

No.391-122/2015-STG-III  
Government of India,  
Ministry of Communications & IT  
Department of Telecommunications  
(STG-III Section)

IMMEDIATE

Room No.419, Sanchar Bhawan  
20, Ashoka Road, New Delhi-1  
Dated, 15<sup>th</sup> December, 2015

- (i) The Chairman & Managing Director  
Bharat Sanchar Nigam Limited/  
Mahanagar Telephones Nigam Limited/  
Bharat Broadband Nigam Limited
- (ii) Sr. DDG (TEC)/DDG (Security).
- Subject - Filling up the post of the level of Under Secretary (Group A) in PB-3 with GP of Rs.6600/- in National Disaster Management Authority (NDMA) on deputation basis.

I am directed to enclose a copy of NDMA's D.O. letter No. A-2/2/2010-Admn. dated 16<sup>th</sup> December, 2015 on the subject mentioned above and to say that Bio-data of willing and suitable officers, complete in all respects as mentioned below, may be forwarded to the undersigned positively by 11<sup>th</sup> January, 2016.

- (i) Bio-data of officers duly certified by the administrative authority, maintaining the service book.
- (ii) While forwarding the application, circle office may intimate whether any penalty (Major/Minor) has been imposed on the officer during the last five years as per service book record of the office.
- (iii) Duly certified photocopies of the ACRs for the last five years by an officer of equivalent rank not below the rank of SDE/DET.
- (iv) Certificate that the officer has submitted his IPR for the year ending 2014.

Encl : a/a

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

Copy to:

Shri N. K. Sharma, Sr. TOA, STG II Section for uploading this circular on DoT website



Yogeshwar Lal  
Deputy Secretary (Admn)



राष्ट्रीय आपदा प्रबंधन प्राधिकरण  
National Disaster Management Authority  
भारत सरकार  
Government of India

169261/DD4 (SH)/15

17/12  
16<sup>th</sup> December, 2015

D.O.No.A-272/2010-Admn

Dear Sir,

The following categories of vacant posts of the level of Under Secretary (Group A) in the Pay Band of Rs.15,600-39,100 - plus Grade pay Rs.6600 - are required to be filled up on deputation basis in NDMA:

Sl.No.	Category of post	No. of vacant posts
1	Assistant Advisor (Communication)	one
2	Assistant Advisor (Information Technology)	one
3	Duty Officer (Operations)	Two

2. Further, 2 posts of Technicians (Information Technology) and one post of Technician (Communication) are required to be filled up on deputation basis in the pay band of Rs.18,000-34,800 - plus Grade pay of Rs.4200 -

3. The above posts were advertised by the Department of Telecommunications in the newspaper 'The Indian Express' on 20<sup>th</sup> October, 2015. However, in response, inadequate applications were received. These posts have been lying vacant for a long time.

4. In view of the above facts, the names along with service details of the willing persons whose services could be spared are forwarded at the earliest. The Recruitment Rules of the above posts with application form are being enclosed.

With regards,

Yours sincerely

*(Signature)*  
Yogeshwar Lal

Encl: as above

Sd/- S.K. Jain  
Deputy Director (General Establishment)  
Department of Telecommunications,  
Sanchar Bhavan, Ashoka Road  
New Delhi-110001

16/12  
Dir (S)

*(Handwritten notes)*  
18-12-15

As upload on website

18/12

(11)

(12)

(b) possessing educational qualifications and essential experience as given below :-

**Educational Qualifications :**

Diploma in Computer Science or Information Technology from a recognised Institution or equivalent:

**Experience :**

(a) Essential:

Three years experience in Computer Hardware or Software including routine trouble-shooting and as a LAN or WAN administrator in Defence Forces or Central Police Organisations or Police or Police Wireless and Communications or Telecommunications or Information Technology.

(b) Desirable:

Exposure to Information Security and Database Management.

