

No.391-20/2008-STG-III
Government of India,
Ministry of Communications & IT
Department of Telecommunications
(STG-III Section)

Room No.419, Sanchar Bhawan
20, Ashoka Road, New Delhi-1
Dated, 17th April, 2009

To
The Chairman & Managing Director
Bharat Sanchar Nigam Ltd./
Mahanagar Telephones Nigam Ltd.
Sr. DDG (TEC).

Subject: - Filling up of the post of (i) Controller of Administration in ISRO Satellite Centre, Bangalore and (ii) Controller of Administration in Satish Dhawan Space Centre (Joint Secretary level) in the pay band of Rs.37000-67000 + Grade Pay of Rs.10000/- on deputation basis.

The undersigned is directed to enclose a copy of Department of Space OM dated 18th March, 2008 along-with Annexures on the subject mentioned above and to say that applications of willing and eligible officers in the prescribed proforma may be forwarded to the undersigned positively by 24th April, 2009. Applications received after this date will not be entertained.

2. While forwarding the applications, following may be enclosed:

- (i) Particulars furnished by the applicant have been checked from available records and found correct.
- (ii) Certified that no penalty (Major/Minor) is imposed on the officer during the last 5/3 years, respectively.

Encls : a/a

R. R. Tiwari

(R.R. Tiwari)
Director (Staff)
Tele No. 23036645

Copy for information and necessary action to:-

- (i) All Directors in DoT HQ
- (ii) DDG (C&A) – with a request to put the circular on the website of DoT

17/4
DDG (C&A)
ADG (IT-2)

M. S. ...
21.4.09

434/2008 C&A/09
17/4/09

March 18, 2009

OFFICE MEMORANDUM

Subject : Filling up of the post of (i) Controller of Administration in ISRO Satellite Centre (ISAC), Bangalore and (ii) Controller of Administration in Satish Dhawan Space Centre (SDSC), SHAR, Sriharikota (Joint Secretary level) in the pay band of Rs.37400 - 67000 + Grade Pay of Rs.10,000/- on deputation basis

There are two vacancies of Controller of Administration (i) at ISRO Satellite Centre, Bangalore, Karnataka and (ii) at SDSC SHAR, Sriharikota, Andhra Pradesh in the pay band of Rs.37400 - 67000 + GP of Rs.10,000/- (Joint Secretary level). The eligibility criteria as per Recruitment Rules for the posts are given in the Annexure-I. Applications from eligible officers are being invited through this OM. The pay and other conditions of service of the selected officer will be regulated in accordance with DoPT OM.No.2/29/91-Estt(Pay-II) dated 05th January 1994, as amended from time to time.

2. Application of only such officers will be considered as are routed through proper channel and are accompanied with (i) bio-data in the proforma at Annexure-II; (ii) the CR dossier of the officer with CRs upto 2007-2008 or clear photocopies of the CRs of the officer containing CRs of at least last five years, duly attested by a Group 'A' officer with a certificate that no "Adverse remarks" remain in the CRs for past years; (iii) cadre clearance; (iv) clearance from vigilance and disciplinary angle; and (v) statement giving details of major or minor penalties, if any, imposed on the officer during the last ten years and (vi) a certificate that in the event of selection, the officer would be relieved to join the duties of the post with immediate effect.

3. All Ministries/Departments are requested to forward the applications of willing and eligible officers in the prescribed proforma to : Shri Manohar L.Vanniar, Deputy Secretary, Department of Space, Govt. of India, Antariksh Bhavan, New E.E.L. Road, Bangalore-560 0231, so as to reach this office latest by 30.04.2009. Applications not accompanied with the required certificates/documents stated in para 2 above will not be entertained.

Dir (SIA)

PA 27/3-09
SIA/HR
S (STG-IV) 30/3

(Manohar. L.Vanniar)

Deputy Secretary to the Govt. of India

To

All Ministries/Departments of Government of India

Copy to:

1. All Cadre Authorities
 2. Chief Secretaries All States/UT Governments (By Name)
- Technical Director, NIC, Department of Personnel and Training for uploading the circular on this Department's web-site, immediately

166/553/09
13/4/09

2009 (SIA)/2009
2009 (SIA)/2009
No. 958
27/3/09

842/USG/09/09
30/3

1278/09/09

Eligibility criterion for the post of
Controller of Administration, ISAC and SDSC- SHAR

1. Name of Post : (i) Controller of Administration in ISRO Satellite Centre (ISAC), Bangalore, Karnataka
(ii) Controller of Administration in Satish Dhawan Space Centre (SDSC), SHAR, Sriharikota, Andhra Pradesh
2. Scale of Pay : PB-4 Rs.37400-67000 + Grade Pay of Rs.10000/- p.m.
3. Eligibility : Suitable Officers from All India Services or Central Services Group 'A' holding analogous posts on regular basis or 8 years in the Junior Administrative Grade (including services, if any, in the non-functional selection grade) or 17 years regular service in Group 'A' posts out of which atleast 4 years regular service should be in Junior Administrative Grade."
4. Period of Deputation : The tenure is for a period of five years and will be regulated as per the instructions of Government of India from time to time.
5. Age Limit : The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.

PROFORMA

1. Name and address (in block letters) :
2. Date of Birth :
-
3. Date of retirement under Central Government rules :
4. Whether belong to SC/ST :
5. Details of the present post held :
- (a) Date from which held :
- (b) Pay scale :
- (c) Whether regular/ad-hoc/deputation :
- (d) If the present post is held on 'deputation' basis, since when :
- (e) If the post held is on deputation, the regular post held in the cadre with pay scale and from which date :
6. Positions held during the preceding ten years :

Sl. No	Name of Office/ Organisation where employed	Post held and service/ cadre to which it belongs	From	To	Pay Scale	Nature of duties in brief dealing with : (a) Service: (b) Administrative: (c) Vigilance: (d) Establishment (e) Financial matters: (To be indicated separately in each appointment held during the preceding 10 years)
1	2	3	4	5	6	7

7. Additional information, if any, which you would like to mention in support of your application for the post.

(Signature of the candidate)
 Telephone No (STD Code)/Mobile No.
 Office address
 Residential Address
 Date

Check List

- (1) Certified that the particulars furnished by the applicant have been checked from available records and found correct.
- (2) Certified that no disciplinary proceeding/Vigilance case is either pending or contemplated against the officer.
- (3) List of punishments awarded, if any, during the last 10 years attached.
- (4) Integrity Certificate is attached
- (5) CR Dossier attached or Photocopies of up-to-date CR dossier of the officer for the last five years, duly attested, attached.
- (6) Certified that in the event of selection, the officer will be relieved of his/her duties immediately.

Signature

Name and Designation of the
forwarding officer with seal and
Telephone No with STD Code: