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File No: 12016/02/2024-IFS-I
Government of India
Ministry of Environment, Forest and Climate Change

Prithvi, 6th Floor,
Indira Paryavaran Bhawan,
Jor Bagh Road, New Delhi -110 003.

Dated: 18 June, 2024
01 July

To
The Chief Secretaries/ Administrators,
All State Governments/Union Territories

Subject: Filling up of Two (02) vacancies in the grade of Director (Administration) in NTRO on Deputation basis.

Sir/Madam,

NTRO has issued a recruitment Notice inviting applications of willing and eligible officers to fill up vacancies in the grade of Director (Administration) in Level-13 of the Pay Matrix in NTRO on deputation basis.

2. A copy of the said recruitment notice No.V(A)/12/1/Rect/NTRO/2024, dated 18.06.2024 is enclosed

3. The State Governments/UTs are requested to widely circulate the above mentioned recruitment notice amongst the IFS officers in the State/Segment and, forward the application received from the eligible officers along with vigilance and Cadre Clearance, and all the other relevant documents, to this Ministry for further necessary action in the matter.

(Prem Prakash Maurya)
Under Secretary to the Govt. of India
011-20819192

Copy to:

1. All Principal Chief Conservators of Forests & HoFF of State/UT Administrations.
2. Shri Debtoru Chatterjee, Joint Secretary (Pers), NTRO, New Delhi.

IMMEDIATE

No. V(A)/12/1/Rectt./NTRO/2024-874
Government of India
National Technical Research Organisation
Block-III, Old JNU Campus, New Delhi-110067

Dated, the 18th June 2024

To

Mrs. Leena Nandan
Secretary
Ministry of Environment, Forest and Climate Change
Indira Paryavaran Bhawan
Jor Bagh, New Delhi – 110003.

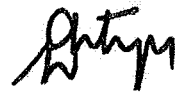
Sub: Filling up of Two (02) vacancies in the grade of Director (Administration) in NTRO on Deputation basis.

Madam,

I am directed to invite your kind attention to D.O. letter No. V(A)/12/1/Rectt./NTRO/2021-4237 dated 18.06.2024 (Copy enclosed) addressed by Chairman, NTRO to you relating to nominations for filling up of 2 vacancies in the post of Director (Administration) in NTRO.

2. A Copy of the vacancy circular for filling up of 2 vacancies in the post of Director (Administration) in Level-13 by deputation in NTRO is enclosed.
3. Suitable officers fulfilling the eligibility criteria may please be nominated.

Yours faithfully,



(Debturu Chatterjee)
Joint Secretary (Pers)

Secy-in-charge
19/6

DG F&SS
16 (LPS)
19/6

RECRUITMENT NOTICE
NATIONAL TECHNICAL RESEARCH ORGANISATION

Applications are invited from officers of the Central Government (Ministries / Departments) to fill up vacancy in the following post in National Technical Research Organisation :-

S. No.	Name of the Post	No. of Vacancy*	Level in the Pay Matrix #	Classification	Mode of recruitment
(i)	Director (Administration)	02 (Two)	Level -13	General Central Civil Service, Group 'A' Gazetted non-Ministerial.	Deputation

* Subject to increase / decrease.

In addition, Special Allowance @ 20% of Basic Pay will be admissible. No Deputation Duty Allowance will be paid.

2. The essential eligibility criteria are as under:-

(i) Director (Administration):

Officers of the Central Government

(a)

(i) holding analogous post on regular basis or

(ii) having five years of regular service in Level-12 of the pay matrix; and

(b) possessing the following educational qualification and experience:-

(i) Bachelors degree from a recognized university; and

(ii) Ten years' experience in dealing with administration and establishment in supervisory capacity in central government.

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, deputationists shall not be eligible for consideration for appointment on 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/department of the Central Government shall ordinarily not exceed five years.

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

Contd...P/2

-P/2-

3. **How to apply** – The applications duly filled in by willing and eligible officers in the prescribed proforma (**Annexure-I**) with Certification by Employer/Cadre Controlling Authority (**Annexure-II**) be forwarded through proper channel along with attested photocopies of APARs for last 05 years so as to reach on the following address :-

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

4. Attested copies certificates in support of educational qualifications and experience should be enclosed with the application. Incomplete applications and/or those received late and/or not forwarded through proper channel would be summarily rejected. Canvassing, in any form, will disqualify the candidate.

