

R-138/DIR (AIR)/2016

4/5/2016

C-12-7569 47

RESTRICTED

1/10

No. V(A)/17/1/Estt.-I/NTRO/2016 - 1185

Government of India
National Technical Research Organisation
Block-III, Old JNU Campus, New Delhi-110067

Dated: 29 April, 2016

Subject: Filling up one vacancy in the grade of Senior Analyst in NTRO on deputation basis.

A recruitment notice is enclosed herewith inviting applications to fill up one vacancy in the grade of Senior Analyst in PB-4 (Rs.37400-67000)+ Grade Pay Rs.10000/- in National Technical Research Organisation on deputation basis.

2. It is requested that the above mentioned recruitment notice may please be widely circulated amongst the eligible candidates of your organisation/department. The applications of willing and eligible officers in prescribed proforma (Annexure-I) & duly completed Certification by the Employer/Cadre Controlling Authority (Annexure-II) may be forwarded through proper channel along with attested photocopies of ACRs/APARs for the last 05 years so as to reach on the following address:-

**Director (Estt & Pers)
National Technical Research Organisation
Block-III, Old JNU Campus
New Delhi - 110067**

3. It is stated that incomplete applications and/or those received late and/or not accompanied by supporting certificates/documents in support of qualification and experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection. No correspondence in this regard would be entertained.

4. The last date for receipt of application is 30 days from the date of issue of this recruitment notice.

Encl. As above.

(NC Bhuyan)
Assistant Director (Pers)

Distribution: As per the list enclosed

Dir (AIR)
All up get it
uploaded in
MNA site for
21/5

Dir (AIR) circ
4/5/16
TS
756947

FT Secy, mnn

CFC

047326

List of Addressee

| | | | |
|----|--|----|--|
| 1 | Director General, CRPF Directorate General, CRPF Block No. 1, CGO Complex New Delhi- 110003 | 2 | Director General, BSF Directorate General, BSF Block No. 10, CGO Complex New Delhi- 110003 |
| 3 | Director General, SSB Force Headquarters East Block-V, R.K. Puram New Delhi- 110066 | 4 | Director General, ITBP Directorate General, ITBP Block No. 2, CGO Complex New Delhi- 110003 |
| 5 | Director General, CISF Directorate General, CISF Block No. 13, CGO Complex New Delhi- 110003 | 6 | Additional Secretary (SR) Cabinet Secretariat Bikaner House (Annexe) Shahajahan Road New Delhi-110 011 |
| 7 | Joint Secretary (Police-I) Ministry of Home Affairs, Room No.110 North Block, New Delhi | 8 | Joint Secretary (Police-II) Ministry of Home Affairs, Room No.171 B North Block, New Delhi |
| 9 | Joint Secretary (Establishment), Ministry of Defence, Room No. 97, South Block, New Delhi. | 10 | Joint Secretary (Establishment), Ministry of Information & Broadcasting Room No. 649 A, A-Wing Shastri Bhawan, New Delhi. |
| 11 | Military Secretary MS-X, IHQ of MoD (Army), South Block, New Delhi – 110 011 | 12 | AOP Air Headquarters Vayu Bhawan, New Delhi – 110 011 |
| 13 | COP, IHQ of MoD (Navy) Directorate of Personnel, 'C' Wing, Sena Bhawan, New Delhi – 110 011 | 14 | Joint Director (Establishment) Intelligence Bureau (MHA) 35, Sardar Patel Marg, New Delhi |
| 15 | Principal Director (P) Office of Comptroller & Auditor General of India, 9, Deen Dayal Upadhyaya Marg, New Delhi-110 124. | 16 | Joint Secretary (Admin), Department of Electronics and Information Technology (DeitY) Ministry of Communications & Information Technology Electronics Niketan, 6, CGO Complex, Lodhi Road, New Delhi – 110 003 |
| 17 | Joint Secretary (Admin), Ministry of Statistics & Programme Implementation, Sardar Patel Bhawan, Parliament, New Delhi | | |

RECRUITMENT NOTICE**NATIONAL TECHNICAL RESEARCH ORGANISATION**

Applications are invited from eligible candidates from Central Government Ministries/Departments for filling up the following post on **^deputation basis** as per details given below:-

| SINo. | Name of the Post | No. of Vacancy | Pay Band and Grade Pay # |
|-------|------------------|----------------|---|
| (I). | Senior Analyst | 01 (one) | PB-4 (Rs.37400-67000)+ Grade Pay Rs.10000/- |

In addition, Special Allowance @ 15% of Basic Pay (i.e. Pay in Pay Band + Grade Pay) will be admissible.

^ The period of deputation shall be for an initial period of 3 years which may be extended as per rules/relevant Government orders.

2. The eligibility conditions for the aforementioned post are as under:-

Essential :

- (a) Officers of the Central Government / Defence Services
(i) holding analogous post on regular basis in parent cadre or department ;or
(ii) with three years of regular service in the pay band-4 of Rs.37400-67000/- with Grade pay Rs.8900/- ;and
- (b) Possessing qualifications and experience as below :-
(i) Post Graduate degree in Political Science or International Relations or in one of the disciplines of Social Sciences as specified by the Central Government with at least 55% marks from a recognised University or Institute;
(ii) Knowledge of Computer Application.
(iii) Diploma in Foreign Language other than English from a recognised University or Institute
(iv) Sixteen years experience in the field of Security and Intelligence work.

