

MESSAGE

FM : Digcent (Pers)

NO.D.I.08/2018-Pers-DA-8

31 /01/2018

U/C

Filling up various posts in Aviation Research Centre, Cabinet Secretariat on deputation basis (.) Assistant Director (Pers-B), ARC , DG(s), Cabinet Secretariat have called for nomination of willing and eligible officers for subject deputation (.) Details of post and eligibility criteria are given below:-

Sl.No.	Name of the post alongwith scale of Pay and No. of post	Eligibility conditions	Level of Officer eligible
1	Assistant Director(G) (Pay Band-3 (Rs. 15,600-39,100/- plus Grade Pay Rs. 6600/- Level-11 as per 7 th CPC pay Matrix No. of Post-01	Deputation :- a)Officers in the Central Govt. i) holding analogous posts in civilian organization on regular basis, or ii) in the pay band-3 Rs. 15600-39100/- plus grade pay Rs. 5400/- with five years regular service in the grade; and b) possessing minimum of two years experience of working in intelligence or Police or Army set up including experience in establishment and administration	i) DC ii) AC having regular five years service in the rank.
2	Senior Field Officer (Legal) (Rs. 15600-39100/-) and Grade Pay Rs. 5400/-	Deputation :- a)Officers in the Central Govt. i) holding analogous posts in the relevant field on regular basis in	AC

	<p>Level-10 as per 7 CPC pay Matrix</p> <p>No. of Post-01</p>	<p>Civilian or Defence Organization; or</p> <p>ii) with two years regular service in the post in the pay band-2 Rs. 9300-34800/- plus grade pay Rs. 4800/- with five years regular service in the grade and</p> <p>b) Possessing the following educational qualification and experience :- Bachelor degree of Law from a recognized University or equivalent with at least five years experience in legal matters in a supervisory capacity and having a proficiency in dealing with the service matters involving legal issues and handling of court or departmental enquiry cases.</p>	
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3	<p>Deputy Director (Tech)</p> <p>Pay Band-4 (Rs. 37400-67000/- plus Grade pay Rs. 8700/- Level-13 as per 7th CPC pay matrix</p> <p>No. of posts-02</p>	<p>Deputation :-</p> <p>a)Officers in the Central Govt.</p> <p>i) holding analogous posts on regular basis in civilian/defence organization; or</p> <p>ii) in pay band-3 Rs. 15600-39100/- plus grade pay Rs. 7600/- with five years regular service in the grade with technical or research experience in Electronics or Radio Physics or Computer Science in the Central Govt. Or in a recognized University or technical institution and possessing the following education qualifications</p>	<p>i) Comdt</p> <p>ii) 2-IC having five years service in the rank.</p>
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		<p>a) Master degree in physics with electronics or radio physics or computer or telecommunication or solid state science as a special subject from a recognized university, or</p> <p>b) Degree in Engineering with electronics or telecommunication or computer science from a recognized university.</p>	
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(.) Reqst fwd nominations of willing and eligible officer's in the above ranks, in the prescribed format attached, so as to reach this Dte by **20/02/2018 repeat 20/02/2018** (.) If nominations are not recd. by target date, then nil report will be presumed (.) Nil report not required (.) It may be ensured that nominated officers should meet all the requirements of the post applied for (.) Officers who are in promotion zone need not to apply (.) It may also be ensured that nominated officers must be free from vigilance angle and fulfills the eligibility conditions as laid down in MHA deputation policy dated 22/11/2016 ////

Encl : Proforma

SD/-31/01/2018

Digcent (Pers)

ANNEXURE-I

APPLICATION PROFORMA FOR DEPUTATION FOR THE POST OF _____

1	Name and Address (in block letters)				Affix recent passport size color photographs Duly attested.																
2.	Date of Birth(DD/MM/YYYY) (in Christian era)																				
3.	i) Date of entry into service																				
	ii) Date of Retirement under Central/State Government rules																				
4.	Educational qualifications																				
5.	Whether educational and other qualifications/experience required for the post (as per advt) are satisfied (if any, as equivalent to the one prescribed in the Rules, state the authority for the same).																				
	Sl.No.			Essential qualification required for the post (please state as per the advertisement)		Essential qualification/experience held by the candidate.															
	In 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				Yes/ No																
7	Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.																				
	Sl.No.	Office/Institution	Post held on regular basis	From	To	Basic pay & Level in the pay matrix as per 7 th CPC of the post held on regular basis	Nature of duties (in detail)highlighting experience required for the post applied for														
	<p>Important : Only Pay Band and Grade Pay/ pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present basic pay and level where such benefits have been drawn by the candidate, may be indicated as below :-</p> <table border="1"> <thead> <tr> <th>Office/Institution</th> <th>Basic Pay & level drawn under ACP/MACP Scheme as per 7th CPC</th> <th>From</th> <th>To</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>						Office/Institution	Basic Pay & level drawn under ACP/MACP Scheme as per 7 th CPC	From	To											
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8	Nature of present employment i.e. permanent or Temporary or Ad-hoc.			
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/organization to which the applicant belongs	d) Name of the post and pay of the post held in substantive capacity in the parent organization.
	<p>9.1 Note: In case of officers already on deputation, the applications of such officer should be forwarded.</p> <p>9.2 Note; Information under Column 9 © & (d) 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.</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.	Additional details about present employment: Please state whether working under (indicate the name of your employer)			
	a) Central Government			
	b) State Government			
	c) Autonomous organization			
	d) Government undertaking			
	e) Universities			
f) Others.				
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	Level	Total emoluments	
15	In case the applicant belongs to an aorganisation which is not following the Central Government Pay scales, the latest salary slip issued by the organization showing the following details may be enclosed			
	Basic pay with scale of pay and rate of increment	Dearness pay/Interim relief/other allowances etc (with break-up details	Total emoluments	
16.A	<p>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 :</p> <p>i) Additional academic qualifications</p> <p>ii) Professional training and</p> <p>iii) work experience over and above prescribed in the vacancy circulated/advertisement)</p> <p>(Note :- Enclose a separate sheet, if the space is insufficient)</p>			
16.B	<p>Achievements :</p> <p>The candidates are requested to indicate information with regard to :</p> <p>i) Research publications and reports and special project.</p> <p>ii) Awards/scholarships/official appreciation</p> <p>iii) Affiliation with the professional bodies/institutions/societies and</p> <p>iv) Patents registered in own name or achieved for the organization</p> <p>v) Any research/innovative measures involving official recognition</p> <p>vi) Any other information</p> <p>(Note : Enclose a separate sheet, if the space is insufficient).</p>			
17	Please state whether you are applying for deputation or re-employment (As specified in the advertisement for the post)			

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 .

Date: _____

Place: _____

Signature of Candidate

CERTIFICATION BY THE EMPLOYER

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 qualification and experience mentioned in the advertisement. 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 or minor penalty has been imposed on him/her during the last 10(Ten) 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 with Seal)