

Immediate

No. 391-65/2015-STG-III
Government of India
Ministry of Communications & IT
Department of Telecommunications
Sanchar Bhawan, 20, Ashoka Road, New Delhi - 1
(STG-III Section)

Dated, ¹⁶ June, 2015

To

- (i) The Chairman & Managing Director
Bharat Sanchar Nigam Ltd./
Mahanagar Telephones Nigam Ltd./
Bharat Broadband Nigam Limited
- (ii) Sr. DDG (TEC)/Sr. DDG (TERM)/DDG (Security)

Subject: Filling up various vacancies in National Technical Research
Organization on deputation basis.

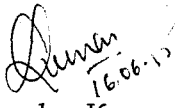
Sir,

I am directed to enclose herewith a copy of NTRO's letter No.V(A)/12/1/Estt-I/NTRO/2015-51-76 dated 13th May, 2015 on the subject mentioned above. It is requested that application of willing officers, through proper channel, complete in all respects only for the post of Deputy Director (Admn.) and Assistant Director (Admn.) as mentioned below, may be forwarded to the undersigned positively by 21st June, 2015:

- (i) Bio-data of officers duly certified by the administrative authority, **maintaining the service book.**
- (ii) A certificate that the officer has submitted his/her Annual Property Return for the year 2014 may also be enclosed.
- (iii) Attested photocopies of the ACRs for the last five years.

2. Without the same, application will not be entertained and will be returned.

Enclosure: As above.


(Chandan Kumar)
Section Officer (STG-III)
Tele No. 23036876

Copy to: Director (IT) with a request to upload the circular on DoT website

~~3~~
D/O (Staff)

No. V(A)/12/1/Estt-I/NTRO/2015 - 51-76
National Technical Research Organisation
Block-III, Old JNU Campus
New Delhi-110 067

Dated: 13 May' 2015

Subject: Filling up vacancies in the post of Deputy Director (Administration)/ Assistant Director (Administration)/Administrative Officer/Assistant Administrative Officer/Administrative Assistant in NTRO on deputation basis.

A recruitment notice inviting applications for filling up vacancies in the following posts in National Technical Research Organisation (NTRO) on deputation basis :-

SINo	Name of the post	Pay Band and Grade Pay
1.	Deputy Director (Administration)	PB-3 (Rs.15600-39100) + Rs. 7600/- (Grade Pay)
2.	Assistant Director (Administration)	PB-3 (Rs.15600-39100) + Rs. 6600/- (Grade Pay)
3.	Administrative Officer	PB-3 (Rs.15600-39100) + Rs. 5400/- (Grade Pay)
4.	Assistant Administrative Officer	PB-2 (Rs.9300-34800) + Rs. 4800/- (Grade Pay)
5.	Administrative Assistant	PB-2 (Rs.9300-34800) + Rs. 4200/- (Grade Pay)

2. The number of vacancies to be filled alongwith details of required qualification etc. are enclosed herewith.

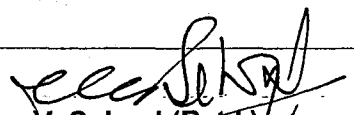
3. It is requested that the above mentioned recruitment notice may please be widely circulated amongst the eligible candidates of your organisation/department. The eligible candidates of your departments may please be advised to fill up the application in the prescribed proforma and forward the same through proper channel alongwith disciplinary/vigilance clearance/integrity certificate and attested copies of 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

4. It is also intimated that incomplete applications and those received late and/or without the requisite enclosures and without disciplinary/vigilance clearance/integrity certificate would be summarily rejected. No correspondence in this regard would be entertained.

5. The last date for receipt of applications is 45 days from the date of publication of the above mentioned recruitment notice in the Employment News. The application of candidates applying from Assam, Arunachal Pardesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladhak Division of J&K State, Lahaul & Lakshadweep, may reach within 60 days from the publication of notice in employment news.

Encl: As above


Air Cmde. V. Sehgal (Retd.)
Director (Estt & Pers)

Distribution:- As per the list enclosed.

CFC JNU

878/ 167/2015
26/5/15

115/ 9214
22/5

8/22/15
S. S. S. S.
25/05/15

Distribution List

1	Controller General of Accounts, 7 th Floor, 'C' Wing, Lok Nayak Bhawan, Khan Market, New Delhi.	2	Joint CGDA (Admin), Office of the Controller General of Defence Accounts, Ulan Batar Road, Palam, Delhi Cantt, New Delhi-110010
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
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	Joint Secretary (Admin) Ministry of Home Affairs Room No. 194, North Block New Delhi.	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 Director (Estt), Intelligence Bureau (MHA), 35, Sardar Patel Marg, New Delhi	20	Integrated Headquarters of Defence (Navy), PDOP, 219, 'C' Wing, Sena Bhawan, New Delhi-110 011
21	Air Headquarters, ACAS (PO), Room No. 329, Vayu Bhawan, New Delhi-110 001	22	Air Headquarters, ACAS (PA), Room No. 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	Directorate of Personnel DRDO Bhawan, Rajaji Marg, New Delhi.	26	Ministry of MSME Udyog Bhawan New Delhi

CFC JNU

853812

RECRUITMENT NOTICE

NATIONAL TECHNICAL RESEARCH ORGANISATION

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

Sl. No.	Name of the post	No. of vacancies*	Pay Band & Grade Pay #
1.	Deputy Director (Administration)	08	PB-3 (Rs. 15600-39100) + Rs. 7600/- (Grade Pay)
2.	Assistant Director (Administration)	05	PB-3 (Rs. 15600-39100) + Rs. 6600/- (Grade Pay)
3.	Administrative Officer	08	PB-3 (Rs. 15600-39100) + Rs. 5400/- (Grade Pay)
4.	Assistant Administrative Officer	10	PB-2, Rs. 9300-34800/- + Rs. 4800/- (Grade Pay)
5.	Administrative Assistant	12	PB-2 (Rs. 9300-34800) + Rs. 4200/- (Grade Pay)

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

* Number of vacancies may increase/decrease.

