

Government of India
Ministry of Defence
Office of the Controller General of Defence Accounts
Ulan Batar Road, Palam, Delhi Cantt
Circular

Tel : 011-25674854

Fax: 011-25674781

File :-No.AN-I/1320/1/XXIX

Date 23.05.2016

To,

✓ IDAS officers.
(Through CGDA website)

Subject: Deputation- IDAS Officers

The undersigned is directed to circulate the following circulars among all **JAG/NFSG/STS** level officers. Those officers, fulfilling the eligibility criteria as brought out in the circular and if willing to apply for the subject post, may kindly forward their applications along with their bio-data, so as to reach the HQrs Office latest by **27.05.2016**.

| SI No. | Name of Deptt & Advt. Ref. | Post & Scale of Pay |
|--------|--|--|
| 1 | National Technical Research Organisation NTRO, Vacancy circular No. V(A)/12/2/Estt-1/NTRO/2016-1226, date 06.05.2016 | Director (Administration) PB-4 with GP Rs 8,700/- No. of vacancies - 03 |
| 2 | National Technical Research Organisation NTRO, Vacancy circular No. V(A)/12/1/Estt-1/NTRO/2015-1228, date 06.05.2016 | Dy. Director (Administration) PB-4 with GP Rs 7,600/- No. of vacancies-01 |


(S.C.Bansal)
ACGDA(AN)

Copy to:

EDP Cell (Local) - For placing the above circular on the HQrs website.


(S.C.Bansal)
ACGDA(AN)

705

No. V(A)/12/2/Estt-I/NTRO/2016- 1226
Government of India
National Technical Research Organisation
Block-III, Old JNU Campus, New Delhi-110 067

Dated: 06 May 2016

Sub: Filling up a vacancies in the grade of Director (Administration) in PB-4 (Rs.37400-67000) with Grade Pay Rs.8700/- in NTRO on deputation basis.

The undersigned is directed to forward herewith copy of a recruitment notice inviting applications to fill up **three (03)** vacancies in the grade of Director (Administration) in PB-4 (Rs.37400-67000) with Grade Pay Rs.8700/- in National Technical Research Organisation (NTRO) on **deputation basis**.


2. It is requested that the above mentioned recruitment notice may please be widely circulated amongst the eligible candidates of your organization/department. 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 along with attested photocopies of ACRs/APARs for the last 05 years so as to reach on the following address :-

Director (Estt & Pers)
National Technical Research Organisation
Block-III, Old JNU Campus
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 qualification and experience claimed by the candidates would 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 publication of the above recruitment advertisement in Employment News.

Encl: As above


(NC Bhuyan)
Assistant Director (Pers)

Distribution:- As per the list enclosed.

स्वा लेखा संयुक्त महानियंत्रक (प्रशा.)
JL, CGDA (Admin.)
डाक सं/ Dy Ho. 193
दिनांक / Date 12/05/16

5366 (AN-I)

12/05/16.

Distribution List

| | | | |
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| 7 | Director General, SSB Force Headquarters East Block-V, R. K. Puram New Delhi- 110 066 | 8 | Director General, CRPF Directorate General CRPF Block No.-I, CGO Complex New Delhi- 110003 |
| 9 | Director General, CISF Directorate General, CISF Block No. 13, CGO Complex New Delhi- 110003 | 10 | Director General, ITBP Directorate General, ITBP Block No. 2, CGO Complex New Delhi-110003 |
| 11 | Director General, BSF Directorate General, BSF Block No. 10, CGO Complex New Delhi-110003 | 12 | Advisor (Confidential), Ministry of Railways, Rail Bhawan, New Delhi |
| 13 | Additional Secretary (SR) Cabinet Secretariat, Bikaner House (Annexe) Shahajahan Road, New Delhi-110 011 | 14 | Joint Secretary (Admin), Ministry of Personnel, Pensions & Public Grievances, (Department of Personnel & Training) Room No. 109, North Block, New Delhi. |
| 15 | Directorate of Personnel DRDO Rajaji Marg, New Delhi - 110011 | 16 | Joint Secretary (T) & CAO Ministry of Defence, Room No. 155 'E' Block, Dalhousie Road, New Delhi-110 011 |
| 17 | Joint Secretary, Deptt. Of Space, ISRO Hqrs. Antriksh Bhawan, New BEL Road, Bangalore- 560 094 | 18 | Joint Secretary (Establishment) Ministry of Defence, Room No. 97, South Block, New Delhi. |
| 19 | Joint Secretary (Admin) MHA, North Block, Room No. 194, New Delhi. | 20 | Joint Director (Estt), Intelligence Bureau (MHA), 35, Sardar Patel Marg, New Delhi |
| 21 | PDOP, IHQ of MoD (Navy) Room No. 219, 'C' Wing, Sena Bhavan, New Delhi-110 011 | 22 | ACAS (PO) Air Headquarters, Room No. 329, Vayu Bhawan, New Delhi-110 001 |
| 23 | Director (Admin), Ministry of Science & Technology Department of Science & Technology New Mehrauli Road, New Delhi | 24 | Under Secretary (Admin), Department of Atomic Energy, Room No. 145-A, South Block, New Delhi-110 011. |
| 25 | Col (MS-3) IHQ of MoD (Army) DHQ PO, New Delhi-110 011 | 26 | Ministry of MSME Udyog Bhawan New Delhi |

