



TECHNOLOGY DEVELOPMENT BOARD
Department of Science & Technology
Government of India

VACANCY CIRCULAR

Ref. No.: TDB/47/2010-Admn.

Date: 03.01.2012

Subject: Filling up one post of Section Officer in TDB on short term contract/absorption

Government of India has constituted Technology Development Board (TDB), a statutory body under the Department of Science & Technology in the year 1996 to administer the Fund for technology development and application. TDB provides financial assistance in the form of loan, equity, and grant to industrial concerns and other agencies for development and commercialization of indigenous technology and adaptation of imported technologies for wider domestic application.

SECTION OFFICER:

In order to fill up one vacancy of the Section Officer, it is proposed to prepare a panel of eligible applicants for these posts. The pay scale of this post is as follows:

Section Officer: Pay Scale of Rs. 9300-34800 + Grade Pay Rs. 4800/- (PB-2)
Pay Scale of Rs. 15600-39100 + Grade Pay Rs. 5400/- (PB-3) [for candidates working on similar post with 8 years of regular service]

JOB PROFILE: The job involves dealing in various matters related to establishment, personnel, general administration and account of the TDB.

NATURE OF POST: The above post is to be filled by short term contract failing which by absorption. The period for short term contract will be initially for one year, which may be extended up to three years.

NUMBER OF VACANCIES: One. The panel prepared for the purpose will be valid for one year.

ESSENTIAL QUALIFICATIONS:

Academic: Graduate in any stream.

Experience:

I. Short Term Contract:

- i. Officer retired from the Central Government from equivalent post with at least 5 years experience in regular basis/ one grade lower with 8 years experience on regular basis.
- ii. In case no eligible candidate applies as per above mentioned criteria, Assistants of CSS with 5 years of service will be considered.
- iii. Experience in the field of administration and knowledge of Government Rules is essential.

II. Absorption:

- i. Officer holding analogous post in Central Secretariat Service or holding similar posts in the organized Accounts Department having five years experience on regular basis.
- ii. Experience in the field of administration and knowledge of Government Rules is essential.

FACILITIES: The vacancy filled on short term contract shall be compensated with a consolidated monthly package in INR as deemed fit by the Selection Committee.

The above post on absorption carries usual allowances as applicable to the Central Government employees including benefits like Contributory Provident Fund, Leave Travel Concession, and Medical Facilities etc.

AGE LIMIT: Not exceeding 56 years as on date of application for absorption basis.

LAST DATE OF APPLICATIONS: The applications in the prescribed format complete in all respects should reach the given address **on or before 20th February, 2012 by 05.30 PM.**

HOW TO APPLY: The applications are to be sent as per the prescribed format.

The applicants working under Central Government/ State Government/ Public Sector Undertakings/ Autonomous Bodies/ Universities etc are required to submit their applications through the proper channel.

An advance application may be sent, which will be considered only if the application through proper channel is also received within the time period prescribed by the Selection Committee.

The parent institutions are required to enclose photocopies of the ACRs of the individuals for the last five years, duly attested by an officer not below the rank of Under Secretary to the Government of India and also the no-objection certificate, while forwarding the application.

Also, while forwarding the applications, certificate to the effect that the officer is clear from vigilance angle and there is no disciplinary case pending/contemplated against him/ her is to be given.

Applications received after expiry of the last date or otherwise found incomplete for want of ACRs/ No-Objection Certificate/ Vigilance Clearance Certificate will not be entertained.

The clearly filled in applications, clearly subscribing on the envelope '**Application for the Post of Section Officer in TDB**' are to be sent to the following address:

**THE UNDER SECRETARY
TECHNOLOGY DEVELOPMENT BOARD
DEPARTMENT OF SCIENCE AND TECHNOLOGY
VISHWAKARMA BHAWAN
WING-A, GROUND FLOOR,
SHAHEED JEET SINGH MARG,
NEW DELHI – 110 016**

For further details please refer our website www.tdb.gov.in

This is issued with approval of the competent authority.

-sd-
(Dr. P.S. RAJU)
Director, TDB
Phone: 011 26535049

Copy forwarded to:

1. All Ministries/ Departments of the Central Government
2. PPS to the Chairman, TDB, New Delhi
3. Website of TDB www.tdb.gov.in
4. Office Order File.
5. Guard File

-sd-

(Dr. P.S. RAJU)

Director, TDB

Phone: 011 26535049

FORMAT FOR THE APPLICATION

1. Name and Address in BLOCK letters:
2. Date of Birth (in Christian era):
3. Date of retirement under Central/ State Government Rules:
4. Educational Qualifications:
5. Whether Educational and other qualifications required for the post are satisfied (if any qualification has been treated as equivalent to the one prescribed in the rules, state the authority of the same):

	Qualifications/ Experience required	Qualifications/ experience possessed by the Officer
Essential		
Desirable		

6. Please state clearly whether in light of entries made by you above, you meet the requirements of the post:
7. Details of employment in chronological order:

Office/ Institute/ Organisation	Post Held	From	To	Scale of Pay & Basic Pay	Nature of Duties

8. Nature of present employment, i.e. adhoc or temporary 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 you belong
10. Additional details about present employment, please state whether working under:
 - a. Central Government
 - b. State Government
 - c. Autonomous Organizations
 - d. Government Undertakings
 - e. Universities
11.
 - a. 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.
 - b. Whether belongs to IDA/ CDA pattern?

12. Total emoluments per month now drawn:
13. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if required.
14. Whether belongs to SC/ ST:
15. Remarks:

Date:

(Signatures of the candidate)

Place:

Address:

COUNTERSIGNED
(by the employer with SEAL)

TO WHOM IT MAY CONCERN

Certified that Sh/Smt/Kum. _____ working as _____
_____ in the _____ is clear from vigilance
angle and there is no vigilance case either pending or contemplated against him/her, and no
major/minor penalty has been imposed on him during the last 10 years.

SEAL

(employer)
Signatures:
Name:
Designation: