

**SELO MESSAGE**

**From : Digcent (Pers)**

**No. D. I. 04/2017- Pers. DA. 8**

**10 / 08/2017**

**U/C**

Deputation to National Technical Research Organization (NTRO) (.) NTRO Hqr have called for nominations of willing and eligible officers for the post of Chief Drill Instructor in the pay Level-10 of the Pay Matrix in SVP NPA on deputation basis (.)The eligibility conditions for subject deputation are as under (.)

Sl.No.	Name of Post /Post Code	Eligibility Criteria
1	Chief Drill Instructor  (Level-10 in the Pay Matrix)	<b>A) Officers of CAPF/State Police</b> holding analogous posts on regular basis (DySP/AC) in level-10 in the pay matrix ; or  <b>B) Possessing the following educational qualification and experience:-</b>  i) Degree from a recognized university; and  ii) three years experience as Drill Instructor including experience of planning, co-ordination and conducting outdoor training activities.  C) The maximum age limit for appointment on deputation shall not be exceeding fifty-six (56) years as on the closing date of the receipt of application.
2	Period of deputation	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 or department shall ordinarily not exceed three years.

(.) Reqst fwd nominations of willing and eligible officer's in the rank of **AC** fulfilling above eligibility conditions in the prescribed format attached as Annexure-I alongwith following documents so as to reach this Dte by **18/08/2017 positively** (.) **A** (.) Attested copies of ACR/APAR for the last five years ( from 2011-12 to 2015-16 ) (.) **B** (.) Details of major and minor penalties for the last 10 years and **(C)** Certificate of Integrity, vigilance (.) Para (.) If nominations are not received by target date, nil report will be presumed (.) It may be ensured that nominated officers should meet all the requirements of the post applied for (.)Preference may be given to the officers who have served in hard area i.e. LWE/J&K and NE Region at least 02 and 03 years respectively (.) Besides above, officers who have not availed any deputation/UN assignments should be given preference (.) It may also be ensured that nominated officers must be free from vigilance angle and fulfills the eligibility conditions as laid down in deputation policy guidelines framed by MHA dated 22/11/2016  
//// Encl: As above

SD/- 10/08/2017

## ANNEXURE-I

**BIO-DATA/CURRICULUM VITAE PROFORMA**

Affix recent passport size  
colour photograph duly signed

**Reference No. V(A)/17/01/Estt-I/NTRO/2017 for the post of Chief Drill Instructor**

1.	Name and Address (in block letters)  E-Mail :  Contact No.	
2.	Date of Birth (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 required for the post are satisfied. <b>(If any qualification has been treated as equivalent to the one prescribed in Rules, state the authority for the same)</b>	
	Qualification/Experience Required	Qualification/Experience possessed by the Officer
	Essential (1) (2) (3)  Desired (1) (2) (3)	

6.	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post.				
7.	Details of Employment, including present post held with pay details 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	Level in the pay matrix (indicate & basic pay)	Nature of Duties
8	Nature of present employment i.e. Ad-hoc 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/organization to which the applicant belongs				
10.	Additional details about present employment				
	Please state whether working under (indicate the name of your employer against the relevant column)				
	a) Central Govt.				
	b) Sate Govt.				
	c) Others				
11	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.				
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				
	i) Basic Pay in the PB				
	ii) Grade Pay				
	iii) Total Emoluments				
14.	Additional information, if any, which you would like to mentioned 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 circular/advertisement (Note :- Enclose a separate sheet, if the space is insufficient).	
15	Please state whether you are applying for deputation	
16	Whether belongs to SC/ST	
17.	Remarks (The candidates may indicate information with regard to i) Research publications and reports and special projects ii) Awards, scholarship/Official Appreciation iii) Affiliation with the professional Bodies/Institutions/societies and iv) any other information. (Note :- Enclose a separate sheet if the space is insufficient)	

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the Curriculum Vitae duly supported by the documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date : \_\_\_\_\_

Signature of the candidate

Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

COUNTERSIGNED

(Employer with Seal)

**CERTIFICATE BY THE EMPLOYER /CADRE CONTROLLING AUTHORITY**

1. Certified that particulars furnished by Shri/Smt/Kum. \_\_\_\_\_ have been verified from his/her record and found correct.
2. No vigilance case is either pending or contemplated against Shri/Smt/Kum \_\_\_\_\_. His/her integrity is certified.
3. No major or minor penalty was imposed on Shri/Smt/Kum : \_\_\_\_\_ for he last 10(ten) years as per records in the Ministry/Department

Signature of Head of Office with seal  
Tele. No. \_\_\_\_\_

Note : Attested copies of Annual Confidential Reports for the preceding five years (from 2011-12 to 2015-16) alongwith integrity, vigilance certificate and details of major/minor penalty for the last 10 years should be enclosed.