

No. V(A)/14/03/Pers(R-I)/NTRO/2018- 5210
Government of India
National Technical Research organisation
Block-III, Old JNU Campus, New Delhi-110067

Dated, the 22 Jan 2019

Subject: Filling up of vacancies in the grade of Technical Assistant in NTRO on Deputation/Absorption (For ex-Serviceman: Deputation/ Re-employment) basis.

A recruitment notice is enclosed herewith inviting applications to fill up 20 (twenty) vacancies in the grade of **Technical Assistant** in Level -6 of the Pay Matrix in National Technical Research Organisation on **Deputation/Absorption (For Ex-Serviceman: Deputation/Re-employment)** basis.

2. It is requested that the above mentioned recruitment notice may please be widely circulated amongst the eligible candidates of your organisation/department. The applications of willing and eligible officers in prescribed proforma (**Annexure-I**) & duly completed 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/R-I)
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 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 publication of this recruitment advertisement in the Employment News.

Encl.: As above.



Assistant Director (Pers/R-I)

Distribution: As per the list enclosed

RECRUITMENT NOTICE
NATIONAL TECHNICAL RESEARCH ORGANISATION

Applications are invited from officers of Central Government to fill up the following vacancies in National Technical Research Organisation on **Deputation/Absorption (For Ex-servicemen: Deputation/Re-employment)** basis :-

Sl. No.	Name of the post	No. of vacancies#	Pay Scale*
I.	Technical Assistant	20	Level 6 in the Pay Matrix

Vacancies are subject to increase or decrease.
* In addition, Special Allowance @ 20% of Basic Pay will be admissible. No Deputation Duty Allowance will be paid.

2. The essential eligibility criteria is as under:-

Sl No	Name of the Post	Eligibility Criteria
1.	Technical Assistant	<p>(a) Officers of the Central Government (i). holding analogous post on regular basis in the parent cadre or department; or (ii). with six years of regular service in Level – 5 of the Pay Matrix or (iii). with ten years of regular service in Level – 4 of the Pay Matrix; and</p> <p>(b) Possessing the following essential educational qualifications and experience:- (i). Bachelor's Degree in Science with Mathematics or Physics as one of the subjects from a recognised university; or Bachelor's degree in Computer Application from a recognised university or institute; or Three Years Diploma in Engineering or Technology in Electronics/Electronics & Communication/ Electrical/ Mechanical/ Computer Science/Instrumentation from a recognised institute; or Diploma/Technical Proficiency Certificate in Electronics/Electronics & Communication/ Electrical/ Mechanical/ Computer Science/Instrumentation awarded by Armed Forces, and</p> <p>(ii). Two years experience of working on Aircrafts/ UAVs/ RPAs/ Radars/ Air Defence Systems/ LOS Communication Systems/ SATCOM Communication Systems/ Power Plants Maintenance.</p> <p>(c) Having working knowledge of computer.</p>



Note-1 : Candidate shall be required to qualify tests as may be prescribed to assess their knowledge of Computer Application.

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

Note-3 : The 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 or department of the Central Government shall ordinarily not exceed three years.

Note-4 : The maximum age limit for appointment on deputation shall be not exceeding fifty six years as on the closing date of receipt of application.

For ex-Serviceman: Deputation/Re-employment

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 would be given deputation term upto the date on which they are due for release from the Armed Forces; thereafter, they may be continued on re-employment.

3. **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 APARs for the last 05 years so as to reach on the following address: -

Assistant Director (Pers/R1)
National Technical Research Organisation
Block-III, Old JNU Campus
New Delhi – 110067

4. The last date for receipt of application is **30 days** from the date of publication of the above recruitment advertisement in Employment News. This recruitment notice will also be available at NTRO website **ntro.gov.in** for information. The extension of last date of receipt of application, if any, will be notified/uploaded in the said website.

5. The incomplete applications and/or those received late and/or not accompanied by supporting certificates/documents, in support of their claim against the eligibility criteria may not be processed for determining their eligibility for selection. **No correspondence in this regard would be entertained.**

6. On selection, the officers on their appointment as Technical Assistant in NTRO are liable to serve anywhere in India. **The candidates willing to serve anywhere in India are need to apply. No request for change of initial place of posting will be entertained.**

7. Canvassing in any form will disqualify the candidate.

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BIO-DATA / CURRICULUM VITAE PROFORMA
(For Deputation/Absorption)
(For ex-Serviceman : Deputation/Re-employment)

Affix recent
passport size
colour photograph
duly signed

Reference No: V(A)/14/03/Pers R-I/NTRO/2018


Post: Technical Assistant

1.	Service No., Rank, Name (in Block Letters) & Trade:	
	Address (in Block Letters) for correspondence	
	E-mail ID: Contact Number:	
2.	Date of Birth (in Christian era)	
3.	i) Date of entry into Government 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
(a)	Officers of the Central Government (a) (i) holding analogous post on regular basis in the parent Cadre or Department; or (ii) With six years of regular service in Level – 5 of the Pay Matrix; or (iii) With ten years of regular service in Level – 4 of the Pay Matrix; and	
(b)	(i). Possessing the following essential educational qualifications and experience:-(Please attach self signed photocopy of relevant certificates) (ii). Bachelor's Degree in Science with Mathematics or Physics as one of the subjects from a recognised university; or Bachelor's degree in Computer Application from a recognised university or institute; or Three Years Diploma in Engineering or Technology in Electronics/Electronics & Communication/ Electrical/ Mechanical/ Computer Science/Instrumentation from a recognised institute; or Diploma/Technical Proficiency Certificate in Electronics/Electronics & Communication/ Electrical/ Mechanical/ Computer Science/Instrumentation awarded by Armed Forces, and	



(c)	(ii). Two years experience of working on Aircrafts/ UAVs/ RPAs/ Radars/ Air Defence Systems/ LOS Communication Systems/ SATCOM Communication Systems/ Power Plants Maintenance.												
	Having working knowledge of computer. 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 <u>authenticated by your signature</u>, if the space below is insufficient.												
	Office/institution	Post/Rank held on <u>regular basis</u>	From	To	* Pay Band and Grade Pay/Level in the Pay Matrix held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for							
<p>*Important: Pay-band and Grade Pay or Level in the Pay Matrix granted under ACP/MACP are personal to the officer and therefore, should not be mentioned above. Only Pay Band and Grade Pay/Pay Level 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> <table border="1"> <tr> <td>Office/institution</td> <td>Pay, Pay Band and Grade Pay/Level in the Pay Matrix drawn under ACP/MACP Scheme</td> <td>From</td> <td>To</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>						Office/institution	Pay, Pay Band and Grade Pay/Level in the Pay Matrix drawn under ACP/MACP Scheme	From	To				
Office/institution	Pay, Pay Band and Grade Pay/Level in the Pay Matrix 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. 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	Level in the Pay Matrix	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.		
	Basic 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 <u>duly signed</u>, 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 <u>duly signed</u>, if the space is insufficient)		
17.	Please state whether you are applying for Deputation/Absorption or Deputation/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.

In the event of selection and appointment to the post, I am willing to serve anywhere in India.

(Signature of the candidate)

Date _____

Address _____



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 (as the case may be) is enclosed.

Countersigned

(Employer/Cadre Controlling Authority with Seal)

