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No. 391-88/2017-STG-III
Government of India
Ministry of Communications
Department of Telecommunications

*419, Sanchar Bhawan, 20, Ashoka Road,
New Delhi - 110001, dated: 11.09.2017*

To

1. CMD, BSNL
2. CMD, MTNL
3. CMD, BBNL
4. Sr. DDG, TEC/TERM

Subject: Filling up the post of Director in Administrative Cadre in the Pay Matrix Level-13(Rs. 123100-215900) in National Informatics Centre (NIC) on Deputation basis.

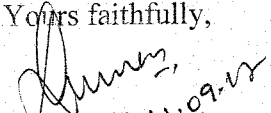
I am directed to refer to the subject mentioned above and to enclose a copy of OM dated 29th August, 2017 from National Informatics Centre (NIC) regarding filling up the post of Director in Administrative Cadre in the Pay Matrix Level-13(Rs. 123100-215900) in National Informatics Centre (NIC) on Deputation basis.

2. It is requested that applications of eligible and willing ITS officers complete in all respects as mentioned below, may be forwarded to the undersigned latest by 25.09.2017

- (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 2016 may also be enclosed.
- (iii) Photocopies of the ACRs for the last five years duly certified by an officer not below the rank of SDE/DET or self-attested by the applicant. Without the same, application will not be entertained and will be returned.

Encl.: As above.

Yours faithfully,


(Chandan Kumar)
SO(STG-III)
Tel:011-23036876

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

ESH Sec

No. 6(6)/2017-Pers.
Government of India
Ministry of Electronics and Information Technology
National Informatics Centre
A-Block, CGO Complex, Lodi Road, New Delhi - 110003

8th August, 2017

OFFICE MEMORANDUM

Subject: Filling up the post of Director in Administrative Cadre in the Pay Matrix Level - 13 (Rs. 123100 - Rs. 215900) in National Informatics Centre (NIC) on deputation basis.

The undersigned is directed to say that the National Informatics Centre has proposed to fill up one post of Director in Administrative Cadre in the Pay Matrix Level-13 (Rs. 123100 - Rs. 215900) on deputation basis.

2. It is requested that application from suitable officers in the Ministries/Departments of the Government of India, who are eligible, willing and who can be spared immediately on their selection may kindly be forwarded through their parent Department/Ministry to the undersigned immediately but not later than **30th September 2017**, in the prescribed proforma enclosed at **Annexure II & III**. Applications complete in all respect should be forwarded along with the up to date Annual Performance Appraisal Reports (APARs), Vigilance Clearance Certificate and Integrity Certificate.

(Signature)
(O.P. Wadhwa)
Joint Director (Pers.)

To

✓ 1. All Ministries/Departments of Government of India

Copy to:

1. Notice Board
2. SIOs of all NIC State/UT Unit/Officer-in-Charge NITPUs - through Intranic

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Dir (Staff)

US (SGT)
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SGT
8/9/17

Annexure-I

1. Post : Director
2. Number of Posts : 01 (One)
3. Pay Matrix Level : Level-13 (Rs. 118500-214100)
4. Mode of Recruitment : By deputation
5. Eligibility : Officer of Ministry/Department of Central Government :

- (i) Holding analogous post on regular basis in the present cadre or department.
- (ii) Joint Director or equivalent in Pay Matrix Level 12 (Rs. 78800-209200) with five years regular service in the grade.

(The Departmental Officers who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation).

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 or Department of the Central Government shall ordinarily not exceed three years.

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

Annexure-II

1. Name of the Candidate (in Block Letters) :
2. Address with Contact number :
3. Date of Birth (in Christian era) :
4. Date of Retirement :
5. Educational Qualifications :
6. Details of employment, in chronological order especially mentioning the post held in the Pay Matrix Level-12 and above. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient :

S.No.	Office/Organization	Post held	From	To	Pay Matrix Level	Nature of duties

7. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post : Yes/No
8. Nature of present employment i.e. adhoc/temporary/permanent :
9. Please state whether working under Central Government
10. In case the present employment is held on deputation, please state :
 - (i) The date of initial appointment on deputation :
 - (ii) Period of appointment on deputation :
 - (iii) Name of the parent organization/office to which you belong :
11. Whether SC/ST :
12. Additional information, if any, which you would like to mention in support of your suitability for the post :

Dated :

Signature of the candidate _____

Name _____

Address _____

Mobile 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 /disciplinary case pending and complemented against him/her.
- ii. His/her complete APAR/ACR dossier 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/her 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)

Signature of Head of Office/Forwarding Authority_____

Name & Designation_____

Placed :

Seal