

**Government of India
Ministry of Science & Technology
Department of Science & Technology
Technology Bhawan
New Mehrauli Road, New Delhi – 110016**

F.No.- SM/01/19/2020

Applications are invited for filling up one post of Director (Admn. & Finance), General Central Service Group 'A' Gazetted Ministerial in Survey of India, a subordinate office under the Department of Science & Technology with headquarters at Dehra Dun **on deputation basis** as per details given below:-

- | | |
|--------------------------------|---|
| 1. NAME OF THE POST | Director (Administration & Finance) |
| 2. NO. OF POSTS | One |
| 3. SCALE OF PAY | Level 13 of Pay Matrix
(pre-revised pay scale of Rs. 37,400-67,000+GP of Rs. 8700) |
| 4. PERIOD OF DEPUTATION | The period of deputation, including the period of deputation in another ex-cadre post held immediately proceeding this appointment in the same or some other organization /department of the Central Government shall ordinarily not exceed 5 (five) years. |
| 5. Eligibility criteria | |

Officers of the Indian Administrative Service or Central Services Group 'A'.

i) holding analogous post on a regular basis in the parent Cadre/ Department;

or

ii) With 5 years service in the grade rendered after appointment thereto on a regular basis in Level 12 of pay matrix (pre revised pay scale of Rs. 15,600-39,100+GP of Rs. 7600) **or equivalent in the parent Cadre/Department.**

6. AGE LIMIT

Not exceeding 56 years as on the closing date for receipt of applications

GENERAL

If the number of applications received in response to Advertisement is large, the Department may restrict the number of candidates to be called for interview to a reasonable limit through a short listing process based on a well defined criteria which may include possessing experience in a particular field as per the specific requirement of the Department. A panel of candidates will be prepared from the candidates called for interview which will remain valid for '06' months from the date of interview. The panel can be used to fill up vacancies arising as notified in this advertisement as well as vacancies arising subsequently due to any reason till the date of validity of the panel. No correspondence will be entertained from candidates who are not called for interview/selected for appointment. **CANVASSING IN ANY FORM WILL RESULT IN DISQUALIFICATION OF CANDIDATURE.**

2. Out Station candidates called for interview will be paid to and fro first class/AC-III tier railway fare by shortest route on production of proof of journey such as railway ticket (s)/number (s) etc.

3. Selected candidates are liable to be posted anywhere in India and outside.

4. The terms and condition of appointment will be in accordance with the Department of Personnel & Training's OM No. 2/29/91-Estt. (Pay II) dated 5th January 1994, as amended from time to time.

5. 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 Organisation/Department of the Central Govt shall not ordinarily exceed five years which may be extended further as per rules.

6. The Curriculum Vitae duly supported by documents will be assessed by the Selection Committee while selecting candidates for appointment on deputation basis. The candidates who apply for the posts will not be allowed to withdraw their candidature subsequently.

7. Applications received after the closing date or received incomplete in any respect are liable to be summarily rejected. DST shall not be responsible for any delay on the part of postal department for delivery of application even if posted before the last date. No representation against such rejection will be entertained.

8. HOW TO APPLY.: Applications should be neatly typed on thick plain paper (A-4 size 210 x 297mm) in the prescribed **Curriculum Vitae Proforma (Annexure-I)** the receipt of applications would be acknowledged by the Department via E-mail only.

(a) The applications of eligible and willing candidates along with the following certificates/documents may be forwarded in the Curriculum Vitae Proforma through proper channel to **Under Secretary (SMP), Department of Science & Technology, Technology Bhavan, New Mehrauli Road, New Delhi – 110016 within 45 days (by 5:30 PM)** from the date of publication of this advertisement in the Employment News/Rozgar Samachar:-

- i) Up to date APAR/Confidential Reports dossier in original of the candidate concerned or photocopies of the APARs for the last 05 (Five) years duly attested by an officer not below the rank of Under Secretary to the Govt. of India.
- ii) Integrity Certificate signed by an officer, not below the rank of the Deputy Secretary, Govt of India.
- iii) Vigilance Clearance Certificate including that no disciplinary proceeding or criminal proceeding are either pending or contemplated against the officer concerned.
- iv) List of major/minor penalties if any imposed on the candidate during the 10 years/No penalty certificate.

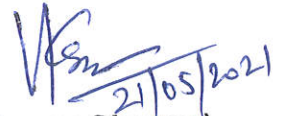
While forwarding the applications, the certificate given at the end of the Curriculum Vitae Proforma may also be completed. The applications should be sent by Registered post or through Speed Post in a cover superscribed "**Application for the post of Director (Adm. & Fin) in Survey of India on deputation basis.**" Application can also be delivered by hand to any of the following authorized officer by obtaining a duly signed receipt bearing date of receipt. No claim shall be entertained in the absence of such a receipt from duly authorized officer.

- (i) Section Officer, C.R. Section, DST Or
- (ii) Authorized Staff of C.R. Section, DST

List of Applications received up to prescribed time and date shall be posted on DST website within **07 working days** of closing date of application. The candidates are advised to check the status of their applications. Any representation in this regard (non inclusion of name in the list of applications received within the prescribed time limit) can be filed within **seven days** of date of posting the list on the website along with the relevant proof of delivery of application within the prescribed time limit.

(b) Attested copies of certificates in support of educational qualifications date of birth and experience should be attached with the application. Candidates will have to produce the original certificates thereof as and when required.

Advance copies of the Applications will not be entertained.



(Vinod Kumar Sharma)

Under Secretary to the Govt. of India

CURRICULUM VITAE PROFORMA

1. Name & Address (In Block letters)
2. E-mail address (mandatory)
3. Mobile number (mandatory)
4. Date of Birth (In Christian era)
5. Date of retirement under Central Govt. Rules
6. Educational Qualifications
7. Details of employment, in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

Office/Institution/	Post Held	From	To	Scale of Pay and Basic Pay	Nature of duties (in detail)

8. Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent or Permanent.
9. Please State clearly whether in the light of entries made by you above, you meet the requirement of the post.
10. 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 basis
 - c) Name of the parent office/organisation to which you belong
11. Additional details about present employment
Please state whether working under (indicate the name of your employer against the relevant column)
 - a. Central Govt
 - b. State Govt

- c. Autonomous Organisation
 - d. Government Undertaking
 - e. Universities
 - f. Others
- 12.** 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.
- 13.** Total emoluments per month now drawn
- 14.** Additional information, if any which you like to mention in support of your suitability for the post
- (This among other things may include information with regard to)
- I. Additional academic qualifications
 - II. Professional training and
 - III. Work experience
- (Note: Enclose a separate sheet, if the space is insufficient)
- 15.** Whether belong to SC/ST/OBC
- 16.** Remarks

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.

Signature of the candidate

Date

Address:

Countersigned
(Employer with Seal)