

IMMEDIATE

No. V(A)/11/8/Estt. & Pers (R-I)/NTRO/2017- 755

Government of India

National Technical Research organisation
Block-III, Old JNU Campus, New Delhi-110067

Dated, the 23 Mar, 2018

Subject: Filling up of vacancies in the grades of Scientist 'E', Scientist 'D' and Scientist 'C' in National Technical Research Organisation (NTRO) on Deputation basis.

Kindly refer to this organization letters No. V(A)/11/8/Estt.& Pers (R-I)/NTRO/2017-3253 dated 17 Nov 2017 and V(A)/11/8/Estt.& Pers (R-I)/NTRO/2017- 111 dated 16 Jan 2018 on the above cited subject.

2. I am directed to intimate that the last date for receipt of applications for the posts of **Scientist 'D' (Post Code : SCD -1)** and **Scientist 'C' (Post Code : SCC – 1)** is hereby further extended upto **20th April, 2018.**



Assistant Director (Pers/R-I)

Distribution: As per the list enclosed

IMMEDIATE

No. V(A)/11/8/Estt. & Pers (R-I)/NTRO/2017- 111

Government of India

National Technical Research organisation
Block-III, Old JNU Campus, New Delhi-110067

Dated, the **16** January, 2018

Subject: Filling up of vacancies in the grade of Scientist 'E', Scientist 'D' and Scientist 'C' in National Technical Research Organisation (NTRO) on Deputation basis.

Kindly refer to this organization letter No. V(A)/11/8/Estt.& Pers (R-I)/NTRO/2017-3253 dated 17 Nov 2017 forwarding therewith a recruitment notice inviting applications to fill up vacancies in the grade of **Scientist 'E', Scientist 'D' and Scientist 'C'** in National Technical Research Organisation on **Deputation** basis.

2. I am directed to intimate that the last date for receipt of applications for the same is hereby extended upto **16th February, 2018.**


Assistant Director (Pers/R-I)

Distribution: As per the list enclosed

Dated: 17 Nov, 2017

Sub: Filling up of vacancies in the grade of Scientist 'E', Scientist 'D' and Scientist 'C' in National Technical Research Organisation (NTRO) on Deputation basis- Recruitment Notice.

The undersigned is directed to forward herewith a Recruitment Notice inviting applications to fill up following vacancies in National Technical Research Organisation on Deputation basis:-

Sl No.	Name of the Post	No. of Vacancies#	Level in the Pay Matrix
(i)	Scientist 'E'	03 (Three)	Level – 13
(ii)	Scientist 'D'	04 (Four)	Level – 12
(iii)	Scientist 'C'	04 (Four)	Level – 11

Subject to increase/decrease

2. It is requested that this Recruitment Notice may please be widely circulated amongst the eligible candidates. The applications duly filled by willing and eligible officers in prescribed proforma (Annexure-I) & Certification by the Employer/Cadre Controlling Authority (Annexure-II) may be forwarded through proper channel so as to reach on the following address:-

**Assistant Director (Pers/R1)
National Technical Research Organisation
Block-III, Old JNU Campus/Room No.204
New Delhi – 110067**

3. It is stated that incomplete applications and/or those received late and/or not accompanied by supporting certificates/documents in support of their claim in the application form against eligibility criteria may not be processed for determining the eligibility of the candidates for the selection. No correspondence in this regard would be entertained.

4. The last date for receipt of application is **30 days** from the date of publishing of the advertisement in the Employment News.

Encl.: As above.


Assistant Director (Pers/R1)

Distribution: As per the list enclosed.

RECRUITMENT NOTICE
NATIONAL TECHNICAL RESEARCH ORGANISATION (NTRO)

Applications are invited from eligible candidates from Central Government Ministries/Departments to fill up the following vacancies in National Technical Research Organisation (NTRO) by the method of recruitment mentioned as under:-

Sl No.	Name of the Post	No. of Vacancies #	Level in the Pay Matrix*	Method of Recruitment
(i)	Scientist 'E' Post Code : SCE- 2	03 (Three)	Level-13	Deputation
(ii)	Scientist 'D' Post Code : SCD- 1	04 (Four)	Level-12	Deputation
(iii)	Scientist 'C' Post Code : SCC- 1	04 (Four)	Level-11	Deputation

Subject to increase/decrease

* In addition, Special Allowance @ 20% of Basic Pay will be admissible. However, no Deputation Duty Allowance will be paid.

2. The eligibility conditions are as under:-

(A) For the post of Scientist 'E'

Officers of the Central Government:-

- (a) (i) Holding analogous post on regular basis in the parent Cadre or Department; or
(ii) With four years of regular service in Level – 12 of the Pay Matrix (pre-revised PB-3 Rs 15600-39100 with Grade Pay of Rs 7600/-); and

(b) Possessing **essential qualifications and experience** as mentioned below:

(i) First Class Master's Degree in Physics / Electronics / Mathematics from a recognised University or Institute; or

First Class Bachelor's Degree in Engineering or Technology in Electronics / Electronics & Communication / Electronics & Telecommunication / Computer Science / Information Technology/ Electrical/ Electrical & Electronics/Communication/ Communication & Signal processing/ Electronics & Instrumentation from a recognised University or Institute; and

(ii) Ten years of research or design or development or technology application or operational experience in the field of Network Engineering/ Network Management/ Network Development/Communication Network/ Setting up of advanced IT Infrastructure/Data Communication Network Management/Cyber Security.; and

(iii) Knowledge of Computer Application

Desirable Qualification

(i) PhD Degree in Physics / Electronics / Mathematics; or

Master's Degree in Engineering or Technology in Electronics / Electronics & Communication / Electronics & Telecommunication / Computer Science / Information Technology/ Electrical/ Electrical & Electronics /Communication/ Communication & Signal processing/ Electronics & Instrumentation from a recognised University or Institute;



Contd...2/-

- (ii) Certificate course in a foreign language other than English from a recognised University or Institute.
- (iii) Certificate course in Computer Applications from a recognised University or Institute.

(B) For the post of Scientist 'D'

Officers of the Central Government:-

- (a)** (i) Holding analogous post on regular basis in the parent Cadre or Department; **or**
(ii) With four years of regular service in Level – 11 of the Pay Matrix
(pre-revised PB-3 Rs 15600-39100 with Grade Pay of Rs 6600/-); **and**

(b) Possessing following **essential qualifications and experience:-**

- (i) First Class Master's Degree in Physics / Electronics / Mathematics from a recognised University or Institute; **or**

First Class Bachelor's Degree in Engineering or Technology in Electronics / Electronics & Communication / Electronics & Telecommunication / Computer Science / Information Technology/ Electrical/ Electrical & Electronics/Communication/ Communication & Signal processing/ Electronics & Instrumentation from a recognised University or Institute; **and**

- (ii) Seven years of research or design or development or technology application or operational experience in in the field of Network Engineering/ Network Management/ Network Development/Communication Network/ Setting up of advanced IT Infrastructure/Data Communication Network Management/Cyber Security.; **and**
- (iii) Knowledge of Computer Application.

(C) For the post of Scientist 'C'

Officers of the Central Government:-

- (a)** (i) Holding analogous post on regular basis in the parent Cadre or Department; **or**
(ii) With three years of regular service in Level – 10 of the Pay Matrix
(pre-revised PB-3 Rs 15600-39100 with Grade Pay of Rs 5400/-); **and**

(b) Possessing following **essential qualifications and experience:-**

- (i) First Class Master's Degree in Physics / Electronics / Mathematics from a recognised University or Institute; **or**

First Class Bachelor's Degree in Engineering or Technology in Electronics / Electronics & Communication / Electronics & Telecommunication / Computer Science / Information Technology/ Electrical/ Electrical & Electronics/Communication/ Communication & Signal processing/ Electronics & Instrumentation from a recognised University or Institute; **and**

- (ii) three years of research or design or development or technology application or operational experience in in the field of Network Engineering/ Network Management/ Network Development/Communication Network/ Setting up of advanced IT infrastructure/Data Communication Network Management/Cyber Security; **and**
- (iii) Knowledge of Computer Application.

Contd...3/-

Note-1: Qualifications are relaxable at the discretion of the Central Government for the reasons to be recorded in writing in the case of candidates otherwise well qualified.

Note-2: 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-3: The maximum age limit for appointment on deputation shall be not exceeding 56 years as on the closing date of the receipt of the application.

