ESTABLISHMENT CIRCULAR NO. 16 /2015

Attention is invited to the following letters received from Ministry of Finance:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Letter No. and date</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>F.No.A.35017/79/2015-Ad.II dated 13.08.2015</td>
<td>Filling up the post of Advisor (Broadcasting &amp; Cable Services) in Headquarters of Telecom Regulatory Authority of India (TRAI), New Delhi on deputation basis.</td>
</tr>
<tr>
<td>2.</td>
<td>F.No.A-35017/83/2015-Ad.II dated 19.08.2015</td>
<td>Filling up the post of Director-Finance and Administration in Grade Pay of Rs. 10,000/- and Rs.8700/- in NATRIP implementation Society under the Department of Heavy Industry.</td>
</tr>
<tr>
<td>4.</td>
<td>F.No.A-35017/80/2015-Ad.II dated 14.08.2015.</td>
<td>Filling up the post of Controller in ISRO Satellite Centre (ISAC), Department of Space, Bangalore in the Pay Band of Rs.37,400-67,000/- plus Grade Pay Rs.10,000/- on deputation basis.</td>
</tr>
</tbody>
</table>

Copy of the mentioned letters may be downloaded from the website of Cochin commissionerate - www.cenexcisekochi.gov.in for information.

Willing and eligible officers, if any, may send duly filled in applications in the prescribed proforma to this office urgently.

[Signature]
DEPUTY COMMISSIONER [P&V]

To

1. All Divisions under Cochin commissionerate—
2. The Superintendent (EDP) for uploading in website.

Copy to:

1. The Deputy Commissioner (CCO), Hqrs Cochin for information.
F. No. A. 35017/79/2015-Ad II
Government of India
Ministry of Finance
Department of Revenue
(Central Board of Excise & Customs)

North Block, New Delhi
Dated: 13th August, 2015

To

All Chief Commissioners/Directors General
Under Central Board of Excise and Customs

Subject: Filling up the post of Advisor (Broadcasting & Cable services) in Headquarter of Telecom Regulatory Authority of India (TRAI), New Delhi on deputation basis – regarding

Sir/Madam,

The Telecom Regulatory Authority of India (TRAI) vide vacancy circular No. 1-17/2015-A&P dated 17.06.2016 has invited application for filling up of the post of Advisor (Broadcasting & Cable services) in Headquarter of Telecom Regulatory Authority of India (TRAI), New Delhi on deputation basis (Copy enclosed).

2. It is requested that the above post may kindly be circulated among the eligible officers under your charge and duly filed in applications of willing and eligible officers may be sent through proper channel to the Board latest by 19th August, 2015. After verifying the particulars furnished by the applicants and it may be ensured that the same are correct before the application is forwarded to the Board.

Yours faithfully,

(Jai Prakash Sharma)

Under Secretary to the Government of India
Tel: 23095520

Encl: As above
Copy to: The Website Manager, Directorate of Systems, New Delhi with the request to put the above circular in the Department’s Website.
12 Experience - (A brief bio-data is enclosed)

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Designation &amp; Place of Posting</th>
<th>Brief listing of responsibilities</th>
<th>From</th>
<th>To</th>
<th>Duration (No. of years)</th>
<th>Please specify whether Auto-related or other, cadre or on deputation.</th>
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</table>

13. Present Designation, Place of Posting and Office Address:-

14. Present Scale of Pay and date of grant :-

15. Details of awards, if any:-

16. Details of past penalties/Warnings, if any:-

17. Self Certification and Declaration: I hereby certify and declare that:-

   a. All statements made in this application form are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect, or irreligibility being detected before or after the interview/deduction, my candidature may be canceled and action can be taken against me.

   b. I have read the provisions in advertisement carefully and fulfill all the conditions of eligibility regarding age limits, educational qualifications etc. prescribed in the advertisement and other relevant rules and instructions.

   c. I certify that there is no vigilance or any disciplinary proceedings pending against me.

