

2(14)2012-Pers.I  
Government of India  
Ministry of Communication & Information Technology  
Department of Electronics & Information Technology  
Electronics Niketan, 6, CGO Complex,

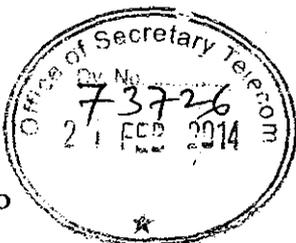
New Delhi-110003.  
Dated : 31.01.2014

Office Memorandum

**Sub: Filling up of one post of Assistant Engineer (Electrical) in the Department of Electronics & Information Technology on deputation or absorption basis-regarding.**

It is proposed to fill up one post of Assistant Engineer (Electrical) in the Pay Band-2 ₹ 9300-34800 plus Grade Pay of ₹4600/- p.m. in the Department of Electronics & Information Technology on deputation basis or absorption basis initially for a period of one year, extendable as per Government instructions. The period of deputation will be one year in the first instance with can be further extended as per Government of India instructions on the subject.

- The job description of the post and eligibility criteria along with other details of posts are given in Annexure-I. The person selected will be entitled to draw pay in accordance with the Department of Personnel & Training OM No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010 as amended from time to time.
- Applications of eligible and willing persons who can be spared immediately, in the prescribed format (Annexure-II) may be forwarded through proper channel to the undersigned at the above mentioned address on or before 03.03.2014 till 5.00 pm. The application should also be accompanied by photocopies of ACRs/APARs for the last five years duly attested by an officer not below the rank of Under Secretary or equivalent. While forwarding the applications, it may please be certified that the particulars furnished by the officer(s) are correct and that no disciplinary or vigilance case is either pending or contemplated against the officer (Annexure-III). It may also be confirmed that in the event of selection, the officer concerned will be relieved of his duties. The integrity of the officer may also be certified by an officer of the rank of Under Secretary or equivalent.
- Applications, which are incomplete or are not accompanied with the photocopies of ACRs/APARs for the last five years will not be entertained and no correspondence will be made or entertained in this regard.
- Candidates once selected will not be allowed to withdraw his/her name on a later date.



Forwarded for n.a.

P.P.S. to Secretary (T)

(Vinod Kumar)  
Deputy Director  
Tel.No. 24301237

To

- All Ministries/Departments of Government of India
- The HOD, Engineering in Chief Branch, Army, Hq, DHQ, PO, New Delhi.
- Chief Engineer (Civil), MTNL, Kidwai Bhawan, New Delhi.
- Director (Admn.), CPWD, Nirman Bhawan, New Delhi.
- Joint Director for DGR, CO (SG), Directorate General Border Roads, Kashmir House, DHQ, PO, New Delhi-110011.

ADG(E)

Dir (E)

Dir

Gr. ADG (BW)

Gr. ADG (BW)

Gr. ADG (BW)

**Assistant Engineer (Electrical)**

01. **Post:** Assistant Engineer (Electrical) (Group 'B' Gazetted)
02. **Number of Post:** 01(One)
03. **Pay Scale:** Pay Band-2 ₹ 9300-34800 plus Grade Pay of ₹4600/- p.m.
04. **Eligibility:** Officers of the Central Govt or State Govts .or Public Sector undertakings:
  - (a) (i) holding analogous post on regular basis in the parent cadre/ department  
OR
  - (ii) Junior Engineer (Electrical) with three years experience in the grade rendered after appointment thereto on a regular basis in the scale of pay in PB-2 : ₹ 9300-34800/- plus Grade Pay of ₹ 4200/- or equivalent in the parent cadre or department or
- (b) Possessing the qualifications and experience as follows:

**Essential:** Diploma in Electrical Engineering with three years experience in construction and maintenance including designing, estimating contracts, supervision etc of electrical installation, lifts, sub-station equipment, generating sets, telephone exchange, uninterrupted power supply system, air conditioning etc.

**Desirable:** Degree in Electrical Engineering from recognized University/Institution

**Note 1:-**Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organization/department of the Central Government shall ordinarily not exceed three years.

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

**Note 3:-**For the purposes of appointment on deputation or absorption basis, the service rendered on regular basis by an officer prior to 1<sup>st</sup> January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission 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 re-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/pay scale is the normal replacement grade without any upgradation.

**For Ex-Serviceman:** The Armed Forces personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed shall also be considered. Such persons shall be given deputation terms up to the date on which they are due for release from the Armed Forces, thereafter they may be continued on re-employment.

**BIO-DATA PROFORMA**

1. Name of the post applied for:
2. Name & Address in Block Letters:
3. (i) Date of Birth (in Christian era):  
(ii) Age as on closing date of above:
4. Date of retirement under Central/State Govt.:
5. Educational Qualifications:
6. Details of employment, in chronological order: Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Sl.No.	Office/Institution/Organization	Post held	From	To	Pay Band & Grade Pay with pay	Nature of duties

7. Nature of present employment i.e. adhoc/temporary/permanent:
8. In case the present employment is held on deputation, please state
  - (i) The date of initial appointment
  - (ii) Period of appointment on deputation
  - (iii) Name of the parent organization/office to which you belong
9. Whether SC/ST/OBC
10. Additional information, if any which you would like to mention in support of your suitability for the post.

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post

Dated:

Signature of candidate \_\_\_\_\_  
 Name of the candidate \_\_\_\_\_  
 Address & Tel. No. \_\_\_\_\_

Certificate to be furnished by the Employer/Head of Office/Forwarding Authority

Certified that the particulars furnished by \_\_\_\_\_ are correct and he/she possesses educational qualifications and experience mentioned in the circular.

Also certified that:

- (i) There is no vigilance case pending/contemplated against him/her.
- (ii) His complete CR dossier/ACRs for the last 5 years duly attested (on each page) by an officer of the rank of Under Secretary or equivalent to the Government of India are enclosed.
- (iii) His integrity is beyond doubt.
- (iv) No major/minor penalties have been imposed on him/her during the last 10 years/list of major/minor penalties imposed on him/her during the last 10 years is enclosed.

(Strike out whichever is not applicable)

Dated:

Signature \_\_\_\_\_

Place:

Stamp