)

(Including mobile no. and e-mail address)

: (ii)

**20. Permanent Address : .....**

(in BLOCK LETTERS) : .....

Pin Code : .....

Telephone Number : .....

**21. Any other information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet.**

[Like list of publications, Membership of any societies, awards and recognition, :etc. (in brief) ] :

**22. Details of Enclosures: (Attach a list)**

**DECLARATION:-**

I certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed / distorted. If at any time I am found to have concealed / distorted any material, information, my appointment shall be liable to be summarily terminated without notice / compensation.

**Place :**

**Date :**

**Signature of the candidate**



## CERTIFICATE

Applicable for candidates already working in Government Departments / Ministries / Public Sector Undertaking  
/ Autonomous Institutions of Government

**(TO BE GIVEN BY THE HEAD OF ORGANISATION / OTHER AUTHORISED OFFICER)**

- (i) Certified that the particulars have been verified and found to be correct. It is also certified that no disciplinary / vigilance proceedings are either pending or contemplated against the officer. Integrity of the officer is also certified.
- (ii) The application of Sh. / Smt. / Ms.....is recommended. In case of his/her selection, the Department / organization will relieve him/ her.
- (iii) Copies of ACRs / APARs for the last five years are also enclosed.

**Place :**

**Date :**

**Name, Designation and  
Signature of the Head of the Organisation  
/ other authorized officer with Office Seal**