Place:

Data:

SIGNATURE OF THE CANDIDATE
(UNSIGNED APPLICATION WILL BE REJECTED)

Forwarded by the Controlling Officer

---

(NOC and Verification of the details by the Cadre controlling authority)

The Cadre controlling authority hereby gives its No Objection to Shri/Smt/Mrs. ___________________ for applying and being considered against the vacancy of Director- Finance, NATRP. Further, it is hereby certified that in the event of the officer being selected for the said post, he/she shall be spared and released for taking up the assignment on deputation basis. In addition, the particulars furnished by the candidate as above are certified as being correct and true as per official records. It is also certified that there is no vigilance case or any disciplinary proceedings pending against the officer. Past record of the officer as well as details of ACRs for the past five years along with the attested copies of the same are also being enclosed.

Signature & Designation of the Cadre Controlling Authority
Telephone Number:
Office Seal:

2 of 3
Appendix

PAST RECORD OF THE OFFICIAL
(TO BE FILLED IN BY THE CADRE CONTROLLING AUTHORITY)

1. Details of awards received by the officer, if any:

2. Details of past disciplinary action/vigilance cases against the official, if any:

3. Summary of ACRs for the past 5 years:

<table>
<thead>
<tr>
<th>Year</th>
<th>Overall Grading</th>
<th>Remarks, if any</th>
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<tbody>
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</tbody>
</table>

The photocopy of the above mentioned ACRs should be duly authenticated and enclosed with the application form.

Signature & Designation of the Cadre Controlling Authority
Telephone Number:
Office Seat:
Details for the post of Director (Finance & Administration)

Salary: 37400-67000 with grade pay of Rs. 8700 - 10,000/-

Designation: Director (Finance & Admin)  Location: New Delhi

Mode of Appointment:

Deputation from Central organised Audit and Accounts/ Civil Accounts/Railway Accounts/ P&T Accounts/ Defence Accounts/Cost Accounts services (Group-A) of Central Government.

The applicant should be on analogous post or with grade pay of Rs. 8700- 10000 with 2 years of service.

Responsibility

Assisting the Chief Executive Officer & Project Director in all financial matters.

Undertaking financial advice to the management on all transactions of the Society in terms of rules and regulations of NATIS and rules and regulations of the Government of India, in so far as they are applicable.

Overall financial management of the Society and accounting functions including payroll, budget, banking, utility function, payments, tax remittances etc.

Day to day management of income and expenditure.

Financial planning including cash flow as well as fund flows.

Analysis and review of balance sheets and other financial accounting statements.

Preparation of various MIS reports on all aspects of the finance and accounts work.

All and manage an effective internal oversight system over the functioning of the society and report

satisfactorily conclude statutory audits & C & A.G's audit.

Qualification

M.B.A/CA/ICWA/CIA in Finance with good academic record from recognised university/institute or equivalent.

Work Experience

Above 52 years

At least 12 years of experience and should be a member of of the Indian Audit & Accounts Service or organised Central Accounts Services (GP-A), preferably with experience of financial management, management, accounting, internal and external audit.

Be familiar with Governmental functioning for liaison and coordination.

Last date for receiving applications is 10th July 2016 by 5:30 pm.
APPLICATION FORM

Name of the post: Director (Finance & Administration)

1. CANDIDATE'S NAME in capital letters (in English)

2. Father's Name in capital letters (in English)

3. Date of Birth: Date _, Month _, Year

4. Age: as on date of publication of vacancy
   Years _, Months _, Days

5. Gender: □ Male □ Female

6. Nationality: □ Indian □ Other

7. Write complete mailing address, in block letters:
   Address:

   Email-ID:
   Telephone/Mobile No.

