

No.A-12023/01/11 – Admn.I(A)
Government of India / Bharat Sarkar
Ministry of Science & Technology
[Vigyan Aur Prodyogiki Mantralaya]
Department of Science & Technology
[Vigyan Aur Prodyogiki Vibhag]

Technology Bhavan,
New Mehrauli Road,
New Delhi - 110 016

Dated the 29 July, 2011

To

The Chief Secretary,
All the State Government / Union Territories

Subject: Filling up of the post of Staff Officer to Secretary in the Department of Science and Technology.

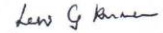
Sir,

I am directed to say that a post of Staff Officer to Secretary is required to be filled in the Department of Science & Technology. The method of recruitment, scale of pay and eligibility conditions for appointment to the post are indicated in Annexure – I.

2. The pay of the Officer selected will be regulated in terms of Department of Personnel & Training's O.M.No.6/8/2009-Estt.(Pay.II) dated 17.06.2010 as amended from time to time. It is requested that the vacancy may please be circulated amongst the Universities, Scientific Research Institutions or Councils, Autonomous Institutions, Statutory Bodies etc. under the State Governments and application of eligible officers complete in all respects, as per Annexure-II alongwith APARs for the last 5 years may kindly be forwarded to this Department within two months of issue of this circular. While forwarding the applications, it may be certified that the particulars stated therein are correct, no disciplinary/vigilance case is pending or contemplated against the officer. The Integrity Certificate and a statement of major/minor penalties, if any, imposed on the officer may also be forwarded.

3. Officers who volunteer for the post will not be allowed to withdraw their names later. Application received without APARs, Vigilance Clearance etc. or incomplete applications of the candidate will not be considered.

Yours faithfully,



(Latha Gopakumar)

Under Secretary to the Govt. of India

Copy forwarded for similar action to:-

1. All Ministries/Departments of the Government of India / Department of Parliamentary Affairs / Comptroller & Auditor General of India / Union Public Service Commission.
2. Council of Scientific & Industrial Research, Anusandhan Bhavan, Rafi Marg, New Delhi.
3. Indian Council for Agricultural Research, Krishi Bhavan, New Delhi.
4. Indian Council for Medical Research, Ansari Nagar, New Delhi.
5. University Grants Commission, Bahadur Shah Zafar Marg, New Delhi.
6. Indian Institute of Technology (s) / Indian Institute of Science.
7. Survey of India, Dehradun
8. National Atlas & Thematic Mapping Organisation, Kolkata.
9. PAO, DST, New Delhi.
10. All Autonomous Bodies under DST.
11. Director (AI) / Director (SMP)
12. Notice Board, DST.

Latha Gopakumar

(Latha Gopakumar)

Under Secretary to the Govt. of India

Annexure – I

Department of Science & Technology invites applications for appointment to the post of Staff Officer in the Office of Secretary, Department of Science & Technology. The particulars of the post are as under:

1. Post : Staff Officer
 2. Ministry/Department : Ministry of Science & Technology
Department of Science & Technology
New Delhi.
 3. Mode of Recruitment : Deputation (including short-term contract)
 4. Scale of Pay : PB-3 ₹ 15600-39100 with GP ₹ 6600/-
 5. Eligibility Conditions : Officers under the Central Government /
State Government / Universities / Scientific
Research Institutions or Councils /
Autonomous or Statutory Bodies
 - (a) (i) Holding analogous post on a regular basis
OR
 - (ii) with 5 years service in posts in PB-3 of
₹ 15600-39100 with GP ₹ 5400 or
equivalent
 - (iii) with 8 years service in posts in PB-2 of
₹ 9300-34800 + GP ₹ 4600 or
equivalent
 - (iv) with 16 years service in posts in PB-2 of
₹ 9300-34800 + GP ₹ 4200 out of
which at least 6 years should be in posts in
the PB-2 of ₹ 9300-34800 + GP ₹ 4600
or equivalentand
 - (b) having knowledge of scientific and technical
terms and notations;
 - (c) experience of handling independently
correspondence in scientific matters and
preferably having knowledge and experience
in shorthand.
6. Period of deputation : Shall ordinarily not exceed three years.

Annexure-II

Applications in the following proforma may please be sent to Under Secretary [Admn.I(A) Section], Department of Science & Technology, Technology Bhavan, New Mehrauli Road, New Delhi - 110 016 so as to reach the Section not later than two months from the date of publication in the Employment News. The applications must be sent 'through proper channel' accompanied by upto date ACRs for the last 5 years and vigilance clearance.

1. Name :
2. Date of Birth :
3. Educational Qualification :
(including special qualification, if any)
4. Present post held and whether :
it is cadre or ex-cadre post
5. Post regularly held and date :
from which held
6. Present pay and scale of pay :
7. Date of appointment in present :
cadre
8. Date of return from last ex-cadre :
post, if any
9. Brief service particulars and :
experience
10. Whether belongs to SC/ST :

DECLARATION

I do hereby declare that the particulars furnished by me above are correct to the best of my knowledge and belief.

Signature _____

Date _____

-: 3 :-

(TO BE FILLED BY THE EMPLOYER)

Certified that the particulars furnished in this application by Shri _____ who is working as _____ in the Office / Department are correct and no disciplinary / vigilance case is pending or contemplated against the Officer.

Signature of Head of Office: _____

Designation: _____

Date: _____

Stamp: _____