Note-4: Period of Deputation including the period of deputation in another ex- cadre post held immediately preceding this appointment in the same or some other organization/department shall ordinarily not exceed **five** years for Scientist 'E', **four** years for Scientist 'D' and Scientist 'C'.

3. **How to apply** – Neatly filled applications typed on A-4 size paper in the prescribed proforma (Annexure-I & Annexure-II) should be sent to **Assistant Director (Pers/R1), National Technical Research Organisation, Block-III, Old JNU Campus (Room No.204), New Delhi – 110067.**

4. The last date of receipt of application is **30 days** from the date of publication of advertisement in the Employment News. The detailed advertisement is also available on the website ntro.gov.in for information.

5. Attested copies of educational qualification, experience and other certificates should be enclosed with the application in support of their claim against the requisite eligibility criteria. Candidates may be required to produce original certificates for verification at the time of interview/selection.

6. Applications in the prescribed proforma (Annexure-I & Annexure-II) are to be forwarded through proper channel along with disciplinary/vigilance clearance certificate and attested photocopies of APARs for the last five 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.



ANNEXURE-I

<u>BIO-DATA / CURRICULUM VITAE PROFORMA</u>		Please paste recent passport size colour photograph
Reference No: V(A)/11/8/Estt & Pers(R-I)/NTRO/2017	Post applied for: Scientist 'E' (Post Code- 2)	

1.	Name and Address (in Block Letters) Contact No:- Email:-	
2.	Date of Birth (in Christian era)	
3.	i) Date of entry into service	
	ii) Date of retirement under Central/State Government Rules	
4.	Educational Qualifications	
5.	Whether Education and other qualification 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 as mentioned in the advertisement/vacancy circular	Qualifications/experience possessed by the officer
	Essential	Essential
	Officers of the Central Government; (a) (i) holding analogous post on regular basis in the parent Cadre or Department; or (ii) With four years of regular service in Level – 12 of the Pay Matrix (pre-revised PB-3 Rs 15600-39100 with Grade Pay of Rs 7600/-); and (b) Possessing qualifications and experience as mentioned below:- (i) First Class Master's Degree in Physics/Electronics/Mathematics from a recognised University or Institute; or First Class Bachelor's Degree in Engineering or Technology in Electronics / Electronics & Communication / Electronics & Telecommunication / Computer Science / Information Technology/ Electrical/ Electrical & Electronics/ Communication/ Communication & Signal Processing/Electronics & Instrumentation from a recognised University or Institute; and	



	(ii) Ten years of Research or Design or Development or Technology Application or Operational Experience in the field of Network Engineering/ Network Management/ Network Development/ Communication Network/Setting up of advanced IT Infrastructure/Data Communication Network Management/Cyber Security; and (iii) Knowledge of Computer Application.				
	Desirable	Desirable			
	(i) PhD Degree in Physics/Electronics/ Mathematics; or Master's Degree in Engineering or Technology in Electronics / Electronics & Communication / Electronics & Telecommunication / Computer Science / Information Technology/ Electrical/ Electrical & Electronics/ Communication/ Communication & Signal Processing/ Electronics & Instrumentation from a recognised University or Institute; (ii) Certificate course in a Foreign language other than English from a recognised University or Institute. (iii) Certificate course in Computer Applications from a recognized University or Institute.				
	Note: In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate .				
6.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.				
	Note: Borrowing Department are to provide their specific comments/ views confirming the relevant Essential Qualifications/Work experience possesses by the Candidate (as indicated in the Bio-data) with reference to the post applied.				
7.	Details of Employment, in chronological order, Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.				
Office/institution	Post held on regular basis	From	To	* Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for



***Important:** Pay-Band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:

Office/institution	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme	From	To
8.	Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent or permanent		
9.	In case the present employment is held on deputation/ contract basis please state-		
	a) The date of initial appointment	c) Name of the parent office/organisation to which the applicant belongs	d) Name of the post and pay of the post held in substantive capacity in the parent organisation.
<p>Note: In case of officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organisation but still maintaining a lien in his parent cadre/organisation.</p>			
10.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details		
11.	<p>Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organisation d) Government Undertaking e) Universities f) Others</p>		
12.	Please state whether you are working in the same department and are in the feeder grade or feeder to feeder grade.		
13.	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.		
14.	Total emoluments per month now drawn		
	Basic Pay in the Level in the Pay Matrix / Pay Band	Grade Pay (Applicable if any)	Total Emoluments

