

IMMEDIATE

No. V(A)/14/03/Rectt./NTRO/2022-19699

Government of India
National Technical Research Organisation
Block-III, Old JNU Campus, New Delhi-110067

Dated, the 07th March 2023

Subject: Filling up of vacancies in the grade of Technical Assistant in NTRO on Deputation (including short term contract)/ Absorption (For Ex-serviceman: Deputation/ Re-employment) basis.

A recruitment notice is enclosed herewith inviting applications to fill up **08 (Eight)** vacancies (subject to increase or decrease) in the grade of **Technical Assistant** in Level-7 of the Pay Matrix in National Technical Research Organisation **on Deputation (including short term contract)/ 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 so as to reach on the following address: -

**Deputy Director (R&P)
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 of receipt of applications is **22.03.2023 (Wednesday)**. This recruitment notice is also being uploaded in the website **ntro.gov.in**. The extension for last date of receipt of application, if any, will be notified/uploaded in the said website.

Encl: As above.

Deputy Director (R&P)

Distribution: As per the list enclosed

RECRUITMENT NOTICE

NATIONAL TECHNICAL RESEARCH ORGANISATION

Applications are invited from willing and eligible officers to fill up the following vacancies in National Technical Research Organisation **on Deputation (including short term contract)/ Absorption (For Ex-serviceman: Deputation/ Re-employment) basis**: -

Sl No.	Name of the post	No. of vacancies#	Level in the Pay Matrix*
(i)	Technical Assistant	08 (Eight)	Level - 7

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 for the aforementioned post are as under: -

(A) Officers of the Central/State Government/ Union Territories/ Autonomous/ Statutory Organization/ Public Sector Undertakings/ Universities/ Recognised Research Institutes: -

- (i) holding analogous post on regular basis in parent cadre or department; **or**
- (ii) with five years of regular service in the grade or substantive rank rendered after appointment thereto on regular basis in Level-6 of the pay matrix; **and**

(B) Possessing educational qualification and experience as under: -

(i) **For Civilian Officers:**

- (a) Possessing Bachelor's Degree in Engineering/Technology from a recognised University/ Institute; **or**
- (b) Master's Degree in Computer Application/ Statistics / Mathematics from a recognised University/Institute; **or**
- (c) Master's Degree in Science from a recognised University/ Institute; **and**
- (d) possessing three years of experience in **telemetry and communication**.

(ii) **For The Armed Forces personnel:**

- (a) possessing three years Diploma in Engineering/Technology in **Master Tech (Networking)/ Master Tech (Radar)/ JE (NE)** from a recognized institute or equivalent Technical Proficiency Certificate awarded by the Armed Forces; **and**
- (b) possessing five years of experience in **telemetry and communication** while serving in the Armed Forces.

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

Note-4: Absorption is to be made only in case of officers from Central/ State Government.

Note-5: 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**) and Certification by Employer/Cadre Controlling Authority (**Annexure-II**) may be forwarded so as to reach on the following address: -

Deputy Director (R&P)
National Technical Research Organisation
Block-III, Old JNU Campus
New Delhi – 110067

4. The last date of receipt of applications is **22.03.2023 (Wednesday)**. This recruitment notice is also being uploaded in the website **ntro.gov.in**. The extension for 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 candidates appointed as Technical Assistant in NTRO are liable to serve anywhere in India. **The candidates willing to serve anywhere in India may apply only.**

7. Canvassing in any form will disqualify the candidate.



BIO-DATA / CURRICULUM VITAE PROFORMA		Affix recent passport size colour photograph duly signed
(Deputation (including short term contract)/ Absorption) (For Ex-serviceman: Deputation/ Re-employment)		
Reference No: V(A)/14/03/Rectt./NTRO/2022	Post: Technical Assistant	

1.	Service No., Rank, Name (in Block Letters):	
2.	Trade	
3.	Address (in Block Letters) for correspondence	
	E-mail ID: Mobile Number:	
4.	Date of Birth (in Christian era)	
5.	i) Date of entry into Government service	
	ii) Date of retirement under Central/State Government Rules	
6.	Educational Qualifications	
7.	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 applicant
	Essential	Essential
(A)	Officers of the Central/State Government/ Union Territories/ Autonomous/ Statutory Organization/ Public Sector Undertakings/ Universities/ Recognised Research Institutes: (i) holding analogous post on regular basis in parent cadre or department; or (ii) with five years of regular service in the grade or substantive rank rendered after appointment thereto on regular basis in Level-6 of the pay matrix; and	



(B)	<p>Possessing the following essential educational qualifications and experience (Please attach self-signed photocopy of relevant certificates): -</p> <p>(i) For Civilian Officers:</p> <p>(a) Possessing Bachelor's Degree in Engineering/Technology from a recognised University/ Institute; or</p> <p>(b) Master's Degree in Computer Application/ Statistics / Mathematics from a recognised University/Institute; or</p> <p>(c) Master's Degree in Science from a recognised University/ Institute; and</p> <p>(d) possessing three years of experience in telemetry and communication.</p>													
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<p>Note: In the case of Degree and Post Graduate Qualifications, elective/main subjects and subsidiary subjects may be indicated by the candidate.</p>														
8.	<p>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.</p>													
<p>Note: Parent Department is to provide their specific comments/ views confirming the relevant Essential Qualifications/Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.</p>														
9.	<p>Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.</p>													
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Office/institution</th> <th style="width: 15%;">Post/Rank held on <u>regular basis</u></th> <th style="width: 10%;">From</th> <th style="width: 10%;">To</th> <th style="width: 20%;">* Pay Band and Grade Pay/Level in the Pay Matrix held on regular basis</th> <th style="width: 30%;">Nature of Duties (in detail) highlighting experience required for the post applied for</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	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							
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***Important:** Pay-band and Grade Pay granted under ACP/MACP is 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/ Level in the Pay Matrix, where such benefits have been drawn by the Candidate, may be indicated as below:

Office/institution	Pay, Pay Band and Grade Pay/Level in the Pay Matrix drawn under ACP/MACP Scheme	From	To
10.	Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent or permanent		
11.	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 and maintaining a lien in his parent cadre/organisation.</p>		
12.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details		
13.	<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>		
14.	Please state whether you are working in the same department and are in the feeder grade or feeder to feeder grade.		
15.	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.		
16.	Total emoluments per month now drawn		
	Basic Pay	Level in the Pay Matrix	Total Emoluments
17.	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

18.	<p>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)</p>	
19.	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 is enclosed. (as the case may be)

Countersigned

(Employer/Cadre Controlling Authority with Seal)

