

**No. V(A)/14/03/Rectt./NTRO/2022-19702**

Government of India  
National Technical Research Organisation  
Block-III, Old JNU Campus, New Delhi-110067

**Dated, the 07<sup>th</sup> March 2023**

**Subject: Recruitment Notice to fill up vacancies in NTRO on Deputation/Absorption (For ex-Serviceman: Deputation/ Re-employment) basis.**

A recruitment notice is enclosed herewith inviting applications to fill up vacancies in the following posts in National Technical Research Organisation on **Deputation/Absorption (For Ex-Serviceman: Deputation/Re-employment)** basis: -

Post Code	Name of the post	Level of the Pay Matrix	No. of vacancies*
TCH-A	Technician 'A'	Level- 2 (Rs. 19900 – Rs. 63200)	Eight (8)
TCH-B	Technician 'B'	Level- 4 (Rs. 25500 – Rs. 81100)	Four (4)
TCH-C	Technician 'C'	Level- 5 (Rs. 29200 – Rs. 92300)	One (1)
TCH-D	Technician 'D'	Level- 6 (Rs. 35400 – Rs. 112400)	One (1)

\* Subject to increase or decrease.


2. It is requested that the above mentioned recruitment notice may please be widely circulated amongst the eligible candidates of your Organisation/department. The applications of willing and eligible officers in prescribed proforma (for **Technician 'A': Annexure-I**, for **Technician 'B': Annexure-II**, for **Technician 'C': Annexure-III**, for **Technician 'D': Annexure-IV**) and duly completed Certification by the Employer/Cadre Controlling Authority (**Annexure-V**) may be forwarded so as to reach on the following address: -

**Deputy Director (R&P)**  
**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 may 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 of receipt of applications is **22.03.2023 (Wednesday)**. This recruitment notice is also being 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.

Encls: As above.

  
Deputy Director (R&P)

Distribution: As per the list enclosed

**RECRUITMENT NOTICE**  
**NATIONAL TECHNICAL RESEARCH ORGANISATION**

Applications are invited from willing and eligible officers to fill up the following vacancies in National Technical Research Organisation (NTRO) on **Deputation/Absorption (For Ex-servicemen: Deputation/Re-employment)** basis: -

Post Code	Name of the post	Level of the Pay Matrix#	No. of vacancies*
TCH-A	Technician 'A'	Level- 2 (Rs. 19900 – Rs. 63200)	Eight (8)
TCH-B	Technician 'B'	Level- 4 (Rs. 25500 – Rs. 81100)	Four (4)
TCH-C	Technician 'C'	Level- 5 (Rs. 29200 – Rs. 92300)	One (1)
TCH-D	Technician 'D'	Level- 6 (Rs. 35400 – Rs. 112400)	One (1)

\* Subject to increase or decrease.

# In addition, Special Allowance @ 20% of Basic Pay will be admissible. No Deputation Duty Allowance will be paid.

2. The essential eligibility criteria for each aforementioned post are as under: -

(I) (a) **Technician 'A' (Level-2 of the Pay Matrix) (Post Code: TCH-A):**

Officers of the Central Government holding analogous posts on regular basis in the parent cadre or department.

(b) **Technician 'B' (Level-4 of the Pay Matrix) (Post Code: TCH-B):**

Officers of the Central Government: -

- (i) holding analogous post on regular service in the parent cadre or department. **Or**
- (ii) with eight years of regular service in Level-2 of the pay matrix; **and**

(c) **Technician 'C' (Level-5 of the Pay Matrix) (Post Code: TCH-C):**

Officers of the Central Government: -

- (i) holding analogous post on regular service in the parent cadre or department. **Or**
- (ii) with six years of regular service in Level-4 of the pay matrix; **and**

(d) **Technician 'D' (Level-6 of the Pay Matrix) (Post Code: TCH-D):**

Officers of the Central Government: -

- (i) holding analogous post on regular service in the parent cadre or department. **Or**
- (ii) with six years of regular service in Level-5 of the pay matrix; **and**

(II) Possessing the following educational qualifications and experience, namely: -

- (i) 10<sup>th</sup> class or equivalent from a recognized board; **and**
- (ii) Certificate of Industrial Training Institute (ITI) or equivalent in the following trades/areas from a recognized institute;

Areas	Trade
Telemetry and Communication	Master Tech (Networking)/ Master Tech (Radar)/ Tech (Radar)/ Tech (Computer)/ TTC/ TTC-I (Technician Communication Class-I)/ JE (NE) / Tech (Communication)/ Tele Communication Mechanic (Radar)/ Tech (Opto Electronics)

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Cont'd...

