

No. V(A)/20/03/Rectt./NTRO/2023 - 21395
 Government of India
 National Technical Research Organisation
 Block-III, Old JNU Campus, New Delhi-110067

Dated, the 16th August, 2023

Subject: Recruitment Notice for deputation to the grade of Senior Security Officer in the security cadre in NTRO.

A recruitment notice is enclosed herewith inviting applications for deputation to the following post in this organization :-

Sl. No.	Name of the Post	Number of Vacancies*
(i).	Senior Security Officer (Level-10 of the Pay Matrix)	03
* Number of vacancies may increase/decrease.		

2. It is requested that the above mentioned recruitment notice may please be widely circulated. The applications duly filled by willing and eligible officials in prescribed proforma (**Annexure-I**) & duly completed Certification by the Employer/Cadre Controlling Authority (**Annexure-II**) be forwarded through proper channel along with attested photocopies of ACRs/APARs for the last 05 years so as to reach on the following address within 30 days from the date of publication of advertisement in the Employment News:

Assistant Director (R)
National Technical Research Organisation
Block-III, Old JNU Campus
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. No correspondence in this regard would be entertained.

4. The last date for receipt of applications is **30 days** from the date of publication of advertisement in the Employment News. This recruitment notice has also been posted in the NTRO Website **ntro.gov.in**. The extension of last date of receipt of application, if any, will be notified/uploaded in the said Website.

Encl.: As above.

Assistant Director (R)

Distribution: As per the list enclosed.

RECRUITMENT NOTICE

NATIONAL TECHNICAL RESEARCH ORGANISATION

Applications are invited from eligible officers of Central/State Police Forces and Defence Services for filling up the following post on **^deputation basis** as per details given below:-

Sl. No.	Name of the Post	Number of Vacancies*
(i).	Senior Security Officer (Level-10 of the Pay Matrix)	03

^ The period of deputation shall be initially for 3 years which may be extended as per rules/relevant Government orders.

***** Number of vacancies may increase/decrease.

In addition, Special Allowance @ 20% of Basic Pay and other allowances will be admissible in the revised pay scale under 7th CPC. However, no Deputation Duty Allowance will be paid.

2. The eligibility conditions for the aforementioned post are as under:-

(A) Senior Security Officer:

Officers under the Central/State Police Forces or Defence Services:

- (i) Holding analogous post on regular basis in the parent cadre or department, **or**
- (ii) With two years of regular service in Level-8 of the Pay Matrix, **or**
- (iii) With three years of regular service in Level-7 of the Pay Matrix; **and**
- (iv) 5 years of experience in security/general duties matters.

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: The 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 or department of the Central Government shall ordinarily not exceed 03 years.

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.

3. **How to apply** – The applications duly filled by willing and eligible officials in prescribed proforma (**Annexure-I**) & duly completed Certification by the Employer/Cadre Controlling Authority (**Annexure-II**) be forwarded through proper channel along with attested photocopies of ACRs/APARs for the last 05 years so as to reach on the following address within 30 days from the date of publication in the Employment News:

Assistant Director (R)
National Technical Research Organisation
Block-III, Old JNU Campus
New Delhi – 110067

4. The last date for receipt of applications is **30 days** from the date of publication of advertisement in the Employment News. This recruitment notice is also uploaded in the website ntro.gov.in. The extension for last date of receipt of application, if any, will be notified/uploaded in the said website.

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5. Attested copies of educational qualifications, experience and other certificates should be enclosed with the application in support of their claim against the requisite eligibility criteria. Candidates are required to produce original certificates for verification at the time of interview/selection.
6. The incomplete applications and/or those received late and/or not accompanied by supporting certificates/documents, would be summarily rejected. **No correspondence in this regard would be entertained.**
7. On selection, the officers appointed are liable to serve anywhere in India, including service on sea platform.
8. Canvassing in any form will disqualify the candidate.

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BIO-DATA / CURRICULUM VITAE PROFORMA		Affix recent passport size colour photograph duly signed
Reference No: V(A)/20/03/Rectt./NTRO/2023		Post: Senior Security Officer
1.	Name and Address (in Block Letters) Contact No : Email ID :	
2.	Date of Birth (in Christian era)	
3.	i) Date of entry into Government service	
	ii) Date of retirement	
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)	
	Qualifications/Experience required as mentioned in the advertisement/vacancy circular	Qualifications/experience possessed by the officer
	Essential	Essential
	(a) Officers under the Central/State Police Forces or Defence Services (i). holding analogous post on regular basis in the parent cadre or department; or (ii). with two years of regular service in Level – 8 of the Pay Matrix; or (iii). With three years of regular service in Level-7 of the Pay Matrix; and (b) 5 years of experience in security/general duties matters.	
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.	
Note: Parent 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.		

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7.	Details of Employment, in chronological order, Enclose a separate sheet duly <u>authenticated by your signature</u>, if the space below is insufficient.					
	Office/institution	Post held on regular basis	From	To	* Level in the Pay Matrix/ 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
<p>*Important: 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:</p>						
	Office/institution	Level in the pay matrix /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.	
<p>Note: 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>Note: 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.</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>Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)</p> <ul style="list-style-type: none"> 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.					

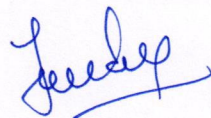
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13.	Are you in revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.		
14.	Total emoluments per month now drawn		
	Basic Pay	Level in the Pay Matrix	Total Emoluments
15.	In case the 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>(A). Additional information, 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) (Note: Enclose a separate sheet <u>duly signed</u>, if the space is insufficient)</p>		
	<p>(B). Achievements: 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. (Note: Enclose a separate sheet <u>duly signed</u>, if the space is insufficient)</p>		

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.

Date: _____

(Signature of the candidate)



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 CR dossier in original is enclosed/photocopies of the ACRs 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)

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