8. Educational/Professional Qualification in reverse chronological order from 10th std. onwards:

<table>
<thead>
<tr>
<th>Educational / Professional Qualification</th>
<th>Year of Passing</th>
<th>Division</th>
<th>Name of Board / University</th>
</tr>
</thead>
</table>

9. Any other higher Qualification, please specify

10. Computer literacy: Yes/No

11. Languages known:

   Signature of Candidate
Ms. Vanaja N. Sarna, IRS
Member Personnel & Vigilance
Central Board of Excise and Customs
Department of Revenue
Ministry of Finance, North Block
New Delhi

Subject: Vacancy Notice for the post of Director- Finance & Administration in Grade Pay of Rs. 10000/ 8000/- in NATRIP Implementation Society under the Department of Heavy Industry.

The Indian Auto Industry is one of the largest in the world with an annual production of 21.48 million vehicles in FY 2013-14. The Automobile Industry accounts for 22% of the country’s manufacturing Gross Domestic Product (GDP). To match production with demand, many auto makers have started to invest heavily in various segments in the industry in the last few years. The Government of India encourages foreign investment in the automobile sector. The Automotive Mission Plan (AMP) for the period 2006-2016, designed by the government is aimed at accelerating and sustaining growth in this sector.

2. About National Automotive Testing and R&D Infrastructure Project

National Automotive Testing and R&D Infrastructure Project (NATRIP) is a flagship project of the Ministry of Heavy Industries and Public Enterprises, Govt. of India, and playing a crucial role in assuring safety, less polluting and more efficient vehicles with road safety. NATRIP aims to create a state of the art Auto Testing and R&D Infrastructure, in the form of laboratories and test tracks, at seven locations in the country. NATRIP is an important initiative for achieving the national goals of the AMP.
3. NATRIP is at a stage where major contracts for creation of various facilities are under a fast pace for completion, tenders of over Rs. 1900 Crore have been awarded and are under execution with some facilities also generating revenues. To further strengthen the in house team, there is an urgent requirement of a Director-Finance & Administration in the Corporate Office at Lodhi Road New Delhi. This is necessary in order to ensure high standards of transparency in spending of these public funds placed with NATIS for implementation of the project.

4. **Deputation period**: The existing project sanction period of NATRIP is upto 31st December, 2017. Accordingly the post shall be initially filled up upto the project period on usual terms and conditions laid down in Govt. of India, Ministry of Personal & Training OM No. 2/29/81-Estt (Pay.III) dated 05.01.1994 as amended from time to time. The Director Finance & Administration should be serving in the Pay band 37400-67000 with GP of Rs. 10,000/- 8700.

5. **Job Description**: The successful candidate will work to provide highly complex financial analysis and recommendations regarding current and proposed center opportunities, and/or internal measurements and methodologies as per Government rules/policy.

6. **Perquisites**: The incumbent would be in-charge of 4 Greenfield Project of NATRIP with attractive perks which includes unlimited medical coverage for deputationists, Leave Travel Allowance as per CCS rules and mobile phone and expenses for land line. The incumbent would be offered self lease and other facilities as per CCS rules applicable alongwith chauffeur driven car facility.

We request you to kindly send a panel of suitable officers to enable us to initiate the process of filling up the post.

(Dinesh Vasishta)
Sr. Administrative Officer
F.No- A.35017/83/2015-Ad II
Government of India
Ministry of Finance
Department of Revenue
(Central Board of Excise and Customs)

To

All Chief Commissioners/Directors General
Under Central Board of Excise and Customs

Sub: Filling up the post of Director- Finance and Administration in Grade Pay of Rs. 10000/- and Rs. 8700/- in NATRIP Implementation Society under the Department of Heavy Industry—reg.

Sir/Madam,

NATRIP Implementation Society under the Department of Heavy Industry vide circular No. NAT/HQ/ADMN/15/V/135/15677 dated 07.08.2015 has decided to fill up post of Director (Finance & Admin) in PB-4(Rs. 37400-67000) with Grade Pay of Rs. 10000/- and Rs.8700/- in Delhi on deputation basis.

2. It is requested that the above post may kindly be circulated among the eligible officers under your charge and duly filled in applications in the prescribed proforma of willing and eligible officers may be sent through proper channel to the Board latest by 24.08.2015 after verifying the particulars furnished by the applicants and it may be ensured that the same are correct before the application is forwarded to the Board.

Your faithfully,

(Jai Prakash Sharma)
Under Secretary to the Govt. of India

End: As above.

Copy to: The Website Manager, Directorate of Systems, New Delhi with the request to put the above circular in the Department’s Website.

(Jai Prakash Sharma)
Under Secretary to the Govt. of India
To
All Ministries/Department of Government of India
Central Public Sector Undertakings, Statutory & Autonomous Bodies

Sub:— Filling up of the post of Advisor (Broadcasting & Cable Services) on deputation on foreign service terms in TRAI [HQ], New Delhi.

Sir,

Telecom Regulatory Authority of India (TRAI), New Delhi is a statutory body set up under an Act of Parliament viz. TRAI Act, 1997. TRAI has been established to regulate the Telecommunications Services and to protect the interest of service providers and consumers of the telecom sector, to promote and ensure orderly growth of the telecom sector and for matters connected therewith or incidental thereto. The functions relating to regulation of Broadcasting and Cable Services Sectors have also been entrusted to TRAI from 2004.

2. The organization proposes to fill up the post of Advisor (B&CS) in TRAI HQ, New Delhi on deputation on foreign service terms, initially for a period of two years. The gamut of sector services will cover digital (and analogue) cable TV services, DTH services, IPTV services, terrestrial TV services, radio services and public broadcasting service. The work shall cover general management as well as economic and social dimensions of all forms of the media, namely, electronic, print media, Internet and radio services. Economic work relating to wholesale and retail tariffs and interconnection issues will be an integral part of the officer’s work. The selected officer shall be closely associated with the implementation of the digitization programme initiatives by the Government of India; this will include its progress, resolving problems, and enforcing the regulations governing the digitization. The job shall entail a certain amount of public dealing with stakeholders such as broadcasters, DTH operators, MSOs and local cable operators.

3. The details of qualification and experience required for the post are as under:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of Post &amp; Pay Scale</th>
<th>Eligibility criteria (+)</th>
<th>Qualification (*)</th>
</tr>
</thead>
</table>
| 1.     | Advisor (B&CS) PB-4 Rs. 37400-67000 + GP Rs. 10000/- | Officers of the Central Govt., Central Public Sector Undertakings and Statutory and Autonomous Bodies:-
(i) Holding equivalent post on regular basis or
(ii) Officers in Selection Grade with four years of regular service in that grade or
(iii) Group ‘A’ officers having seventeen years of regular service in Group ‘A’ of which at least four years of regular service shall be in the Selection Grade. | A Master/Bachelors Degree in Business Administration/ Economics/ Commerce/ Engineering/ Law/ Science/ Humanities from a recognized University/ Institution or, Membership of the Institute of Chartered Accountants of India/ Institute of Cost and Works Accountants of India. |

(*) The qualification would be from a recognized University/educational institute.
(+) Age not to exceed 56 years on the date of closure of application.

Contd. 2
5. All the Ministries/Departments, Central Public Sector Undertakings and Statutory and Autonomous Bodies are requested to forward applications in the enclosed proforma (can also be downloaded from TRAI website www.trai.gov.in) along with attested copies of ACRs for the last five years and vigilance/disciplinary clearance of eligible candidates whose services could be placed at the disposal of the Authority immediately, in the event of their selection. The application should be sent in an envelope super-scribing the post applied for so as to reach the Senior Research Officer (A&P), Telecom Regulatory Authority of India, Mahanagar Doorsanchar Bhawan, Jawaharlal Nehru Marg, (Old, Minto Road), next to Zakir Hussain College, New Delhi-110002 on or before 3rd August, 2015.