Desirable :

- (i) M. Phil or PhD Degree in Political Science or International Relations or in one of the disciplines of Social Sciences as specified by the Central Government.

- (ii) Experience in Data Analytics, Descriptive analytics and advance analytics using leading analytical and data mining tools.
- (iii) Experience in Statistical Data Analysis.

Note-1: The qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.

Note-2: The qualification(s) regarding experience is relaxable at the discretion of the competent authority in the case of the candidates belonging to the Scheduled Castes or the Schedules Tribes if at any stage of selection the competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

Note-3: Candidates may be required to qualify such tests as may be prescribed to assess their knowledge of Computer Application.

Note-4: 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-5: The maximum age limit for appointment on deputation shall be not exceeding 56 years as on the closing date of the receipt of the application.

Note-6: For the purpose of computing minimum qualifying service for deputation/absorption basis, the service rendered on a regular basis by an officer prior to 01.01.2006/ the date from which the revised pay structure based on the 6th CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay/pay scale extended based on the recommendations of the commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay/pay scale, and where this benefit will extend only for the post (s) for which that grade pay or pay scale with a normal replacement grade without any up-gradation.

3. **How to apply** – Neatly filled applications typed on A-4 size paper in the prescribed proforma (Annexure-I) & duly completed Certification by the Employer/Cadre Controlling Authority (Annexure-II) may be forwarded through proper channel along with attested photocopies of ACRs/APARs for the last 05 years so as to reach **Director (Estt & Pers), National Technical Research Organisation, Block-III, Old JNU Campus, New Delhi – 110067. The last date of receipt of application is 45 days from the date of issue of this recruitment notice.**

4. Attested copies of educational qualification, experience and other certificates in support of his/her claim in the application must be enclosed with the application. Candidates, however, will be required to produce original certificates for verification at the time of interview/selection.

- 5. The officer appointed on deputation can be posted anywhere in India as per the requirement of the organisation.
- 6. Incomplete applications and those received late and/or without the requisite enclosures would be summarily rejected. No correspondence in this regard would be entertained.
- 7. Canvassing in any form will disqualify the candidate.

6/10

ANNEXURE-I

| | | |
|--|-----------------------------|--|
| <u>BIO-DATA / CURRICULUM VITAE PROFORMA</u> | | Affix recent passport size colour photograph duly signed |
| Reference No: V(A)/17/1/Estt-I/INTRO/2016 | Post: Senior Analyst | |

| | | |
|----|---|---|
| 1. | Name and Address (in Block Letters) Contact Number e-mail 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 |
| | Essential | Essential |
| | (a) Officers of the Central Government / Defence Services (i) holding analogous post on regular basis in parent cadre or department ;or (ii) with three years of regular service in the pay band-4 of Rs.37400-67000/- with Grade pay Rs.8900/- ;and (b) Possessing the following:- | |
| | A) Qualification: i) Post Graduate degree in Political Science or International Relations or in one of the disciplines of Social Sciences as specified by the Central Government with at least 55% marks from a recognised University or Institute; (ii) Knowledge of Computer Application. (iii) Diploma in Foreign Language other than English from a recognised University or Institute. | |

7/10

| | | |
|----|---|--|
| | B) Experience : (iv) Sixteen years experience in the field of Security and Intelligence work. | |
| | Desirable (i) M. Phil or PhD Degree in Political Science or International Relations or in one of the disciplines of Social Sciences as specified by the Central Government. (ii) Experience in Data Analytics, Descriptive analytics and advance analytics using leading analytical and data mining tools. (iii) Experience in Statistical Data Analysis. | Desirable |
| | Note: In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate . | |
| 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 authenticated by your signature, if the space below is insufficient. | |
| | Office/institution | Post held on regular basis |
| | From | To |
| | * Pay Band and Grade Pay/Pay Scale of the post held on regular basis | Nature of Duties (in detail) highlighting experience required for the post applied for |
| | | |
| | *Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below: | |
| | Office/institution | Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme |
| | From | To |
| | | |
| 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- | | | |
| | a) The date of initial appointment | b) Period of appointment on deputation/contract. | c) Name of the parent office/organisation to which the applicant belongs | d) Name of the post and pay of the post held in substantive capacity in the parent organisation. |
| | | | | |
| | <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/organisation.</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 style="margin-left: 20px;">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 in the PB | Grade Pay | 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. | | | |
| | Basis Pay with scale of Pay 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 <u>duly signed</u>, if the space is insufficient)</p> | |
| | <p>(B). Achievements: The candidates are requested to indicate information with regard to: (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. (Note: Enclose a separate sheet <u>duly signed</u>, if the space is insufficient)</p> | |
| 17. | <p>Please state whether you are applying for deputation/STC/Absorption/Re-employment Basis.# (Officers under Central Government are only eligible for "Absorption". Candidates of non-Government Organisations are eligible only for short Term Contract) # (The option of 'STC'/Absorption'/Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment"))</p> | |
| 18. | <p>Whether belongs to SC/ST/OBC</p> | |

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 CR dossier in original is enclosed/photocopies of the ACRs 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)