

**Most Immediate**

**No. 12019/1/2010-11/2010-ISS  
Government of India  
Ministry of Statistics & Programme Implementation  
(ISS Division)**

**Sardar Patel Bhavan, Sansad Marg,  
New Delhi-110001, dated: 29.3.2010**

**OFFICE MEMORANDUM**

**Subject: Nomination of ISS officers for the post of Additional Controller(Admin.) in NTRO on deputation basis, in pay band PB 4 with grade pay of Rs 8900/-.**

The undersigned is directed to refer to National Technical Research Organisation's vacancy circular No. V (A)/12/2/Estt.I/NTRO/2010-213 dated 16.3.2010 ( copy enclosed) on the above mentioned subject and to invite application from eligible officers of Indian Statistical Service. Willing officers while sending their application, are requested to ensure that, their vigilance clearance certificate and complete ACR ( upto 31<sup>st</sup> March 2009) are available. **Only complete applications in the prescribed proforma received through proper channel will be considered for according cadre clearance.**

Encl: As above

  
**(Venkatramana R Hegde)  
Deputy Director  
Tele: 23366167**

- To**
- ✓ 1. Notice Board
  2. DDG, Computer Centre, MOSPI, with the request to host the communication on to this Ministry's website.
  3. Master set 2010.

**No. V (A)/12/2/Estt-I/NTRO/2010-213**  
**Government of India**  
**National Technical Research Organisation**  
**Block-III, Old JNU Campus**  
**New Delhi**

Dated 16<sup>th</sup> March 2010

**Filling up of post of Additional Controller (Admn.) in NTRO on deputation basis.**

Applications are invited for filling up the following vacancy in NTRO on deputation basis from Central Government Ministry/Department/Scientific/Security Organisations.

Sl. No.	Name of the post	Number of vacancies	Scale of Pay
1.	Additional Controller (Admn.)	01	PB-4 *Rs. 37400-67000 + Rs. 8900/- (Grade Pay)

\* In addition, Special Allowance @ 15% of Basic Pay (i.e. Pay in Pay Band + Grade Pay) will be admissible. Residential accommodation from the official pool will also be provided subject to its availability, or the officer shall be paid HRA at admissible rates in lieu thereof.

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

Officers under the Central Government.

(i) Holding analogous post on **regular** basis or having two years service on **regular** basis in the scale of PB-4 Rs. 37400-67000/- + Rs. 8700/- (Grade Pay) (revised) or ten years **regular** service in the scale of PB-3 Rs. 15600-39100 + Rs. 7600/- (Grade Pay) (revised) or equivalent in their parent cadre or department.

(ii) Possessing 16 years experience in dealing with Administration and Establishment fields in Group 'A' capacity in Scientific/Security/Intelligence Departments under the Central Government.

Director (BSC)  
Dy. No. 536...  
Date... 26/3/10

Dir (BSC)  
25/3

26/3/2010

3. Age limit for the post is 56 years as on the closing date for receiving of applications.
4. The applications in the prescribed proforma (Annexure-I) may kindly be forwarded through proper channel alongwith disciplinary/vigilance clearance/integrity certificate, a certificate regarding regular service (Annexure -II) and attested copies of ACRs for the last 5 years at the following address so as to reach latest by **16<sup>th</sup> April 2010** positively:-

**Addl. Controller (Estt.)  
National Technical Research Organisation  
Block-III, Old JNU Campus  
New Delhi 110067**

5. Incomplete applications and those received late and/or without the requisite enclosures would be summarily rejected. No correspondence in this regard would be entertained.



**[Suresh Sharma]  
Addl. Controller (Estt)  
Ph:26161290**

To

As per the list attached.

## DISTRIBUTION LIST

1. Jt. CGDA (Admin), Office of the Controller General of Defence Accounts, West Block-V, R.K. Puram. New Delhi-110066
2. Controller General of Accounts, 7<sup>th</sup> Floor, 'C' Wing, Lok Nayak Bhawan, Khan Market New Delhi
3. Assistant Comptroller & Auditor General (P), Office of Auditor & Comptroller General of India, Bahadur Shah Zafar Marg, New Delhi
4. Ministry of Personnel, Pensions & Public Grievances (Department of Personnel & Training) – [Joint Secretary (Admn), Room No. 109, North Block, New Delhi].
5. Ministry of Home Affairs – [Joint Secretary (Admn), Room No. 194, North Block, New Delhi].
6. Ministry of Defence – [Joint Secretary (Establishment), Room No. 97, South Block, New Delhi].
7. DRDO – [Dr. Arun Kumar, DOP, DRDO Bhawan, New Delhi].
8. Ministry of Science & Technology – [Director (Admn), Department of Science & Technology, New Mehrauli Road, New Delhi].
9. Department of Space – [Dr. R.G. Nadadur, Joint Secretary, Deptt. of Space, ISRO Hqrs, Antriksh Bhawan, New BEL Road, Bangalore- 560 094].
10. Cabinet Secretariat – [Additional Secretary (SR), Bikaner House (Annexe), Shahajahan Road, New Delhi-110 011].
11. Director, Intelligence Bureau (MHA) – [Shri S S Sidhu, Joint Director (Estt), 35, SP Marg, New Delhi].
12. Director General, SSB, East Block-V, R.K Puram, New Delhi- 110 066.
13. Department of Atomic Energy – [Shri Ramakrishnan, Under Secretary (Admn.), Room No. 145-A, South Block, New Delhi- 110 011].
14. Joint Secretary (T) & CAO, Ministry of Defence, Room No. 155, 'E' Block, Dalhousie Road, New Delhi- 110 011.
15. Adviser, Office of PSA to GOI, Vigyan Bhawan (Annexe), New Delhi- 110 011.
16. Joint Secretary (Admn) of Ministries/Department of GOI as per the standard list.
17. Integrated Headquarters of Defence (Navy), PDOP, 219 'C' Wing, Sena Bhavan, New Delhi-110011
18. Army Headquarters, DG (MP & PS), Room No. 281, South Block, New Delhi-110011
19. Air Headquarters, ACAS (PO), Room No 329, Vayu Bhawan, New Delhi-110001
20. Secretary, Railway Board, Rail Bhawan, New Delhi-110001
21. Director General of Posts and Telecommunications, Sanchar Bhawan, Parliament Street, New Delhi- 110001

Copy to - Ministry of Statistics &  
Programme Implement.

**APPLICATION**

Affix recent  
passport size  
colour  
photograph

**Post applied for:**

1. Name in block letters:
2. Father's/Husband's Name:
3. Date of Birth (in Christian era) & Age as on the closing date of application:
4. Is any age relaxation being claimed? If yes, please specify:
5. Nationality:
6. Religion:
7. Sex (Male/Female):
8. Marital Status:
9. (i) Present/Correspondence Address:  
(ii) Permanent Address:
10. Educational & Professional Qualifications starting with the last degree till Higher Secondary level.

Serial No.	Qualification	Year of Passing	Institute/Board/ University/College	Subjects	Marks Obtained and Division

11. Experience and Employment details  
(Attached extra sheet if required)

Serial No.	Post Held	Organisation/ Department	Period		Pay scale and Emoluments	Nature of duties
			From	To		

12. Please state clearly whether in the light of entries made above, you meet the requirement of the post:
13. Whether belongs to SC/ST/OBC:
14. Remarks, if any:

**UNDERTAKING**

I solemnly affirm that the information submitted above is correct to the best of my knowledge & belief. I also undertake that in the event of my selection to the above post, I will not withdraw my candidature or decline the post when offered.

**No. of enclosures attached:-**

**Date:** \_\_\_\_\_

**Signature of the Candidate**

**Countersigned** \_\_\_\_\_  
**(Employer)**

**CERTIFICATE**

Certified that:

- (i) Shri/Smt/Miss \_\_\_\_\_ is holding the post of \_\_\_\_\_ in the scale of pay of Rs. \_\_\_\_\_ w.e.f. \_\_\_\_\_, which is the date of his/her appointment to this post on a **regular basis**.
- (ii) The officer will be relieved in the event of his/her selection and in no case will withdraw his/her candidature or decline the post when offered.

Telephone No:

Fax No:

Place:

Date:

Signature:

Name:

Designation:

(of the Cadre Controlling Authority)

Office Seal: