

By FAX or WAN

Government of India
Ministry of Home Affairs
Directorate General, Sashastra Seema Bal
R. K. Puram, New Delhi – 110 066.

No. I/Pers-V/DEP-NTRO/2014(35) 1473-77.

Dated: 12/01/17

CIRCULAR

Sub: - Filling up the posts of Senior Security Officer in National Technical Research Organisation on deputation basis.

National Technical Research Organisation vide their letter No.V(A)/2014/Estt-I/NTRO/2016-2630 dated 28.12.2016 has invited nominations for filling up vacancies of Senior Security Officer in the National Technical Research Organisation on deputation basis. Copy of circular has been uploaded in SSB website as well as SSB portal in the WAN under head 'Employees Corner'.

2. Competent Authority has approved that applications of eligible and willing SAO, CO & FO(G) who fulfil eligibility criteria given in the Vacancy Circular along with service particulars, DE/Vigilance certificate and overall grading of APARs for the last five years in original may be sent to this office by 28.01.2017 through respective IsG. Applications received directly will not be entertained. Interested officials may download the circular and application form from SSB website/SSB portal.

(P. C. Chinhara)
Assistant Director (Pers-V)

To,

1. IsG Frontier Hqrs. Patna, Lucknow, Silliguri, Guwahati, Ranikhet, Tezpur & Director, SSB Academy Srinagar.

2. DisG SHQs Almora, Lakhimpur Kheri, Gorakhpur, Purnia, Muzaffarpur, Ranidanga, Gangtok, New Jalpaiguri, Bongaigaon, Tezpur, Bomdila, Rangia, Betiah & Pilibhit, DisG TCs, SSB Salonibari & MTC Shimla, RTCs - Alwar, Gorakhpur, Bhopal & CI & JW Gwaldam, Composite Hospitals Purnia, Tezpur & Gorakhpur.

Copy to: -

1. PS to DIG (Trg), FHQ., New Delhi with the request to forward nominations of above mentioned rank in respect of the Training Centres located in H. P. & Alwar please.

2. Commandant (Communication) FHQ SSB alongwith prescribed format and Circular with the request to upload the same in SSB website and SSB portal in the WAN.

3. The Incharge EDP Cell with the request to send the following message to SAO, CO & FO(G) "For deputation to the post of Security Officer in NTRO please visit SSB Website-Human Resource-Employees Deputation".

4. The Assistant Director (Spl. Ops), FHQ for information please.

5. Notice Board.

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12/01/17

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(P. C. Chinhara)
12-1-17
Assistant Director (Pers-V)

RECRUITMENT NOTICE

NATIONAL TECHNICAL RESEARCH ORGANISATION

Applications are invited from eligible officers to fill up 02* (Two) vacancies of **Senior Security Officer** at Level-10 in the Pay Matrix (Pre-revised PB – 3, Rs. 15,600 – 39,100/- + GP Rs. 5400/-) in NTRO on **deputation basis** .

* Number of vacancy may increase / decrease.

In addition, Special Allowance @ 15% of Basic Pay (i.e. Pay in Pay Band + Grade Pay) and other allowances will be admissible in the pre-revised pay scale till further orders issued by the Government on entitlement and admissibility of such allowances under 7th CPC. However, no Deputation Duty Allowance will be paid.

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

Eligibility criteria:-

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 three years of regular service in Level 8 of the Pay Matrix (Pre-revised PB – 2, Rs. 9,300 – 34,800/- + GP Rs. 4800/-) **or**
- (iii) With four years of regular service in Level-7 of the Pay Matrix (Pre-revised PB – 2, Rs. 9,300 – 34,800/- + GP Rs. 4600/-), **and**
- (iv) 5 years of experience in security/general duties matters.

Note-1 : 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/ department of the Central Government shall ordinarily not exceed 03 years.

Note-2 : The maximum age limit for appointment on deputation shall not exceed 56 years as on the closing date of the receipt of application.

3. For the purpose of computing minimum qualifying service for deputation basis, the service rendered on a regular basis by an officer prior to 01.01.2006, the date from which the revised pay structure based on the 6th CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay/pay scale extended based on the recommendations of the commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay/pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale with a normal replacement grade without any up-gradation.

4. **How to apply** – The applications duly filled by willing and eligible officers in prescribed proforma (**Annexure-I**) & Certification by the Head of office/Employer thereon may be forwarded through proper channel along with the statement (**Annexure-II**) mentioning the overall grading of APARs of the applicant for the last 05 years so as to reach on the following address :-

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

5. The incomplete applications and/or those received late and/or not in prescribed proforma may not be processed for determining the eligibility of the candidates for selection.

6. The last date for receipt of application is **45 days** from the date of publishing of this recruitment advertisement in the Employment News.

7. Canvassing in any form will disqualify the candidate.

BIO-DATA / CURRICULUM VITAE PROFORMA

Reference No: V(A)/20/4/Estt.-/INTRO/2016

Post applied for: Senior Security Officer

1.	Name and Address (in Block Letters) Contact Number	
2.	Date of Birth (in Christian era)	
3.	i) Date of entry into 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)	
	Qualifications/Experience required as mentioned in the advertisement/vacancy circular	Qualifications/experience possessed by the officer
	Essential	Essential
	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 three years of regular service in Level 8 of the Pay Matrix, or (iii) With four years of regular service in Level-7 of the Pay Matrix, and	
	Experience : (iii) 5 years of experience in security / general duties matters.	
	Desirable : (i) Computer knowledge. (ii) Possessing valid Heavy/Light motor driving license. (iii) Successfully undergone training in fire-fighting.	
	Note: In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.	

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: 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, Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.					
	Office/Institution	Post 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
*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:						
	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.		
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. 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.		
10.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details		
11.	Additional details about present employment: 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		
	Basic Pay in the PB	Grade Pay	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). 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, if the space is insufficient)		

	<p>(B). Achievements: The candidates are requested to indicate information with regard to:</p> <p>(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 (v) Any research /innovative measure involving official recognition (vi) any other information. (Note: Enclose a separate sheet if the space is insufficient)</p>	
17.	<p>Please state whether you are applying for deputation (STC)/Absorption/Re-employment Basis.# (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organisations are eligible only for short Term Contract)</p>	
	<p># (The option of 'STC'/'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment"))</p>	
18.	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)

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 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)