

No. 05/01/2018-E-I/ 32  
Government of India  
Central Water Commission  
\*\*\*\*\*

Room No. 305(S), Sewa Bhawan,  
R.K. Puram, New Delhi 110066  
Dated: the 9<sup>th</sup> Jan, 2018

**CIRCULAR**

**Subject : Vacancy circular for filling up the various posts in the Engineering Division of NTRO on deputation basis-reg.**

\*\*\*\*\*

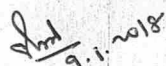
National Technical Research Organisation, Old JNU Campus, New Delhi has invited applications from eligible and suitable candidates to fill up the following posts on deputation basis.

S. No.	Name of the Post	No. of Vacancy	Level in the Pay Matrix
(i)	Superintending Engineer (Civil)	01	Level-12 {pre-revised PB-3(Rs. 15600-39100)+ GP Rs. 7600/-}
(ii)	Executive Engineer ( Civil)	01	Level-11 {pre-revised PB-3(Rs.15600-39100)+ GP Rs.6600/-}
(iii)	Executive Engineer (Electrical)	01	Level-11 {pre-revised PB-3(Rs.15600-39100)+GP Rs.6600/-}
(iv)	Asstt. Executive Engineer (Mechanical)	01	Level-10 {pre-revised PB-3(Rs.15600-39100)+GP Rs.5400/-}
(v)	Asstt. Executive Engineer (Electrical)	01	Level-10 {pre-revised PB-3(Rs.15600-39100)+GP Rs.5400/-}

Applications complete in all respects of willing and eligible officers may be sent through proper channel to the concerned Establishment Sections in CWC for onward transmission to Ministry. The last date for receipt of application is 30 days from the date of publication in Employment News.

Officers willing to submit their application must ensure that their updated Bio-Data is available on CWC website.

Encls: NTRO Circular dated 19.12.2017

  
(S.K. Nanda)  
Under Secretary

Copy to:

1. All JAG/STS/JTS officers of CWC.
2. For uploading on the CWC website.

IMMEDIATE

No. V(A)/18/1/Pers(R-I)/NTRO/2017- 3489

Government of India

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

Dated, the: 19 December, 2017

**Subject: Filling up of various vacancies in the Engineering Division of NTRO on deputation basis.**

A recruitment notice is enclosed herewith inviting applications to fill up the following vacancies in this organisation on deputation basis :-

Sl No.	Name of the Post	No. of vacancy	Level in the Pay Matrix
(i).	Superintending Engineer (Civil)	01	Level -12 [pre-revised PB-3(Rs.15600-39100)+GP Rs.7600/-]
(ii).	Executive Engineer (Civil)	01	Level -11 [pre-revised PB-3(Rs.15600-39100)+GP Rs.6600/-]
(iii).	Executive Engineer (Electrical)	01	Level -11 [pre-revised PB-3(Rs.15600-39100)+GP Rs.6600/-]
(iv).	Asstt. Executive Engineer (Mechanical)	01	Level -10 [pre-revised PB-3(Rs.15600-39100)+GP Rs.5400/-]
(v).	Asstt. Executive Engineer (Electrical)	01	Level -10 [pre-revised PB-3(Rs.15600-39100)+GP Rs.5400/-]

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

**Assistant Director (Pers/R-1)**  
**National Technical Research Organisation**  
**Block-III, Old JNU Campus (Room No.204)**  
**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 will not be processed for determining the eligibility of the candidates for the selection.

4. The last date for receipt of application is 30 days from the date of publication of this recruitment notice in the Employment News.

Encl.: As above.

Assistant Director (Pers/R1)

Distribution: As per the list enclosed

**List of addressee-**

1	Director General CPWD, Nirman Bhawan New Delhi-110011	2	Member (Personnel) Central Electricity Authority Seva Bhawan R.K. Puram, Sector-1, New Delhi - 110066.
3	Vice-Chairman Delhi Development Authority Vikas Sadan, INA New Delhi.	4	Member (Engineering) Ministry of Railways Railway Board, Rail Bhawan New Delhi- 110 001
5	Engineer-in-Chief (MES Division) Rajaji Marg New Delhi- 110011	6	Directorate of Personnel Defence Research & Development Organisation DRDO Bhawan, Rajaji Marg, New Delhi- 110011
7	Inspector General (HQ), ITBP Directorate General, ITBP Block No. 2, CGO Complex New Delhi- 110003	8	Inspector General (Pers), SSB Force Headquarters East Block-V R.K. Puram New Delhi- 110066
9	Inspector General (Pers), CRPF Directorate General, CRPF Block No. 1, CGO Complex New Delhi- 110003	10	Inspector General (Pers), CISF Directorate General, CISF Block No. 13, CGO Complex New Delhi- 110003
11	Inspector General (Pers), BSF Directorate General, BSF Block No. 10, CGO Complex New Delhi- 110003	12	Director (CWE) Department of Civil Works & Estates Rajaji Marg, DRDO Bhawan New Delhi- 110 011
13	Director (SR) Cabinet Secretariat, Room No. 1001, 10 <sup>th</sup> Floor, B-2 Wing Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi- 110003	14	PDOP, IHQ of MoD (Navy) C-Wing, Sena Bhawan New Delhi-110011.
15	PDPO, Air Headquarters Vayu Bhawan, Rafi Marg New Delhi-110001.	16	Col (MS-3B) Military Secretary's Branch, IHQ of MoD (Army) South Block, New Delhi-110011.
17	Member (Personnel) Central Water Commission, Sewa Bhawan, Sector - 1, R.K. Puram, New Delhi - 110066.		

**RECRUITMENT NOTICE****NATIONAL TECHNICAL RESEARCH ORGANISATION**

Applications are invited from eligible candidates from Central Government Ministries/Departments/Defence Services to fill up the following vacancies in NTRO on **deputation basis** as per details given below:-

Sl No.	Name of the Post	No. of vacancy*	Level in the Pay Matrix #
(i).	Superintending Engineer (Civil)	01	Level -12 [pre-revised PB-3(Rs.15600-39100)+GP Rs.7600/-]
(ii).	Executive Engineer (Civil)	01	Level -11 [pre-revised PB-3(Rs.15600-39100)+GP Rs.6600/-]
(iii).	Executive Engineer (Electrical)	01	Level -11 [pre-revised PB-3(Rs.15600-39100)+GP Rs.6600/-]
(iv).	Asstt. Executive Engineer (Mechanical)	01	Level -10 [pre-revised PB-3(Rs.15600-39100)+GP Rs.5400/-]
(v).	Asstt. Executive Engineer (Electrical)	01	Level -10 [pre-revised PB-3(Rs.15600-39100)+GP Rs.5400/-]

\* Subject to increase/decrease.

# In addition, Special Allowance @ 20% of Basic Pay will be admissible. No Deputation Duty Allowance will be paid.

2. The essential eligibility criteria for the aforementioned posts are as under:-

(i) **Superintending Engineer (Civil)**

**Deputation (Civilian Officers):** Officers of the Central Government :-

- (i) holding analogous post on regular basis in the parent cadre or department, **or**
- (ii) with five years of regular service in Level-11 of the pay matrix; **and**
- (iii) possessing a Bachelor's degree in Civil Engineering and ten years of experience in planning/construction/design/maintenance, in Civil and Technical/ Technical/ Industrial structures/Estate Management and Contract Management.

**Deputation (Service Officers) :-**

- (i) Serving officers of Engineering Departments from the Armed Forces holding analogous post on regular basis in the parent cadre or department ; **or**
- (ii) Major or equivalent with five years regular service in the rank; **and**
- (iii) Possessing a Bachelor's degree in Civil Engineering and ten years of experience in planning/construction/design/maintenance in Civil and Technical/ Industrial structures/ Estate Management and Contract Management.