5. On appointment, the officers are liable to serve anywhere in India. The last date for receipt of application is 30 days from the issuance of this Recruitment Notice.

BIO-DATA/CURRICULUM VITAE PROFORMA		(Please affix a recent passport size colour photograph)
For the post of Director (Administration) on DEPUTATION BASIS		
Reference No: V(A)/12/1/Rectt./NTRO/2024		Post applied for: Director (Administration)
1.	Name and Address (in Block Letters) Contact No : Email ID :	
2.	Date of Birth (in Christian era)	
3.	i) Date of entry into Government service	
	ii) Date of retirement under Central/State Government Rules	
4.	Educational Qualifications	
5.	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 officer (to be mentioned by the applicant clearly)
	Essential	Essential
	Officers of the Central Government (a) (i) holding analogous post on regular basis or (ii) having five years of regular service in Level-12 of the pay matrix; and (b) possessing the following educational qualification and experience:- (i) Bachelor's degree from a recognized university; and (ii) Ten years' experience in dealing with administration and establishment in supervisory capacity in central government.	

6.	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.																
Note: Borrowing Department are to provide their specific comments/ views confirming the relevant Essential Qualifications/Work experience possesses by the Candidate (as indicated in the Bio-data) with reference to the post applied.																	
7.	Details of Employment, in chronological order, Enclose a separate sheet duly <u>authenticated by your signature</u>, if the space below is insufficient.																
<table border="1"> <thead> <tr> <th data-bbox="272 651 485 824">Office/institution</th> <th data-bbox="485 651 647 824">Post held on regular basis</th> <th data-bbox="647 651 826 824">From</th> <th data-bbox="826 651 979 824">To</th> <th data-bbox="979 651 1192 824">Level in the Pay Matrix of the post held on regular basis</th> <th data-bbox="1192 651 1428 824">Nature of Duties (in detail) highlighting experience required for the post applied for</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>						Office/institution	Post held on regular basis	From	To	Level in the Pay Matrix of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for						
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*Important: Level in the Pay Matrix granted under ACP/MACP are personal to the officer and therefore, should not be mentioned in the above table. Only Level in the Pay Matrix of the post held on regular basis to be mentioned therein. Details of ACP/MACP with present Level in the Pay Matrix where such benefits have been drawn by the Candidate, may be indicated as below:																	
<table border="1"> <thead> <tr> <th data-bbox="209 1196 507 1279">Office/institution</th> <th data-bbox="507 1196 847 1279">Level in the Pay Matrix under ACP/MACP Scheme</th> <th data-bbox="847 1196 1161 1279">From</th> <th data-bbox="1161 1196 1428 1279">To</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>						Office/institution	Level in the Pay Matrix under ACP/MACP Scheme	From	To								
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8.	Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent or permanent																
9.	In case the present employment is held on deputation/ contract basis please state-																
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<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 but still maintaining a lien in his parent cadre/organization.</p>																	

10.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details		
11.	<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>		
12.	Please state whether you are working in the same department and are in the feeder grade or feeder to feeder grade.		
13.	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 per month now drawn		
	Basic Pay	Level in the Pay Matrix	Total Emoluments
15.	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 Level of Pay Matrix and rate of increment	Dearness Pay/Interim relief/other Allowances etc., (with break-up details)	Total emoluments
16.	<p>(A) 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 duly signed, if the space is insufficient)</p>		

<p>(B) Achievements: The candidates are requested to indicate information with regard to:</p> <ul style="list-style-type: none">(i) Research publications and reports and special projects(ii) Awards/Scholarships/Official Appreciation(iii) Affiliation with the professional bodies/institutions/societies and;(iv) Patents registered in own name or achieved for the organisation(iv) Any research /innovative measure involving official recognition(vi) any other information. <p>(Note: Enclose a separate sheet duly signed, if the space is insufficient)</p>	
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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.

(Signature of the candidate)

Date _____

Address _____

ANNEXURE-II

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)