RECRUITMENT NOTICE
NATIONAL TECHNICAL RESEARCH ORGANISATION

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

| Sl. No. | Name of the post | No. of Vacancies* | Pay Band & Grade Pay # |
|---------|---------------------------|-------------------|--|
| 1. | Director (Administration) | 03 (three) | PB-4 (Rs.37400-67000) + Rs.8700/-(Grade Pay) |

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

2. The essential eligibility conditions for the said post are as under:-

| Sl No | Name of the Post | Eligibility Criteria |
|-------|---------------------------|---|
| 1. | Director (Administration) | Officers under the Central Government; (a) holding analogous post on regular basis; and (b) Possessing twelve years experience in dealing with Administration and Establishment in 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, deputationist shall not be eligible for consideration for appointment of 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. For the purpose of computing minimum qualifying service for deputation basis, the service rendered on a regular basis by an officer prior to 01.01.2006/the date from which the revised pay structure based on the 6th CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay/pay scale extended based on the recommendations of the commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay/pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale with a normal replacement grade without any up-gradation.

Contd...P/2

4. **How to apply** – 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 along with attested photocopies of ACRs/APARs for the last 05 years so as to reach on the following address :-

Director (Estt & Pers)
National Technical Research Organisation
Block-III, Old JNU Campus
New Delhi – 110067

5. The incomplete applications and/or those received late and/or not accompanied by supporting certificates/documents in support of qualification and experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection. No correspondence in this regard would be entertained.
6. The last date for receipt of application is 30 days from the date of publication of the above recruitment advertisement in Employment News.
7. Canvassing in any form will disqualify the candidate.

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BIO-DATA / CURRICULUM VITAE PROFORMA

Reference No: V(A)/12/02/Estt.-I/NTRO/2016

Post applied for: Director (Administration)

| | | |
|----|---|--|
| 1. | Name and Address (in Block Letters) | |
| 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; and | |
| | (b) Experience : Possessing twelve years experience in dealing with Administration and Establishment in Central Government. | |
| 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. | |

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| | | | | | | |
|--|--|---|--|------|--|--|
| 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 |
| | | | | | | |
| <p>*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:</p> | | | | | | |
| | 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 | b) Period of appointment on deputation/contract. | 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 PB | Grade Pay | 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 (v) Any research /innovative measure involving official recognition (vi) any other information. (Note: Enclose a separate sheet if the space is insufficient) | | |

| | | |
|-----|--|--|
| 17. | Please state whether you are applying for deputation (STC)/Absorption/Re-employment Basis.# (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organisations are eligible only for short Term Contract) | |
| | # (The option of 'STC'/'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment")) | |
| 18. | Whether belongs to SC/ST/OBC | |

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.

(Signature of the candidate)

Address _____

Date _____

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 CR dossier in original is enclosed/photocopies of the ACRs 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)

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No. V(A)/12/1/Estt-I/NTRO/2015- 1228
Government of India
National Technical Research Organisation
Block-III, Old JNU Campus, New Delhi-110 067

Dated: 06 May 2016

Sub: Filling up a vacancies in the grade of Deputy Director (Administration) in PB-4 (Rs.15600-39100) with Grade Pay Rs.7600/- in NTRO on deputation basis.

