

No.A-12023/2/2000-Admn.I (B)
Government of India
Ministry of Science and Technology
Department of Science & technology

Technology Bhawan,
New Mehrauli Road
New Delhi-110016

Dated: 19/10/2010

OFFICE MEMORANDUM

Sub: Application for one post of Protocol Assistant (Integrated Long Term Programme of co-operation), Group'B', in the Pay Band of Rs.9,300-34,800/- with Grade Pay of Rs.4,200/- on deputation basis in the Department of Science & Technology.

The undersigned is directed to say that a vacancy in the post of Protocol Assistant (Integrated Long Term Programme of co-operation), Group'B', in the Department of Science & Technology, in the Pay Band of Rs.9300-34800/- with Grade Pay of Rs.4200/-, is proposed to be filled up on deputation basis. The pay of the selected official on deputation will be regulated in accordance with the Department of Personnel & Training's OM No. 2/29/91-Estt. (P.II), dated 05.01.94, as amended from time to time.

2. Eligibility conditions/qualifications, etc., required for the post of Protocol Assistant (Integrated Long Term Programme of co-operation) are mentioned in Annex-I. Candidates who volunteer for the post will not be permitted to withdraw their names later. Nominations, which are not accompanied by the requisite personal data as per Annex-II, along with vigilance clearance, integrity certificate and attested copies of ACRs for the last five years, will not be considered. The curriculum vitae (Annex-II), duly supported by documents, will be assessed by the Selection Committee, while selecting the candidate for appointment to the post on deputation basis.

3. A Government servant holding post in higher scale of pay will not be eligible to apply for this post in terms of DoPT's OM referred to above.

4. It is requested that the vacancy may please be circulated and applications of eligible officials, who are willing to be considered and whose services can be spared immediately, if selected, may kindly be sent to the Under Secretary, Admn.I (B) Section, Department of Science and Technology, Technology Bhawan, New Mehrauli Road, New Delhi-110016, so as to reach this Department within 30 days of the date of issue of this O.M.



(N K Gupta)

Under Secretary to the Govt. of India
Tel.26590204

To

1. All Ministries/Departments of Govt. of India (as per standard list).
2. Head, AI Cell, with a request that the vacancies may please be circulated amongst Autonomous Institutions under them.
3. SOI, Dehradun / NATMO, Kolkata
4. All Sections/Divisions of DST
4. Notice Board/Guard File
5. Leader, Staff side, DST
6. NIC, DST to place it on DST Website for a period of one month.

1. Name of the post : Protocol Assistant (Integrataed Long Term Programme of Co-operation)
2. Classification : General Central Service
Group 'B',
(Non-Gazetted, Non-Ministerial)
3. No. of Post : One
4. Pay Scale : Pay Band of Rs.9,300-34,800/- with
Grade Pay Rs.4,200/-
5. Method of appointment& period : Deputation. Initially for one year
extendable to three years
6. Eligibility conditions:-

By deputation from Government Officials holding analogous posts on a regular basis or with eight years regular services in posts in the scale of pay of Rs.4000-6000(pre-revised) or, equivalent, or Lower Division Clerk or equivalent with sixteen years of regular service in the grade and having experience in protocol or public relations work.

(The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organization/ 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 application.)

(Application for the post of Protocol Assistant (Integrated Long Term Programme of co-operation) in DST on deputation basis)

PROFORMA (CURRICULUM VITAE)
(strike out whichever is not applicable)

1. Name and Office address (in Block letters) :
2. Date of Birth (in Christian era) :
3. Date of retirement under Central Govt. 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 for the same). :

| | Qualifications/ Experience required | Qualifications/ Experience possessed by the officer |
|---------------|--|---|
| Essential (1) | | |
| (2) | | |
| (3) | | |
| Desirable (1) | | |
| (2) | | |

6. Please state clearly whether, in the light of entries made above, you meet the requirements of the post :

7. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated, with your signature, if the space below is insufficient.

| Office/Deptt.. | Post held | From | To | Scale of Pay and basic pay | Nature of duties |
|----------------|-----------|------|----|-------------------------------|---------------------|
| | | | | | |

8. Nature of present employment, i.e., ad-hoc 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. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.

11. Present Basic Pay & total emoluments per month now drawn.

12. Additional information, if any, which you would like to mention 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 work experience over and above prescribed in the Vacancy Circular)
Enclose a separate sheet, if the space is insufficient.

13. Whether belong to SC/ST/OBC:

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

Date:

Signature of the Candidate

Place:

Address _____