**For Ex-Servicemen:**

The Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of one year possessing the educational qualifications and essential experience as prescribed above shall also be considered. Such persons would be given deputation terms up to the date on which they are due to release from the Armed Forces; thereafter they may be continued on re-employment. The ex-servicemen, who are otherwise eligible for the post, will be considered for re-employment.

**Notes:**

(1) The period of deputation will ordinarily be three years, which may be extended further upto a maximum period of two years with the approval of the Competent Authority.

(2) The maximum age limit for appointment by deputation shall not exceed 53 years of age as on the closing date for the receipt of applications.

**For Ex-Servicemen:**

Deputation or re-employment

(13)

(14)

Recruitment will be made with the approval of the competent authority on the recommendations of a Selection Committee consisting of :

- |   |           |
|---|-----------|
| 1. Director (Admn. and Coord.)          | —Chairman |
| 2. Joint Advisor (Communication and IT) | —Member   |
| 3. Assistant Advisor (IT)               | —Member   |

**Notes:**

(1) The Selection Committee shall make its recommendations on the basis of personal interviews with the candidates, giving appropriate weightage, as may be determined by the Committee, to the educational qualifications, experience and computer knowledge of the candidates, their service record as well as their performance in the interview.

(2) When the number of applications received is large, the Selection Committee reserves the right to shortlist the candidates to be called for interview, based on the criteria to be decided by the Committee.

[F. No. 44-19/2006-NDM-III(A)IV]

PROMILA SENGUPTA, Under Secy.

(11)	(12)					
<p>For Ex-Servicemen: Deputation or re-employment.</p>	<p>(b) Desirable: CCNA (Cisco Certified Network Associate) Qualified. Experience: Three years experience in the field of Communications and Networking including Network Management and Control in Defence Forces or Central Police Organisations or Police or Police Wireless and Communications or Telecommunications. For Ex-Servicemen: The Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of one year and Possessing the essential educational qualifications and experience prescribed above shall also be considered. Such persons would be given deputation terms up to the date on which they are due to release from the Armed Forces; thereafter they may be continued on re-employment. The ex-servicemen, who are otherwise eligible for the post, will be considered for re-employment. Notes: (1) The period of deputation will ordinarily be three years, which may be extended further upto a maximum period of two years with the approval of the Competent Authority. (2) The maximum age limit for appointment by deputation shall not exceed 53 years of age as on the closing date for the receipt of applications.</p>					
(13)	(14)					
<p>Recruitment will be made with the approval of the competent authority on the recommendations of Selection Committee consisting of :</p> <p>1. Director (Admn. and Coord.) —Chairman 2. Joint Advisor (Communication and IT) —Member 3. Assistant Advisor (Communications) Member</p> <p>Notes: (1) The Selection Committee shall make its recommendations on the basis of personal interview with the candidates, giving appropriate weightage, as may be determined by the Committee, to the educational qualifications, experience and computer knowledge of the candidates, their service record as well as their performance in the interview. (2) When the number of applications received is large, the Selection Committee reserves the right to shortlist the candidates to be called for interview, based on the criteria to be decided by the Committee.</p>	<p>Not applicable.</p>					
(1)	(2)	(3)	(4)	(5)	(6)	(7)
7. Technician (Information Technology) variation dependent on workload.	Two (2009)* Subject to variation	General Central Service, (Group 'C') Non-Ministerial	Rs. 9,300—34,800— Plus Grade Pay Rs. 4,200	Not applicable.	Not applicable	Not applicable
(8)	(9)	(10)				
Not applicable	Not applicable	Not applicable				
(11)	(12)					
By deputation	<p>From amongst the officials of the Central Government or State Governments/Union Territories:</p> <p>(a)(i) holding analogous post on regular basis in the parent organisation; Or (ii) having atleast five years of regular service in the posts in the scale of pay of Rs. 5,200-20,200+Grade Pay Rs. 2,400 or equivalent in the parent organisation;</p> <p style="text-align: center;">and</p>					

(12)

Notes:

- (1) The period of deputation will ordinarily be three years, which may be extended further upto a maximum period of two years with the approval of the Competent Authority.
- (2) The maximum age limit for appointment by deputation shall not exceed 58 years of age as on the closing date for the receipt of applications.