(ii) **Executive Engineer (Civil)**

**Deputation :** Officers of the Central Government :-

- (i) holding analogous post on regular basis in the parent cadre or department, **or**
- (ii) with five years of regular service in Level-10 of the pay matrix; **and**

Contd../2





(iii) possessing a Bachelor's degree in Civil Engineering and five years of experience in planning/construction/design/maintenance, in Civil and Technical/ Technical/ Industrial structures/Estate Management and Contract Management from a recognised Institute.

(iii) **Executive Engineer (Electrical)**

**Deputation :** Officers of the Central Government :-

- (i) holding analogous post on regular basis in the parent cadre or department, or
- (ii) with five years of regular service in Level-10 of the pay matrix; and
- (iii) possessing a Bachelor's degree in Electrical Engineering and five years of experience in planning/construction/design/maintenance, in Civil and Technical/ Technical/ Industrial structures/Estate Management and Contract Management from a recognised Institute.

(iv) **Assistant Executive Engineer (Mechanical)**

**Deputation :** Officers of the Central Government :-

- (i) holding analogous post on regular basis in the parent cadre or department, or
- (ii) with three years of regular service in Level-7 of the pay matrix; and
- (iii) possessing a Bachelor's degree in Mechanical Engineering and three years of experience in planning/construction/design/maintenance, in Civil and Technical/ Industrial structures.

(v) **Assistant Executive Engineer (Electrical)**

**Deputation :** Officers of the Central Government :-

- (i) holding analogous post on regular basis in the parent cadre or department, or
- (ii) with three years of regular service in Level-7 of the pay matrix; and
- (iii) possessing a Bachelor's degree in Electrical Engineering and three years of experience in planning/construction/design/maintenance, in Civil and Technical/ Industrial structures.

**Note-1:** 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-2:** 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/department of the Central Government shall ordinarily not exceed four years for Superintending Engineer (Civil), Executive Engineer (Civil) and Executive Engineer (Electrical), three year for Assistant Executive Engineer (Mechanical) and Assistant Executive Engineer (Electrical).

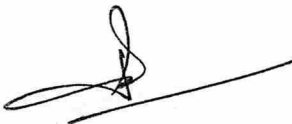
**Note-3:** The maximum age limit for appointment on deputation shall be not exceeding 56 years as on the closing date of the receipt of the application.

**Note-4:** Field experience of minimum three years in execution/project management of major project at site.



Contd../3

	<p><b>Note:</b> 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><b>Note:</b> Information under Column 9(c) &amp; (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><b>Additional details about present employment:</b> Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>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		
	<b>Pay Band (6<sup>th</sup> CPC) or Level in the Pay Matrix (7<sup>th</sup> CPC)</b>		
	Basic Pay in the PB (as per 6 <sup>th</sup> CPC) or Level in the Pay Matrix (as per 7 <sup>th</sup> CPC)	Grade Pay/ Pay in the Pay Matrix	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><b>(A). Additional information</b>, 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) <b>(Note: Enclose a separate sheet <u>duly signed</u>, if the space is insufficient)</b></p>		



	<p><b>(B). Achievements:</b>          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.  <b>(Note: Enclose a separate sheet duly signed, if the space is insufficient)</b></p>	
17.	Whether belongs to SC/ST/OBC	

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 APAR dossier in original is enclosed/photocopies of the APARs 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)**

**ANNEXURE-I**

<b>BIO-DATA / CURRICULUM VITAE PROFORMA</b>		(Please affix a recent passport size colour photograph)
Reference No: V(A)/18/1/Pers(R-I)/NTRO/2017		Post applied for: <b>Executive Engineer (Civil)</b>

1.	Name and Address (in Block Letters)  Contact No : Email :	
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)	
	<b>Qualifications/Experience required as mentioned in the advertisement/vacancy circular</b>	<b>Qualifications/experience possessed by the officer (to be mentioned by the applicant clearly)</b>
	<b>Essential</b>	<b>Essential</b>
	<b>Deputation</b> : Officers of the Central Government :- (i) holding analogous post on regular basis in the parent cadre or department, <b>or</b> (ii) with five years of regular service in Level-10 of the pay matrix; <b>and</b> (iii) possessing a Bachelor's degree in Civil Engineering and five years of experience in planning/construction/design/maintenance, in Civil and Technical/ Technical/ Industrial structures/Estate Management and Contract Management from a recognised Institute.	
	<b>Note:</b> In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated <b>by the candidate.</b>	

