

No.A-12023/2/2007-Admn.I (B)
Government of India
Ministry of Science and Technology
Department of Science & technology

Technology Bhawan,
New Mehrauli Road,
New Delhi-110016

Dated: 04/08/2011

OFFICE MEMORANDUM

Sub: Application for one post of Protocol Assistant, Group 'B', in the Pay Band of ₹9300-34800/- with Grade Pay of ₹4200/- on deputation basis in the Department of Science & Technology.

The undersigned is directed to say that a vacancy in the post of Protocol Assistant, Group 'B', in the Department of Science & Technology, in the Pay Band of ₹ 9300-34800/- with Grade Pay of ₹ 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 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^{is} 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, (Ad.-IB Section), Department of Science and Technology, Technology Bhawan, New Mehrauli Road, New Delhi-110016, so as to reach this Department within 60 days from the date publication of this vacancy circular in the Employment News/Rozgar Samachar.

(Mahendra Pratap)
Under Secretary to the Govt. of India
Tel. No.26590271

To

1. All Ministries/Departments of Govt. of India (as per standard list).
2. Notice Board/Guard File
3. Secretary, Office Council, DST
4. NIC, DST with a request to place it on DST Website for a period of 60 days from the date of publication of the vacancy in the Employment News/Rozgar Samachar.

Annex.-I

1. Name of the post : Protocol Assistant
2. Classification : General Central Services, Group 'B',
(Non-Gazetted, Non-Ministerial)
3. No. of Post : One
4. Pay Scale : Pay Band-2 of ₹ 9300-34800/- plus
Grade Pay of ₹ 4200/-
5. Method of appointment : Deputation.
6. Eligibility conditions : Officers under the Central Government holding analogous posts or with six years service in posts in the Scale of ₹ 4500-7000/- (pre-revised) or equivalent or with ten years service in posts in the Scale of ₹ 4000-6000/-(pre-revised) or equivalent and possessing experience in protocol or public relations.
- (The upper age limit for appointment by deputation shall not be exceeding fifty-six years as on closing date of receipt of application. The period of deputation shall ordinarily not exceed three years.)
7. Job responsibilities:
- (i) To make physical arrangements for meetings, conference, seminars, symposis and workshops including refreshments etc.
 - (ii) To arrange refreshments at the above meetings, etc.
 - (iii) To do protocol work, i.e. to receive delegates from foreign countries, arrange passport, visas, launch, dinner, reception for foreign dignitaries and booking of hotel accommodation etc.
 - (iv) To arrange for the tours of the foreign dignitaries to places of historical interest industrial projects etc. within the country.
 - (v) To make arrangements regarding travel programmes, passport, visas, health certificate, foreign exchange etc. in respect of Scientists/Technologists.
 - (vi) To assist the welfare officer of the Department in matters relating to welfare of staff and canteen management.

(Application for the post of Protocol Assistant 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 :

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). :

Qualification/Experience required

Qualification/Experience possessed
by the official

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:
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 belongs to SC/ST/OBC:
14. Remarks:

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:
Place:

Signature of the candidate

Address -----

Tel. No. -----

CERTIFICATE

It is certified that information furnished by Shri/Smt./Kum. in his/her application are correct. It is also certified that no vigilance case is either pending or being contemplated against Shri/Smt./Kum..... and his/her integrity certificate is enclosed. ACR Dossier (attested copies) for the last five years is also enclosed.

Signature of the employer with seal