[^] The period of deputation shall not be less than 3 years which may be extended as per rules/relevant Government orders.

2. The essential eligibility conditions for the aforementioned posts 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.

2.	Assistant Director (Administration)	<p>Officers under the Central Government;</p> <p>(a) holding analogous post on regular basis; and</p> <p>(b) Possessing five years experience in dealing with Administration and Establishment in supervisory capacity in security or intelligence departments under the Central Govt. Department.</p>
3.	Administrative Officer	<p>Officers under the Central Government ;</p> <p>(a) (i) holding analogous post on regular basis; or</p> <p>(ii) having two years service on regular basis in the scale of Rs.9300-34800 + Grade Pay Rs.4800/-; or</p> <p>(iii) having three years service on regular basis in the scale of Rs.9300-34800/- + Grade pay of 4600/-</p> <p>(b) Possessing six years experience in dealing with Administration and Establishment matters in security or intelligence departments under Central Govt. Department..</p>
4.	Assistant Administrative Officer	<p>Officers under the Central Government;</p> <p>(a) (i) holding analogous post on regular basis ; or</p> <p>(ii) having five years service on regular basis in the scale of Rs.9300-34800 + Grade Pay Rs.4200/- ; and</p> <p>(b) Possessing five years experience in dealing with Administration and Establishment matters in security or intelligence under the Central Govt. Department..</p>
5.	Administrative Assistant	<p>Officers under the Central Government ;</p> <p>(a) (i) holding analogous post on regular basis ; or</p> <p>(ii) having sixyears of service on regular basis in the scale of Rs.5200-20200 + Grade Pay of Rs.2800/-; or</p> <p>(iii) having ten years of service on regular basis in the scale of Rs.5200-20200/- + Grade pay of Rs.2400/-; and</p>
		<p>(b) Possessing three years experience in dealing with Administration and Establishment matters in security or intelligence departments under the Central Govt. Department; and</p> <p>(c) having knowledge of computer application.</p>



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 on 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.

Note-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.

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 (3) years which may be extended as per relevant rules/Govt. orders.

3. **How to apply** – Neatly filled application typed or in own handwriting on A-4 size paper in the prescribed proforma (placed at Annexure) should be sent to the following address:-

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

4. The last date for receipt of applications is 45 days from the date of publication of this advertisement in the Employment News. The application of candidates applying from Assam, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul & Lakshadweep, may reach within 60 days from the publication of notice in employment news.

5. Attested copies of educational qualifications, experience and other certificates should be enclosed with the application. Candidates however, will be required to produce original certificates for verification at the time of interview.

6. The applications in the prescribed proforma (placed at Annexure) may kindly be forwarded through proper channel alongwith disciplinary/vigilance clearance/integrity certificate and attested photocopies of APARs for the last 05 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.

9. Detailed advertisement and prescribed format of application is also uploaded / available on NTRO website - <http://www.ntro.gov.in>

ANNEXURE

REFERENCE NO.	V(A)/12/1/E-I/NTRO/2015	Affix recent passport size colour photograph duly signed
POST APPLIED FOR		

1.	Name and Address in Block letters					
2.	Date of Birth (in Christian era)					
3.	Date of retirement under Central/State Government rules					
4.	Educational & Professional Qualifications starting with the last degree till High School or Matriculation level:-					
	Sl. No.	Qualification	Year of Passing	Institute/Board/University/College	Subject	Marks Obtained and Division
5.	Whether Educational and other qualifications 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		Qualifications/ Experience possessed by the officer	
	Essential	(1)				
		(2)				
		(3)				
	Desired	(1)				
		(2)				
5A.	Whether having experience of working in computerized system, If so, details thereof may be furnished					
6.	Please state clearly whether in the light of entries made by you above, you meet the requirements of the post					
7.	Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient:-					
	Office/Instt./Orgn.	Post held	From	To	*Scale of pay and basic pay	Nature of duties
8.	Nature of present employment, i.e., ad hoc or temporary 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 you belong	
10.	Additional details about present employment:- Please state whether working under:-	
(a)	Central Government	
(b)	State Government	
(c)	Autonomous Organizations	
(d)	Government Undertakings	
(e)	Universities	
11.	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	
12.	Total emoluments per month now drawn	
13.	Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient	
14.	Whether belongs to SC/ST/OBC	
15.	Remarks	

* Pay Scale on a regular/substantive basis as well as present pay scale both must be mentioned.

UNDERTAKING

I solemnly affirm that the information submitted above is correct to the best of my knowledge & belief. I also undertake that in the event of my selection to the above post, I will not withdraw my candidature or decline the post when offered.

No. of enclosure attached: _____

Signature of the candidate

Date: _____

Address: _____

Countersigned
(Employer)

CFC JNU

853818