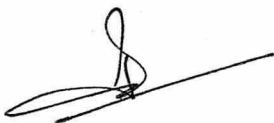




6.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.					
<b>Note:</b> Borrowing Department are to provide their specific comments/ views confirming the relevant Essential Qualifications/Work experience possesses by the Candidate (as indicated in the Bio-data) with reference to the post applied.						
7.	Details of Employment, in chronological order, <b>Enclose a separate sheet duly <u>authenticated by your signature</u>, if the space below is insufficient.</b>					
Office/institution		Post/Rank held on <u>regular basis</u>	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
<b>*Important:</b> 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.	
<b>Note:</b> 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.						
<b>Note:</b> 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.						



10.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details		
11.	<b>Additional details about present employment:</b> Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organisation 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		
	<b>Pay Band (6<sup>th</sup> CPC) or Level in the Pay Matrix (7<sup>th</sup> CPC)</b>		
	Basic Pay in the PB (as per 6 <sup>th</sup> CPC) or Level in the Pay Matrix (as per 7 <sup>th</sup> CPC)	Grade Pay/ Pay in the Pay Matrix	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.	<b>(A). Additional information</b> , 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) <b>(Note: Enclose a separate sheet <u>duly signed</u>, if the space is insufficient)</b>		



	<b>(B). Achievements:</b> 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. <b>(Note: Enclose a separate sheet duly signed, if the space is insufficient)</b>	
17.	Whether belongs to SC/ST/OBC	

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 APAR dossier in original is enclosed/photocopies of the APARs 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)**

## ANNEXURE-I

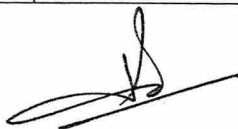
<b>BIO-DATA / CURRICULUM VITAE PROFORMA</b>		(Please affix a recent passport size colour photograph)
Reference No: <b>V(A)/18/1/Pers(R-I)/NTRO/2017</b>		Post applied for: <b>Executive Engineer (Electrical)</b>

1.	Name and Address (in Block Letters)  Contact No : Email :	
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)	
	<b>Qualifications/Experience required as mentioned in the advertisement/vacancy circular</b>	<b>Qualifications/experience possessed by the officer (to be mentioned by the applicant clearly)</b>
	<b>Essential</b>	<b>Essential</b>
	<b>Deputation</b> : Officers of the Central Government :- (i) holding analogous post on regular basis in the parent cadre or department, or (ii) with five years of regular service in Level-10 of the pay matrix; and (iii) possessing a Bachelor's degree in Electrical Engineering and five years of experience in planning/construction/design/maintenance, in Civil and Technical/ Technical/ Industrial structures/Estate Management and Contract Management from a recognised Institute.	
	<b>Note:</b> In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated <b>by the candidate</b> .	

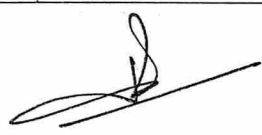




6.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.																
<b>Note:</b> Borrowing Department are to provide their specific comments/ views confirming the relevant Essential Qualifications/Work experience possesses by the Candidate (as indicated in the Bio-data) with reference to the post applied.																	
7.	Details of Employment, in chronological order, <b>Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.</b>																
<table border="1"> <thead> <tr> <th data-bbox="256 539 459 674">Office/institution</th> <th data-bbox="464 539 639 674">Post/Rank held on regular basis</th> <th data-bbox="644 539 799 674">From</th> <th data-bbox="804 539 943 674">To</th> <th data-bbox="948 539 1214 674">* Pay Band and Grade Pay/Pay Scale of the post held on regular basis</th> <th data-bbox="1219 539 1500 674">Nature of Duties (in detail) highlighting experience required for the post applied for</th> </tr> </thead> <tbody> <tr> <td data-bbox="256 680 459 808"></td> <td data-bbox="464 680 639 808"></td> <td data-bbox="644 680 799 808"></td> <td data-bbox="804 680 943 808"></td> <td data-bbox="948 680 1214 808"></td> <td data-bbox="1219 680 1500 808"></td> </tr> </tbody> </table>						Office/institution	Post/Rank 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						
Office/institution	Post/Rank 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												
<b>*Important:</b> 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:																	
<table border="1"> <thead> <tr> <th data-bbox="177 987 480 1077">Office/institution</th> <th data-bbox="485 987 895 1077">Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme</th> <th data-bbox="900 987 1166 1077">From</th> <th data-bbox="1171 987 1500 1077">To</th> </tr> </thead> <tbody> <tr> <td data-bbox="177 1084 480 1205"></td> <td data-bbox="485 1084 895 1205"></td> <td data-bbox="900 1084 1166 1205"></td> <td data-bbox="1171 1084 1500 1205"></td> </tr> </tbody> </table>						Office/institution	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme	From	To								
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-																
<table border="1"> <thead> <tr> <th data-bbox="256 1352 480 1525">a) The date of initial appointment</th> <th data-bbox="485 1352 890 1525">b) Period of appointment on deputation/contract.</th> <th data-bbox="895 1352 1161 1525">c) Name of the parent office/organisation to which the applicant belongs</th> <th data-bbox="1166 1352 1500 1525">d) Name of the post and pay of the post held in substantive capacity in the parent organisation.</th> </tr> </thead> <tbody> <tr> <td data-bbox="256 1532 480 1637"></td> <td data-bbox="485 1532 890 1637"></td> <td data-bbox="895 1532 1161 1637"></td> <td data-bbox="1166 1532 1500 1637"></td> </tr> <tr> <td data-bbox="256 1644 480 1771"></td> <td data-bbox="485 1644 890 1771"></td> <td data-bbox="895 1644 1161 1771"></td> <td data-bbox="1166 1644 1500 1771"></td> </tr> </tbody> </table>						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.								
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.														
<b>Note:</b> 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. <b>Note:</b> 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.																	



10.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details			
11.	<b>Additional details about present employment:</b> Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organisation 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			
	<b>Pay Band (6<sup>th</sup> CPC) or Level in the Pay Matrix (7<sup>th</sup> CPC)</b>			
	Basic Pay in the PB (as per 6 <sup>th</sup> CPC) or Level in the Pay Matrix (as per 7 <sup>th</sup> CPC)	Grade Pay/ Pay in the Pay Matrix	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.	(A). <b>Additional information</b> , 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) <b>(Note: Enclose a separate sheet <u>duly signed</u>, if the space is insufficient)</b>			



	<b>(B). Achievements:</b> 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. <b>(Note: Enclose a separate sheet duly signed, if the space is insufficient)</b>	
17.	Whether belongs to SC/ST/OBC	

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:**

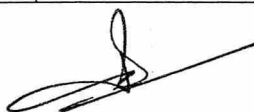
- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. \_\_\_\_\_
- ii) His/ Her integrity is certified.
- iii) His/ Her APAR dossier in original is enclosed/photocopies of the APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the 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)**

ANNEXURE-I

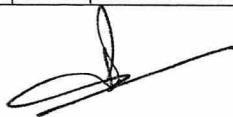
<b>BIO-DATA / CURRICULUM VITAE PROFORMA</b>		(Please affix a recent passport size colour photograph)
Reference No: <b>V(A)/18/1/Pers(R-I)/NTRO/2017</b>	Post applied for: <b>Assistant Executive Engineer (Mechanical)</b>	

1.	Name and Address (in Block Letters)  Contact No : Email :	
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)	
<b>Qualifications/Experience required as mentioned in the advertisement/vacancy circular</b>		<b>Qualifications/experience possessed by the officer (to be mentioned by the applicant clearly)</b>
<b>Essential</b>		<b>Essential</b>
<b>Deputation :</b> Officers of the Central Government :- (i) holding analogous post on regular basis in the parent cadre or department, <b>or</b> (ii) with three years of regular service in Level-7 of the pay matrix; <b>and</b> (iii) possessing a Bachelor's degree in Mechanical Engineering and three years of experience in planning/construction/design/maintenance, in Civil and Technical/ Industrial structures.		
<b>Note:</b> In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated <b>by the candidate.</b>		