The undersigned is directed to forward herewith copy of a recruitment notice inviting applications to fill up **one (01)** vacancies in the grade of Deputy Director (Administration) in PB-3 (Rs.15600-39100) with Grade Pay Rs.7600/- in National Technical Research Organisation (NTRO) on **deputation basis**.

2. It is requested that the above mentioned recruitment notice may please be widely circulated amongst the eligible candidates of your organization/department. 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 along with attested photocopies of ACRs/APARs for the last 05 years so as to reach on the following address :-

Director (Estt & Pers)
National Technical Research Organisation
Block-III, Old JNU Campus
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 qualification and experience claimed by the candidates would 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 publication of the above recruitment advertisement in Employment News.


Encl: As above


(NC Bhuyan)
Assistant Director (Pers)

Distribution:- As per the list enclosed.

CFC

058078


12/05/16
ACG(AM)

राष्ट्रीय तकनीक अनुसंधान संगठन (एन.टी.आर.ओ.)
जि. सी.डी.डी. (ए.एम.डी.)
आदेश सं./दि. नं. 213
दिनांक/दि. 13/05/16

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Distribution List

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| 3 | Assistant Comptroller & Auditor General (P), Office of Auditor & Comptroller General of India, Bahadur Shah Zafar Marg, New Delhi. | 4 | Director General of Posts and Telecommunications, Sanchar Bhawan, Parliament Street, New Delhi. |
| 5 | Adviser Office of PSA to GOI Vigyan Bhawan (Annexe) New Delhi-110 011 | 6 | Army Headquarters, DG (MP & PS), Room No. 281, South Block, New Delhi-110 011. |
| 7 | Director General, SSB Force Headquarters East Block-V, R. K. Puram New Delhi- 110 066 | 8 | Director General, CRPF Directorate General CRPF Block No.-I, CGO Complex New Delhi- 110003 |
| 9 | Director General, CISF Directorate General, CISF Block No. 13, CGO Complex New Delhi- 110003 | 10 | Director General, ITBP Directorate General, ITBP Block No. 2, CGO Complex New Delhi-110003 |
| 11 | Director General, BSF Directorate General, BSF Block No. 10, CGO Complex New Delhi-110003 | 12 | Advisor (Confidential), Ministry of Railways, Rail Bhawan, New Delhi |
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| 17 | Joint Secretary, Deptt. Of Space, ISRO Hqrs. Antriksh Bhawan, New BEL Road, Bangalore- 560 094 | 18 | Joint Secretary (Establishment) Ministry of Defence, Room No. 97, South Block, New Delhi. |
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| 25 | Col (MS-3) IHQ of MoD (Army) DHQ PO, New Delhi-110 011 | 26 | Ministry of MSME Udyog Bhawan New Delhi |

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RECRUITMENT NOTICE
NATIONAL TECHNICAL RESEARCH ORGANISATION

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

| Sl. No. | Name of the post | No. of Vacancies* | Pay Band & Grade Pay # |
|---------|----------------------------------|-------------------|--|
| 1. | Deputy Director (Administration) | 01 (one) | PB-3 (Rs.15600-39100) + Rs.7600/-(Grade Pay) |

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

2. The essential eligibility conditions for the said post are as under:-

| Sl No | Name of the Post | Eligibility Criteria |
|-------|----------------------------------|---|
| 1. | Deputy Director (Administration) | Officers under the Central Government Civil Service Group "A" ; (a) (i) holding analogous post on regular basis ; or (ii) having five years service on regular basis in the scale of Rs.15600-39100 + Grade Pay Rs.6600/- equivalent in their parent cadre or department; and (b) Possessing ten years experience in dealing with Administration and Establishment in supervisory capacity in scientific or security or intelligence departments under Central Govt. Department. |

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, deputationist shall not be eligible for consideration for appointment of 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.

Contd...P/2

3. For the purpose of computing minimum qualifying service for deputation basis, the service rendered on a regular basis by an officer prior to 01.01.2006/the date from which the revised pay structure based on the 6th CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay/pay scale extended based on the recommendations of the commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay/pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale with a normal replacement grade without any up-gradation.

4. **How to apply** – 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 along with attested photocopies of ACRs/APARs for the last 05 years so as to reach on the following address :-

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