(13)

(14)

Recruitment will be made with the approval of the competent authority on the recommendations of Selection Committee consisting of :

Not applicable.

- 1. Director (Admn. and Coord.) — Chairman
- 2. Under Secretary (Admn.) — Member
- 3. Under Secretary (General and Coord.) — Member

Notes:

- (1) The Selection Committee shall make its recommendations on the basis of personal interview with the candidates, giving appropriate weightings, as may be determined by the Committee, to the educational qualifications, experience in handling of stores and computer knowledge of the candidates, their service record as well as their performance in the interview.
- (2) When the number of applications received is large, the Selection Committee reserves the right to shortlist the candidates to be called for interview, based on the criteria to be decided by the Committee.

(1)	(2)	(3)	(4)	(5)	(6)	(7)
6. Technician (Communications)	One* (2009) *Subject to variation dependent on workload.	General Central Service, (Group 'C') Non-Ministerial	Rs. 9,300—34,800- Plus Grade Pay Rs. 4,200	Not applicable	Not applicable	Not applicable

(8)	(9)	(10)
Not applicable	Not applicable	Not applicable

(11)

(12)

By deputation

From amongst the officials of the Central Government or State Governments/Union Territories :

- (a)(i) holding analogous post on regular basis in the parent organisation;
- or
- (ii) having atleast five years of regular service in the posts in the scale of pay of Rs. 5,200-20,200+Grade Pay Rs. 2,400 or equivalent in the parent organisation;
- and
- (b) possessing the essential educational qualifications and experience as given below :-

Educational Qualifications :

- (a) Essential:
- Diploma in Electronics or Telecommunications from a recognised Institution or equivalent :

Bio-Data Pro Forma

1. Name and Address in Block letters \_\_\_\_\_
  2. Date of birth and Christian era \_\_\_\_\_
  3. Date of retirement under Central State Government rules \_\_\_\_\_
  4. Educational Qualification \_\_\_\_\_
  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) _____                                |  |

(Add additional sheet if necessary)

6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post: \_\_\_\_\_
  15. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.
- | Office/Instn/ Orgn | Post held | From | To | Scale of Pay and basic pay | Nature of duties |
|--------------------|-----------|------|----|----------------------------|------------------|
|                    |           |      |    |                            |                  |
|                    |           |      |    |                            |                  |

16. Nature of present employment: (a) ad hoc or temporary or permanent: \_\_\_\_\_
17. In case of 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 officer/organization to which you belong: \_\_\_\_\_
18. Additional details about present employment: Please state whether working under -
  - (a) Central Government: \_\_\_\_\_
  - (b) State Government: \_\_\_\_\_
  - (c) Autonomous organizations: \_\_\_\_\_
  - (d) Government Undertakings: \_\_\_\_\_
  - (d) 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 \_\_\_\_\_  
 14. Total emoluments as per month now drawn: \_\_\_\_\_



13. Additional information, if any, which you would like to mention in support to your suitability for the post.  
(This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the vacancy circular Advertisement)  
(Note: a separate sheet, if the space is insufficient)

14. Whether belongs to SC/ST: \_\_\_\_\_

15. Remarks (The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards/Scholarship/Official appreciation (iii) Affiliation with the Professional bodies/institutions/societies and (iv) any other information  
(Note: Enclose a separate sheet if the space is insufficient)

16. Details of computer knowledge /Language

DECLARATION

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date: \_\_\_\_\_

Signature of the Candidate

Address: \_\_\_\_\_

Tel./Mobile No: \_\_\_\_\_

E-mail: \_\_\_\_\_

VERIFICATION

It is certified that the particulars given by the candidate in his/her application, column No.1-16 have been verified from the service records and are true, correct and complete.

Date: \_\_\_\_\_  
Place: \_\_\_\_\_

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Address: \_\_\_\_\_  
Office seal Telephone No. & Fax No.

10/11/2011  
10/11/2011

10/11/2011