15.	In case the applicant belongs to an organisation which is not following the Central Government Pay-scale, the latest salary issued by the organisation showing the following details may be enclosed.		
	Basis Pay with scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc., (with break -up details)	Total emoluments
16.	<p>(A). Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualification (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)</p>		
	<p>(B). Achievements: The candidates are requested to indicate information with regard to: (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organisation (iv) Any research /innovative measure involving official recognition (vi) any other information. (Note: Enclose a separate sheet if the space is insufficient)</p>		

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Bio data/Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

Date _____

(Signature of the candidate)

Address _____



ANNEXURE-II

Certification by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

2. Also certified that:

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. _____

- ii) His/ Her integrity is certified.
- iii) His/ Her APAR dossier in original is enclosed/photocopies of the APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed..
- iv) No major/ minor penalty has been imposed on him/her during the last 10 years Or A list of major/ minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/Cadre Controlling Authority with Seal)



ANNEXURE-I**BIO-DATA / CURRICULUM VITAE PROFORMA**

Please paste recent
passport size colour
photograph

Reference No: V(A)/11/8/Estt & Pers(R-I)/NTRO/2017

Post applied for: Scientist 'D' (Post Code- 1)

1.	Name and Address (in Block Letters) Contact No:- Email:-	
2.	Date of Birth (in Christian era)	
3.	i) Date of entry into service	
	ii) Date of retirement under Central/State Government Rules	
4.	Educational Qualifications	
5.	Whether Education and other qualification 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 as mentioned in the advertisement/vacancy circular	Qualifications/experience possessed by the officer
	Essential	Essential
	Officers of the Central Government; (a) (i) holding analogous post on regular basis in the parent Cadre or Department; or (ii) With four years of regular service in Level – 11 of the Pay Matrix (pre-revised PB-3 Rs 15600-39100 with Grade Pay of Rs 6600/-); and (b) Possessing following qualifications and experience:- (i) First Class Master's Degree in Physics / Electronics / Mathematics from a recognised University or Institute; or First Class Bachelor's Degree in Engineering or Technology in Electronics / Electronics & Communication / Electronics & Telecommunication / Computer Science / Information Technology/ Electrical/ Electrical & Electronics/Communication/Communication & Signal processing/ Electronics & Instrumentation from a recognised University or Institute; and	



	(ii) Seven years of research or design or development or technology application or operational experience in the field of Network Engineering/ Network Management/ Network Development/ Communication Network/ Setting up of advanced IT infrastructure/ Data Communication Network management/Cyber Security; and (iii) Knowledge of Computer Application					
	Desirable		Desirable			
	Note: In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate .					
6.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.					
	Note: Borrowing Department are to provide their specific comments/ views confirming the relevant Essential Qualifications/Work experience possesses by the Candidate (as indicated in the Bio-data) with reference to the post applied.					
7.	Details of Employment, in chronological order, Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.					
	Office/Institution	Post held on regular basis	From	To	* Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for



***Important:** Pay-Band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:

Office/institution	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme	From	To
8.	Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent or permanent		
9.	In case the present employment is held on deputation/ contract basis please state-	b) Period of appointment on deputation/contract.	
	a) The date of initial appointment	c) Name of the parent office/organisation to which the applicant belongs	d) Name of the post and pay of the post held in substantive capacity in the parent organisation.
<p>Note: In case of officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organisation but still maintaining a lien in his parent cadre/organisation.</p>			
10.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details		
11.	<p>Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organisation d) Government Undertaking e) Universities f) Others</p>		
12.	Please state whether you are working in the same department and are in the feeder grade or feeder to feeder grade.		
13.	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.		
14.	Total emoluments per month now drawn		
	Basic Pay in the Level in the Pay Matrix / Pay Band	Grade Pay (Applicable if any)	Total Emoluments

15.	In case the applicant belongs to an organisation which is not following the Central Government Pay-scale, the latest salary issued by the organisation showing the following details may be enclosed.		
	Basis Pay with scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc., (with break -up details)	Total emoluments
16.	<p>(A). Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualification (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)</p>		
	<p>(B). Achievements: The candidates are requested to indicate information with regard to: (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organisation (iv) Any research /innovative measure involving official recognition (vi) any other information. (Note: Enclose a separate sheet if the space is insufficient)</p>		

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Bio data/Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

Date _____

(Signature of the candidate)

Address _____



ANNEXURE-II

Certification by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

2. Also certified that:

i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. _____


ii) His/ Her integrity is certified.

iii) His/ Her APAR dossier in original is enclosed/photocopies of the APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed..

iv) No major/ minor penalty has been imposed on him/her during the last 10 years **Or** A list of major/ minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/Cadre Controlling Authority with Seal)



ANNEXURE-I

<u>BIO-DATA / CURRICULUM VITAE PROFORMA</u>	Please paste recent passport size colour photograph
Reference No: V(A)/11/8/Estt & Pers(R-I)/NTRO/2017	Post applied for: Scientist 'C' (Post Code- 1)

1.	Name and Address (in Block Letters) Contact No:- Email:-	
2.	Date of Birth (in Christian era)	
3.	i) Date of entry into service	
	ii) Date of retirement under Central/State Government Rules	
4.	Educational Qualifications	
5.	Whether Education and other qualification 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 as mentioned in the advertisement/vacancy circular	Qualifications/experience possessed by the officer
	Essential	Essential
	Officers of the Central Government; (a) (i) holding analogous post on regular basis in the parent Cadre or Department; or (ii) With three years of regular service in Level – 10 of the Pay Matrix (pre-revised PB-3 Rs 15600-39100 with Grade Pay of Rs 5400/-); and (b) Possessing following qualifications and experience:- (i) First Class Master's Degree in Physics / Electronics / Mathematics from a recognised University or Institute; or First Class Bachelor's Degree in Engineering or Technology in Electronics / Electronics & Communication / Electronics & Telecommunication / Computer Science / Information Technology/ Electrical/ Electrical & Electronics/Communication/Communication & Signal processing/ Electronics & Instrumentation from a recognised University or Institute; and	



	(ii) three years of research or design or development or technology application or operational experience in the field of Network Engineering/ Network Management/ Network Development/ Communication Network/ Setting up of advanced IT infrastructure/ Data Communication Network management/Cyber Security; and (iii) Knowledge of Computer Application					
	Desirable	Desirable				
	Note: In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate .					
6.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.					
	Note: Borrowing Department are to provide their specific comments/ views confirming the relevant Essential Qualifications/Work experience possesses by the Candidate (as indicated in the Bio-data) with reference to the post applied.					
7.	Details of Employment, in chronological order, Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.					
	Office/institution	Post held on regular basis	From	To	* Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for



***Important:** Pay-Band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:

Office/institution	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme	From	To
8.	Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent or permanent		
9.	In case the present employment is held on deputation/ contract basis please state-	b) Period of appointment on deputation/contract.	
	a) The date of initial appointment	c) Name of the parent office/organisation to which the applicant belongs	d) Name of the post and pay of the post held in substantive capacity in the parent organisation.
<p>Note: In case of officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organisation but still maintaining a lien in his parent cadre/organisation.</p>			
10.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details		
11.	Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organisation d) Government Undertaking e) Universities f) Others		
12.	Please state whether you are working in the same department and are in the feeder grade or feeder to feeder grade.		
13.	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.		
14.	Total emoluments per month now drawn		
	Basic Pay in the Level in the Pay Matrix / Pay Band	Grade Pay (Applicable if any)	Total Emoluments

15.	In case the applicant belongs to an organisation which is not following the Central Government Pay-scale, the latest salary issued by the organisation showing the following details may be enclosed.		
	Basis Pay with scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc., (with break -up details)	Total emoluments
16.	(A). Additional information , if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualification (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)		
	(B). Achievements: The candidates are requested to indicate information with regard to: (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organisation (iv) Any research /innovative measure involving official recognition (vi) any other information. (Note: Enclose a separate sheet if the space is insufficient)		

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Bio data/Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

Date _____

(Signature of the candidate)

Address _____



ANNEXURE-II

Certification by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

2. Also certified that:

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- ii) His/ Her integrity is certified.
- iii) His/ Her APAR dossier in original is enclosed/photocopies of the APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed..
- iv) No major/ minor penalty has been imposed on him/her during the last 10 years Or A list of major/ minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/Cadre Controlling Authority with Seal)