Yours faithfully,

(S. N. Tiwary)
Senior Research Officer (A&P)
Tel: 011-23664213/Fax: 23233017

Internal circulation for information:

1. JA to O/o, the Chairperson, TRAI
2. Sr. PPS to Member(V)/Member (A), TRAI
3. Sr. PPS to Secretary, TRAI
4. All Principal Advisors and Advisors (HQ/ROs), TRAI
5. SRO (IT). He is requested to post the circular on the TRAI website.
Subject :- Filling up of the post of Additional Director of Enforcement in the Directorate of Enforcement, on deputation basis—regarding.

In continuation of the O.M. of even number, dated 6.5.2015, the undersigned is directed to say that the last date for receipt of application for the post of Additional Director of Enforcement in PB-4 of Rs.37400-67000 with Grade Pay of Rs.8700 on deputation basis in the Directorate of Enforcement at Delhi is 18.9.2015. Other terms & conditions of the OM dated 6.5.2015, will remain same. For further details, all stake holders may visit Department of Revenue’s website http://dor.gov.in, and www.enforcementdirectorate.gov.in of Directorate of Enforcement.

(Santosh Kumar)
Under Secretary to the Govt. of India

To

1. All Ministries & Departments of Government of India with request that this circular may be circulated in their Ministries/Departments and also among their attached/subordinate offices.
2. DGPs of all State Governments/UT Administration.
3. The Department of Personnel & Training(AIS Branch), North Block, New Delhi.
4. All Chief Commissioners/Director General of Income Tax
5. All Chief Commissioners/Director General of Customs & Central Excise.
6. Joint Secretary (Admin.), CBDT/Joint Secretary (Admin.), CBEC with the request that arrangements may be made to post this vacancy circular on the official website of CBDT/CBEC.
7. The Director, Directorate of Enforcement, Lok Nayak Bhawan, Khan Market, New Delhi.
8. Director CBI, CGO Complex, New Delhi.
F.No.A.35017/80/2015-Ad.II
Government of India
Ministry of Finance
Department of Revenue
(Central Board of Excise & Customs)

North Block, New Delhi
Dated: 14th August, 2015

To

All Chief Commissioners/Directors General
Under Central Board of Excise and Customs

Subject: - Filling up the post of Controller in ISRO Satellite Centre(ISAC),
Department of Space, Bangalore in the Pay Band of ₹ 37,400-
67,000/- plus Grade Pay ₹10,000/- on deputation basis – regarding.

Sir/Madam,

The Department of Space vide O.M No. A.12019/20/2015 dated 24.07.2015 has
invited application for filling up of the post of Controller in ISRO Satellite Centre(ISAC),
Department of Space, Bangalore in the Pay Band of ₹ 37,400-67,000/- plus Grade Pay
₹10,000/- on deputation basis. (Copy enclosed).

2. It is requested that the above post may kindly be circulated among the eligible
officers under your charge and duly filled in applications in the prescribed proforma of
willing and eligible officers may be sent through proper channel to the Board latest by
24th August, 2015, after verifying the particulars furnished by the applicants and it may
be ensured that the same are correct before the application is forwarded to the Board.

Yours faithfully,

(Jai Prakash Sharma)
Under Secretary to the Government of India
Tel: 23095520

End: As above
Copy to: The Website Manager, Directorate of Systems, New Delhi with the request to
put the above circular in the Department's Website.

(Jai Prakash Sharma)
Under Secretary to the Government of India
विषय/Subject: इससे उपयोग केंद्र (आईजीएस), अंतरिक्ष विभाग (अं.वि.), बेंगलुरु में, रू.10,000/- के क्षेत्र में पहले रू.37,400-67,000/- के पद का प्रतिद्वंद्वीय आधार पर भरने के संबंध में/Filling up the post of Controller in ISRO Satellite Centre (ISAC), Department of Space (DOS), Bangalore in the Pay Band of रू.37,400-67,000/- plus Grade Pay रू.10,000/- on deputation basis - reg.

इस विभाग के इससे उपयोग केंद्र (आईजीएस), बेंगलुरु में रू.10,000/- के क्षेत्र में पहले (संयुक्त सचिव स्तर) के सहित रू.37,400-67,000/- पद्धति में नियंत्रक के पद को प्रतिद्वंद्वीय आधार पर भरने का प्रस्ताव है। भरी नियोक्त के अनुसार, पांडुल प्रेम मानिस्क अनुसंधान के अनुसार दिया गया है। चयनित अधिकारी के देखभाल तथा अन्य सेवा शाखा समय समय पर यथा संशोधित दी.ओ.वी.सी. के दिनांक 17 जुलाई 2010 के कान्या सं. 6/8/2009-स्थान (पद्धति II) के अनुसार विनियमित होंगे/It is proposed to fill up one post of Controller in ISRO Satellite Centre (ISAC), Bangalore, of this Department in the Pay Band of रू.37,400-67,000/- plus Grade Pay रू.10,000/- (Joint Secretary level) on deputation basis. The eligibility criteria as per Recruitment Rules is given in Annexure-I. The pay and other conditions of service of the selected Officer will be regulated in accordance with DoPT OM No.6/8/2009-Estt.(Pay II) dated June 17, 2010, as amended from time to time.

2. नियंत्रक, इससे उपयोग केंद्र, बेंगलुरु के प्रशासनिक प्रधान होगे, जोंकि लगभग 2500 कर्मचारियों की मानव शक्ति वाला भारतीय अंतरिक्ष अनुसंधान संगठन (इससे) का दूसरा बड़ा केंद्र है/Controller will be the Administrative Head of ISRO Satellite Centre, Bangalore, which is the second largest Centre of Indian Space Research Organisation (ISRO) having a manpower strength of about 2500 employees.

3. उन अधिकारियों के आयोजन पर मार्ग विचार किया जाएगा, जिन्हें अभिनव पद्धति द्वारा आयोजन दिया है तथा उनके साथ चुनिन्दा विवाद बदले हैं; (i) अनुसंधान-1 में दिए गए पद के लिए जीवन-युगल; (ii) अधिकारी की ए.सी.एस./ए.पी.एस. तथा फाइल, जिसमें अभिनव ए.पी.एस. या समान का अधिकारी द्वारा विनियमित संहिता करें; (iii) संवेदनशील अनुपालन; (iv) संचालन तथा अनुसंबंधता रूप से अंतिम; (v) पिछले 10 वर्ष के दौरान, अधिकारी पर लगाए गए, अग्रेह का
4. सभी मंत्रालयों/विभागों/संस्थाएँ प्राधिकरण के साथ शासन के संबंध में अनुरोध है कि तिथिपरिवर्तन प्रवेश में जिसका तथा वापस अधिकारियों के आवेदन की बिहार अनिल कुमार, उप-सचिव, भारत सरकार, अंतरराष्ट्रीय विवाद, अंतरिक्ष भवन, न्यू डील, एल.सी.एम. राष्ट्रीय 560094 को 31.08.2015 तक भेजें दे। जो आवेदन-पत्र पैक 3 में उल्लिखित आवश्यक प्राधिकरण/दस्तावेजों के साथ संलग्न नहीं होंगे, उन पर विचार नहीं किया जाएगा/All Ministries/Departments/Cadre Authorities and the State Governments / UTs are requested to forward the applications of willing and eligible Officers in the prescribed proforma to Shri B. Anil Kumar, Deputy Secretary to the Government of India, Department of Space, Antariksh Bhavan, New BEL Road, Bangalore-560 094 so as to reach latest by 31.08.2015. Applications not accompanied with the required certificates/documents stated in para 3 above will not be entertained.