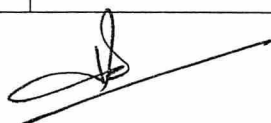




6.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.					
<b>Note:</b> Borrowing Department are to provide their specific comments/ views confirming the relevant Essential Qualifications/Work experience possesses by the Candidate (as indicated in the Bio-data) with reference to the post applied.						
7.	Details of Employment, in chronological order, <b>Enclose a separate sheet duly <u>authenticated by your signature</u>, if the space below is insufficient.</b>					
Office/institution		Post/Rank held on <u>regular basis</u>	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
<b>*Important:</b> 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.	
<b>Note:</b> 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. <b>Note:</b> 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.						



10.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details		
11.	<b>Additional details about present employment:</b> Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organisation 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		
	<b>Pay Band (6<sup>th</sup> CPC) or Level in the Pay Matrix (7<sup>th</sup> CPC)</b>		
	Basic Pay in the PB (as per 6 <sup>th</sup> CPC) or Level in the Pay Matrix (as per 7 <sup>th</sup> CPC)	Grade Pay/ Pay in the Pay Matrix	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.	<b>(A). Additional information</b> , 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) <b>(Note: Enclose a separate sheet <u>duly signed</u>, if the space is insufficient)</b>		



	<b>(B). Achievements:</b> 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. <b>(Note: Enclose a separate sheet duly signed, if the space is insufficient)</b>	
17.	Whether belongs to SC/ST/OBC	

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 APAR dossier in original is enclosed/photocopies of the APARs 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)**

**ANNEXURE-I**

<b><u>BIO-DATA / CURRICULUM VITAE PROFORMA</u></b>		(Please affix a recent passport size colour photograph)
Reference No: <b>V(A)/18/1/Pers(R-I)/NTRO/2017</b>		Post applied for: <b>Assistant Executive Engineer (Electrical)</b>

1.	Name and Address (in Block Letters)  Contact No : Email :	
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)	
	<b>Qualifications/Experience required as mentioned in the advertisement/vacancy circular</b>	<b>Qualifications/experience possessed by the officer (to be mentioned by the applicant clearly)</b>
	<b>Essential</b>	<b>Essential</b>
	<b>Deputation :</b> Officers of the Central Government :- (i) holding analogous post on regular basis in the parent cadre or department, <b>or</b> (ii) with three years of regular service in Level-7 of the pay matrix; <b>and</b> (iii) possessing a Bachelor's degree in Electrical Engineering and three years of experience in planning/construction/design/maintenance, in Civil and Technical/ Industrial structures.	
<b>Note:</b> In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated <b>by the candidate</b> .		



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.					
<b>Note:</b> 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, <b>Enclose a separate sheet duly <u>authenticated by your signature</u>, if the space below is insufficient.</b>					
	Office/institution	Post/Rank held on <u>regular basis</u>	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
<b>*Important:</b> 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.	
<b>Note:</b> 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. <b>Note:</b> 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.						



10.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details			
11.	<b>Additional details about present employment:</b> Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organisation 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			
	Pay Band (6 <sup>th</sup> CPC) or Level in the Pay Matrix (7 <sup>th</sup> CPC)			
	Basic Pay in the PB (as per 6 <sup>th</sup> CPC) or Level in the Pay Matrix (as per 7 <sup>th</sup> CPC)	Grade Pay/ Pay in the Pay Matrix	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.	<b>(A). Additional information</b> , 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) <b>(Note: Enclose a separate sheet <u>duly signed</u>, if the space is insufficient)</b>			





	<p><b>(B). Achievements:</b>          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.  <b>(Note: Enclose a separate sheet duly signed, if the space is insufficient)</b></p>	
17.	Whether belongs to SC/ST/OBC	

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 APAR dossier in original is enclosed/photocopies of the APARs 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)**