- (iii) having two years' experience in the relevant area/trade as mentioned above except for the post of Technician 'A'.
- (iv) having working knowledge of computer.

**Note-1:** Candidates applying for the post of Technician 'B', 'C' and 'D' shall be required to qualify test as may be prescribed to assess their knowledge of computer application.

**Note-2:** 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-3:** 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 three years.

**Note-4:** 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.

**Note-5: For Ex-Serviceman: Deputation/Re-employment: -**

*The Armed Forces personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed shall also be considered. Such persons would be given deputation term upto the date on which they are due for release from the Armed Forces; thereafter, they may be continued on re-employment.*

3. **How to apply** – The applications duly filled by willing and eligible officers in prescribed proforma (for Technician 'A': Annexure-I, for Technician 'B': Annexure-II, for Technician 'C': Annexure-III, for Technician 'D': Annexure-IV) and duly completed Certification by the Employer/Cadre Controlling Authority (Annexure-V) may be forwarded so as to reach on the following address: -

**Deputy Director (R&P)**  
**National Technical Research Organisation**  
**Block-III, Old JNU Campus**  
**New Delhi – 110067**

4. The last date of receipt of applications is **22.03.2023 (Wednesday)**. This recruitment notice is also being 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.

5. The incomplete applications and/or those received late and/or not accompanied by supporting certificates/documents, in support of their claim against the eligibility criteria may not be processed for determining their eligibility for selection. **No correspondence in this regard would be entertained.**

6. On selection, the candidates appointed in any of the above mentioned posts, are liable to serve anywhere in India. **The candidates willing to serve anywhere in India may apply only.**

7. Canvassing in any form will disqualify the candidate.

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ANNEXURE-I

<b>BIO-DATA / CURRICULUM VITAE PROFORMA</b> (Deputation/ Absorption) (For Ex-serviceman: Deputation/ Re-employment)		Affix recent passport size colour photograph duly signed
Reference No: <b>V(A)/14/03/Rectt./NTRO/2022</b>	Post: <b>Technician 'A'</b> Post Code: <b>TCH-A</b>	

1.	Service No., Rank, Name (in Block Letters):	
2.	Trade	
3.	Address (in Block Letters) for correspondence	
	<b>E-mail ID:</b> <b>Mobile Number:</b>	
4.	Date of Birth (in Christian era)	
5.	i) Date of entry into Government service	
	ii) Date of retirement under Central/State Government Rules	
6.	Educational Qualifications	
7.	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)	
	<b>Qualifications/Experience required as mentioned in the advertisement/vacancy circular</b>	<b>Qualifications/experience possessed by the applicant</b>
	<b>Essential</b>	<b>Essential</b>
(A)	Officers of the Central Government:  (i) holding analogous post on regular basis in parent cadre or department; <b>and</b>	

(B) Possessing the following essential educational qualifications and experience (**Please attach self-signed photocopy of relevant certificates**): -

(i) 10<sup>th</sup> class or equivalent from a recognized board;  
**and**

(ii) Certificate of Industrial Training Institute (ITI) or equivalent in the following trades/areas from a recognized institute: -

Areas	Trade
Telemetry and Communication	Master Tech (Networking)/ Master Tech (Radar)/ Tech (Radar)/ Tech (Computer)/ TTC/ TTC-I (Technician Communication Class-I)/ JE (NE) / Tech (Communication)/ Tele Communication Mechanic (Radar)/ Tech (Opto Electronics)

(iii) having working knowledge of computer.

**Note:** In the case of Degree and Post Graduate Qualifications, elective/main subjects and subsidiary subjects may be indicated **by the candidate**.

8. 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 is to provide their specific comments/ views confirming the relevant Essential Qualifications/Work experience possessed by the Candidate (as indicated in the Bio-data ) with reference to the post applied.**

9. Details of Employment, in chronological order. **Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.**

Office/institution	Post/Rank held on <u>regular basis</u>	From	To	* Pay Band and Grade Pay/Level in the Pay Matrix 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 is 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/ Level in the Pay Matrix, where such benefits have been drawn by the Candidate, may be indicated as below:

Office/institution	Pay, Pay Band and Grade Pay/Level in the Pay Matrix drawn under ACP/MACP Scheme	From	To
10.	Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent or permanent		
11.	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><b>Note:</b> 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><b>Note:</b> Information under Column 9(c) &amp; (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organisation and maintaining a lien in his parent cadre/organisation.</p>		
12.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details		
13.	<p><b>Additional details about present employment:</b> Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organisation d) Government Undertaking e) Universities f) Others</p>		
14.	Please state whether you are working in the same department and are in the feeder grade or feeder to feeder grade.		
15.	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.		
16.	Total emoluments per month now drawn		
	Basic Pay	Level in the Pay Matrix	Total Emoluments



17.	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.		
	Basic Pay with scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc., (with break-up details)	Total emoluments
18.	<p><b>Additional information</b>, 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)  <b>(Note: Enclose a separate sheet <u>duly signed</u>, if the space is insufficient)</b></p>		
19.	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.

In the event of selection and appointment to the post, I am willing to serve anywhere in India.

(Signature of the candidate)

Date \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_



ANNEXURE-II

<b>BIO-DATA / CURRICULUM VITAE PROFORMA</b> (Deputation/ Absorption) (For Ex-serviceman: Deputation/ Re-employment)		Affix recent passport size colour photograph duly signed
Reference No: <b>V(A)/14/03/Rectt./NTRO/2022</b>	Post: <b>Technician 'B'</b> Post Code: <b>TCH-B</b>	

1.	Service No., Rank, Name (in Block Letters):	
2.	Trade	
3.	Address (in Block Letters) for correspondence       <b>E-mail ID:</b> <b>Mobile Number:</b>	
4.	Date of Birth (in Christian era)	
5.	i) Date of entry into Government service	
	ii) Date of retirement under Central/State Government Rules	
6.	Educational Qualifications	
7.	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)	
	<b>Qualifications/Experience required as mentioned in the advertisement/vacancy circular</b>	<b>Qualifications/experience possessed by the applicant</b>
	<b>Essential</b>	<b>Essential</b>
(A)	Officers of the Central Government:  (i) holding analogous post on regular basis in parent cadre or department; <b>or</b> (ii) with eight years of regular service in Level-2 of the pay matrix; <b>and</b>	



(B) Possessing the following essential educational qualifications and experience (**Please attach self-signed photocopy of relevant certificates**): -

(i) 10<sup>th</sup> class or equivalent from a recognized board; **and**

(ii) Certificate of Industrial Training Institute (ITI) or equivalent in the following trades/areas from a recognized institute: -

Areas	Trade
Telemetry and Communication	Master Tech (Networking)/ Master Tech (Radar)/ Tech (Radar)/ Tech (Computer)/ TTC/ TTC-I (Technician Communication Class-I)/ JE (NE) / Tech (Communication)/ Tele Communication Mechanic (Radar)/ Tech (Opto Electronics)

(iii) having two years' experience in the relevant area/trade as mentioned above; **and**

(iv) having working knowledge of computer.

**Note:** In the case of Degree and Post Graduate Qualifications, elective/main subjects and subsidiary subjects may be indicated **by the candidate**.

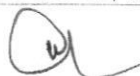
8. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.

**Note: Parent Department is to provide their specific comments/ views confirming the relevant Essential Qualifications/Work experience possessed by the Candidate (as indicated in the Bio-data ) with reference to the post applied.**

9. Details of Employment, in chronological order. **Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.**

Office/institution	Post/Rank held on <u>regular basis</u>	From	To	* Pay Band and Grade Pay/Level in the Pay Matrix 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 is 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/ Level in the Pay Matrix, where such benefits have been drawn by the Candidate, may be indicated as below:



Office/institution	Pay, Pay Band and Grade Pay/Level in the Pay Matrix drawn under ACP/MACP Scheme	From	To
10.	Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent or permanent		
11.	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><b>Note:</b> 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><b>Note:</b> Information under Column 9(c) &amp; (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organisation and maintaining a lien in his parent cadre/organisation.</p>		
12.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details		
13.	<p><b>Additional details about present employment:</b> Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organisation d) Government Undertaking e) Universities f) Others</p>		
14.	Please state whether you are working in the same department and are in the feeder grade or feeder to feeder grade.		
15.	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.		
16.	Total emoluments per month now drawn		
	Basic Pay	Level in the Pay Matrix	Total Emoluments

17.	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.		
	Basic Pay with scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc., (with break-up details)	Total emoluments
18.	<b>Additional information</b> , 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) <b>(Note: Enclose a separate sheet <u>duly signed</u>, if the space is insufficient)</b>		
19.	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.

In the event of selection and appointment to the post, I am willing to serve anywhere in India.

(Signature of the candidate)

Date \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



ANNEXURE-III

<b>BIO-DATA / CURRICULUM VITAE PROFORMA</b> (Deputation/ Absorption) (For Ex-serviceman: Deputation/ Re-employment)		Affix recent passport size colour photograph duly signed
Reference No: <b>V(A)/14/03/Rectt./NTRO/2022</b>	Post: <b>Technician 'C'</b> Post Code: <b>TCH-C</b>	

1.	Service No., Rank, Name (in Block Letters):	
2.	Trade	
3.	Address (in Block Letters) for correspondence          <b>E-mail ID:</b> <b>Mobile Number:</b>	
4.	Date of Birth (in Christian era)	
5.	i) Date of entry into Government service	
	ii) Date of retirement under Central/State Government Rules	
6.	Educational Qualifications	
7.	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)	
	<b>Qualifications/Experience required as mentioned in the advertisement/vacancy circular</b>	<b>Qualifications/experience possessed by the applicant</b>
	<b>Essential</b>	<b>Essential</b>
(A)	Officers of the Central Government:  (i) holding analogous post on regular basis in parent cadre or department; <b>or</b> (ii) with six years of regular service in Level-4 of the pay matrix; <b>and</b>	

(B) Possessing the following essential educational qualifications and experience (**Please attach self-signed photocopy of relevant certificates**): -

(i) 10<sup>th</sup> class or equivalent from a recognized board; **and**

(ii) Certificate of Industrial Training Institute (ITI) or equivalent in the following trades/areas from a recognized institute: -

Areas	Trade
Telemetry and Communication	Master Tech (Networking)/ Master Tech (Radar)/ Tech (Radar)/ Tech (Computer)/ TTC/ TTC-I (Technician Communication Class-I)/ JE (NE) / Tech (Communication)/ Tele Communication Mechanic (Radar)/ Tech (Opto Electronics)

(iii) having two years' experience in the relevant area/trade as mentioned above; **and**

(iv) having working knowledge of computer.

**Note:** In the case of Degree and Post Graduate Qualifications, elective/main subjects and subsidiary subjects may be indicated **by the candidate**.

8. 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 is to provide their specific comments/ views confirming the relevant Essential Qualifications/Work experience possessed by the Candidate (as indicated in the Bio-data ) with reference to the post applied.

9. Details of Employment, in chronological order. **Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.**

Office/institution	Post/Rank held on <u>regular basis</u>	From	To	* Pay Band and Grade Pay/Level in the Pay Matrix 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 is 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/ Level in the Pay Matrix, where such benefits have been drawn by the Candidate, may be indicated as below:

Office/institution	Pay, Pay Band and Grade Pay/Level in the Pay Matrix drawn under ACP/MACP Scheme	From	To
10.	Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent or permanent		
11.	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><b>Note:</b> 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><b>Note:</b> Information under Column 9(c) &amp; (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organisation and maintaining a lien in his parent cadre/organisation.</p>		
12.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details		
13.	<p><b>Additional details about present employment:</b> Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organisation d) Government Undertaking e) Universities f) Others</p>		
14.	Please state whether you are working in the same department and are in the feeder grade or feeder to feeder grade.		
15.	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.		
16.	Total emoluments per month now drawn		
	Basic Pay	Level in the Pay Matrix	Total Emoluments



17.	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.		
	Basic Pay with scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc., (with break-up details)	Total emoluments
18.	<b>Additional information</b> , 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) <b>(Note: Enclose a separate sheet <u>duly signed</u>, if the space is insufficient)</b>		
19.	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.

In the event of selection and appointment to the post, I am willing to serve anywhere in India.

(Signature of the candidate)

Date \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_



ANNEXURE-IV

<b>BIO-DATA / CURRICULUM VITAE PROFORMA</b> <b>(Deputation/ Absorption)</b> <b>(For Ex-serviceman: Deputation/ Re-employment)</b>		Affix recent passport size colour photograph duly signed
Reference No: <b>V(A)/14/03/Rectt./INTRO/2022</b>	Post: <b>Technician 'D'</b> Post Code: <b>TCH-D</b>	

1.	Service No., Rank, Name (in Block Letters):	
2.	Trade	
3.	Address (in Block Letters) for correspondence          <b>E-mail ID:</b> <b>Mobile Number:</b>	
4.	Date of Birth (in Christian era)	
5.	i) Date of entry into Government service	
	ii) Date of retirement under Central/State Government Rules	
6.	Educational Qualifications	
7.	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)	
	<b>Qualifications/Experience required as mentioned in the advertisement/vacancy circular</b>	<b>Qualifications/experience possessed by the applicant</b>
	<b>Essential</b>	<b>Essential</b>
(A)	Officers of the Central Government:  (i) holding analogous post on regular basis in parent cadre or department; <b>or</b> (ii) with six years of regular service in Level-5 of the pay matrix; <b>and</b>	

(B) Possessing the following essential educational qualifications and experience (**Please attach self-signed photocopy of relevant certificates**): -

(i) 10<sup>th</sup> class or equivalent from a recognized board; **and**

(ii) Certificate of Industrial Training Institute (ITI) or equivalent in the following trades/areas from a recognized institute: -

Areas	Trade
Telemetry and Communication	Master Tech (Networking)/ Master Tech (Radar)/ Tech (Radar)/ Tech (Computer)/ TTC/ TTC-I (Technician Communication Class-I)/ JE (NE) / Tech (Communication)/ Tele Communication Mechanic (Radar)/ Tech (Opto Electronics)

(iii) having two years' experience in the relevant area/trade as mentioned above; **and**

(iv) having working knowledge of computer.

**Note:** In the case of Degree and Post Graduate Qualifications, elective/main subjects and subsidiary subjects may be indicated **by the candidate**.

8. 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 is to provide their specific comments/ views confirming the relevant Essential Qualifications/Work experience possessed by the Candidate (as indicated in the Bio-data ) with reference to the post applied.**

9. Details of Employment, in chronological order. **Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.**

Office/institution	Post/Rank held on <u>regular</u> basis	From	To	* Pay Band and Grade Pay/Level in the Pay Matrix held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

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Office/institution	Pay, Pay Band and Grade Pay/Level in the Pay Matrix drawn under ACP/MACP Scheme	From	To
10.	Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent or permanent		
11.	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><b>Note:</b> 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><b>Note:</b> Information under Column 9(c) &amp; (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organisation and maintaining a lien in his parent cadre/organisation.</p>		
12.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details		
13.	<p><b>Additional details about present employment:</b> Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organisation d) Government Undertaking e) Universities f) Others</p>		
14.	Please state whether you are working in the same department and are in the feeder grade or feeder to feeder grade.		
15.	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.		
16.	Total emoluments per month now drawn		
	Basic Pay	Level in the Pay Matrix	Total Emoluments

17.	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.		
	Basic Pay with scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc., (with break-up details)	Total emoluments
18.	<b>Additional information</b> , 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) <b>(Note: Enclose a separate sheet <u>duly signed</u>, if the space is insufficient)</b>		
19.	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.

In the event of selection and appointment to the post, I am willing to serve anywhere in India.

(Signature of the candidate)

Date \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_



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)

