

Cabinet Secretariat

Government of India

Applications are invited for filling up the following posts in an organization under Cabinet Secretariat on deputation/absorption or re-employment basis. The details with regard to Pay structure, QRs etc. that are required to adjudge their eligibility/suitability are as under-

Name of the post along with Scale of Pay and No. of Posts	The eligibility criteria for re-employment to the post of Junior Technical Officer- I
<p>Junior Technical Officer- I Pay Rs 47,600/-Level- 8 in the Pay Matrix of 7th CPC corresponding to the PB-2 (Rs. 9300-34800 + Rs. 4800/- Grade Pay) No. of Posts: 29 (subject to variation) The post also carries 20% special security allowance in addition of above.</p>	<p>Re-employment Retired personnel who held the rank of Master Warrant Officer or Warrant Officer or equivalent in Defence Organisations. Deputation Holding the rank of Master Warrant Officer or Warrant Officer or equivalent in Defence Organisation. The Armed force personnel of the rank of Master Warrant Officer or Warrant Officer or equivalent due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualification shall also be considered such persons would be given deputation terms upto the date on which they are due for release from the Armed Forces and thereafter, they may be continued on re-employment upto the age of retirement prescribed for civilian posts of the Central Government. Essential qualification and experience for re-employment officers/deputationist:- (i) Three year's diploma in Photography or Electrical or Electronics or Mechanical or Aeronautical Engineering or Technology from a Recognized Institute or University. (ii) Six years experience in maintenance, overhaul of aircraft equipments and systems.</p>

For Re-Employment

- Those retiring within a year of the date of publication of this advertisement can only apply against 'Re-employment' mode. They should produce NOC for re-employment. Application from serving officers without NOC for re-employment will not be considered.
- The pay fixation of the re-employed officers will be as per civil rules in vogue for the fixation of pay of re-employed officers.
- Selected officers will also be eligible for applying for General Pool accommodation as applicable to Central Government Officers, if posted in Delhi.
- The job offers enormous scope for professional learning and for undertaking high-quality work in stimulating environment with likeminded professionals.
- The Officers who are appointed on re-employment can be posted anywhere in India as per requirement of the organization.
- How to apply:** Neatly filled application typed or in own handwriting on A-4 size paper in proforma (placed as Annexure-A) should be forwarded on following address. The envelope should clearly mention on top 'Application for re-employment for the post of Junior Technical Officer-I'

Joint Deputy Director (Pers)
Post Box No. 3003
Lodhi Road Post Office
New Delhi- 110003

- The last date of receipt of application is **60 days** from the date of publication of the advertisement in the **Employment News**.
- Attested copies of educational qualification, experience and other certificates should be enclosed with application. Candidates, however, will be required to produce original certificates for verification at the time of interview.
- The application must be submitted in prescribed proforma placed at Annexure- A, NOC for re-employment/dischargebook/retirement order must be enclosed with application.
- Incomplete applications and those received late and/or without the requisite enclosures would be summarily rejected. No correspondence in this regard would be entertained.
- Canvassing in any form will disqualify the candidature.
- The Department reserves the right to modify/withdraw the notification at any time.

For Deputation

- The Department Officers who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.
- Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organizations or department of the central government shall ordinarily not exceed three years.
- The maximum age limit for deputation shall not exceed fifty-six years as on the closing date of receipt of applications.
- The initial period of deputation of the officer from Central Government shall normally be three years which may be extended as per rules.
- The job offers enormous scope for professional learning and for undertaking high-quality work in stimulating environment with likeminded professionals.

6. The Officers who are appointed on deputation can be posted anywhere in India as per requirement of the organization.

7. **How to apply:** Neatly filled application typed or in own handwriting on A-4 size paper in proforma (Annexure-'B') should be forwarded on following address. The envelope should clearly mention on top 'Application for deputation for the post of Junior Technical Officer-I'

Joint Deputy Director (Pers)
Post Box No. 3003
Lodhi Road Post Office
New Delhi- 110003

8. The last date of receipt of application is **60 days** from the date of publication of the advertisement in the **Employment News**.

9. Attested copies of educational qualification, experience and other certificates should be enclosed with application. Candidates, however, will be required to produce original certificates for verification at the time of interview.

10. The applications in the prescribed proforma (**Annexure-B**) may be forwarded through proper channel alongwith disciplinary/vigilance clearance, integrity certificate, certificate regarding major penalty during last 10 years of service and attested copies of APARs for the last 5 years. Application not in prescribed proforma will be summarily rejected.

11. Incomplete applications and those received late and/or without the requisite enclosures would be summarily rejected. No correspondence in this regard would be entertained. The decision of this Secretariat shall be final in deciding the eligibility of the candidate. The mere fact that an admit card/call letter has been issued to the candidate and he has been allowed to appear in the exam/skill test/interview, etc. will not imply that his candidature has been finally accepted.

12. Canvassing in any form will disqualify the candidature.

13. The Department reserves the right to modify/withdraw the notification at any time.

ANNEXURE- 'A'

BIO-DATA/CURRICULUM VITAE PROFORMA FOR RE-EMPLOYMENT

1.	Name (in Block Letters)					Affix recent passport size photograph duly attested
2.	Date of Birth (in Christian era)					
3.	i) Date of entry into service					
	ii) Date of Retirement					
4.	Father's Name					
5.	Present Address					
6.	Permanent Address					
7.	Contact No./E-mail-ID					
8.	Whether belongs to SC/ST/OBC					
9.	Nationality/Religion					
10.	Educational & Professional qualifications (starting with the last degree till high school or matriculation level)					
	Sl. No.	Qualification	Year of Passing	Institute/Board/ University/College (along with place)	Subjects	Marks obtained and Division
11.	Details of employment in chronological order					
	Name of Defence Organisation	Post held	From	To	Pay in the 7th CPC Matrix (GP of 6th CPC)	Nature of duties performed
12.	Whether you meet the requirements of the post applied for, Give details					
13.	Additional information, if any which you would like to mention in support of your suitability for the post.					
14.	List of enclosures attached					

UNDERTAKING

I solemnly affirm that the information submitted above is correct to the best of my knowledge and my belief. I also undertake that in the event of my selection to the above post, I will not withdraw my candidature or decline the post when offered.

Dale :

Place:

Date _____

(Signature of the candidate)

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BIO-DATA/CURRICULUM VITAE PROFORMA FOR DEPUTATION

1.	Name (in Block Letters)					Affix recent passport size photograph duly attested
2.	Date of Birth (in Christian era)					
3.	i) Date of entry into service					
	ii) Date of Retirement					
4.	Father's Name					
4.	Present Address					
5.	Permanent Address					
6.	Contact No./E-mail-ID					
7.	Whether belongs to SC/ST/OBC					
8.	Nationality/Religion					
9.	Educational & Professional qualifications (starting with the last degree till high school or matriculation level)					
	Sl. No.	Qualification	Year of Passing	Institute/Board University/College (alongwith place)	Subjects	Marks obtained and Division
10.	Details of employment in chronological order					
	Name of Defence Organi- sation	Post held	From	To	Pay in the 7th CPC Matrix (GP of 6th CPC)	Nature of duties perfor- med
11.	Whether you meet the requirements of the post applied for, Give details					
12.	Additional information, if any which you would like to mention in support of your suitability for the post.					
13.	List of enclosures attached					

***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
14.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
15.	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/ organization to which by the applicant belongs	d) Name of the post and Pay of the post held in substantive capacity in the parent organization
	Note: In case of officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department alongwith Cadre Clearance, Vigilance Clearance and integrity certificate.			
	Note: Information under column 16 above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.			
16.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
17.	Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Universities e) Others			
18.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.			
19.	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.			

20.	Total emoluments per month now drawn		
21.	Basic Pay in the PB	Grade Pay	Total Emoluments
22.	In case the applicant belong to an Organization which is not following the Central Government Pay-Scales, the latest salary slip issued by the Organization showing the following details may be enclosed.		
23.	Basic Pay with Scale of Pay and rate of increment	Dearness Pay/ Interim relief/ other allowance etc. (with break-up details)	Total Emoluments
24.	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 qualifications (ii) professional training and (iii) work experience over and above prescribed in the vacancy Circulated/ Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)		
25.	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 organization v) Any research/innovative measure involving official recognition vi) Any other information (Note: Enclose a separate sheet if the space is insufficient)		
26.	Please state whether you are applying for deputation (ISTC)/Absorption/ re-employment Basis. # (Officers under Central/State Governments are only eligible for 'Absorption'. Candidates of Non-Government Organizations are eligible only for Short Term Contract) # (The option 'Absorption'/Re-employment' are available only if the vacancy circular specialty mentioned recruitment by "STC" Absorption" or "Re-employment")		
27.	Whether belongs to SC/ST		

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the 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)

Address _____

Date _____

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.