(श्री, अनिल कुमार/ B.Anil Kumar)

उप सचिव, भारत सरकार/Deputy Secretary to the Govt. of India

(श्री, अनिल कुमार/ B.Anil Kumar)

का सचिव / Deputy Secretary

सेवा में/To:

1. भारत सरकार के सभी मंत्रालयों/विभागों के सचिव/Secretaries of all the Ministries/Departments of Government of India
2. सभी राज्य सरकारों/केंद्रशासित प्रदेशों के मुख्य सचिव/Chief Secretaries of all State Governments/UTs
3. सभी सर्वे प्राधिकरण/All Cadre Authorities
4. लक्ष्यों की निदेशाक, एच.आई.एस.एस. कार्यकर्ता एवं प्रशिक्षण विभाग - (H.O.P.(S.T.)) के वेबसाइट के शीर्षक ‘बुधवार नया’ के अंतर्गत परिपत्र शासन की ओर अपलोड करते हैं/Technical Director, NIC, Department of Personnel & Training for up-loading the circular under the heading ‘what is new’ in DoPT’s web-site immediately.
5. सह निदेशक, इंटरसेस, इंटरसो मु. - इसरो वेबसाइट (इंटरनेट) पर विज्ञापन को पोस्ट करते हैं के अनुरोध के साथ/Associate Director, INSES, ISRO Hqtrs. with a request to make arrangements to post the advertisement in ISRO website (Internet).
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>01</strong></td>
<td><strong>Name of the post</strong></td>
</tr>
<tr>
<td><strong>02</strong></td>
<td><strong>Pay Band</strong></td>
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<tr>
<td><strong>03</strong></td>
<td><strong>Eligibility</strong></td>
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<tr>
<td><strong>04</strong></td>
<td><strong>Qualification</strong></td>
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<tr>
<td><strong>05</strong></td>
<td><strong>Experience</strong></td>
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<tr>
<td><strong>06</strong></td>
<td><strong>Period of deputation</strong></td>
</tr>
</tbody>
</table>

**Eligibility criteria for the post of Controller in ISRO Satellite Centre (ISAC), Department of Space (DOS) Bangalore**

**01**

<table>
<thead>
<tr>
<th>Pad ka Naam/Name of the post</th>
<th>Pay Band and Grade Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>सांवलक, इसरो उपयोग केंद्र, बेंगलुरु /Controller, ISRO Satellite Centre, Bangalore</td>
<td>₹10,000/- के श्रेणी वेतन सहित ₹37,400-67,000 (वे-4)/₹37,400-67,000/(PB-4) plus Grade Pay ₹10,000/-</td>
</tr>
</tbody>
</table>

**03**

**शैलीमानी**

सीधे भारतीय सेवा या केंद्रीय सेवा के समूह-'क' में समुचित अधिकारी जो नियुक्तित आपात पर सर्वश्रेष्ठ वर्ग धारण किए हैं या जिनके कार्यालय प्रशासनिक श्रेणी में 8 वर्षों की सेवा (गैर-प्रकाशित प्रयोग श्रेणी में की गई सेवा, मदद कोई हो, सहित) पूरी की हो अथवा समूग-४ के पद पर 17 वर्षों की नियुक्ति सेवा जिसमें से कार्यालय प्रशासनिक श्रेणी में कम से कम 4 वर्षों की नियुक्ति सेवा की हो।/Suitable Officers from All India Services or Central Services Group-A holding analogous posts on regular basis or 5 years service in the Junior Administrative Grade (including services, if any, in the Non Functional Selection Grade) or 17 years regular service in Group-A posts out of which at least 4 years regular service should be in Junior Administrative Grade.

**04**

**विद्यालयी**

मानित प्रातः भारतीय विश्वविद्यालय/संस्थान से किसी भी विषय में स्नातक/Graduate in any discipline from a recognised Indian University/ institution.

**05**

**अनुभव**

साक्षात्/ स्वयंसेवक विकास/ सर्वोत्तम क्षेत्र के उपक्रम का कार्यक्रम सामाजिक प्रशासन, वित्त, प्राप्ति एवं नागरिक विभाग के क्षेत्र में अनुभव अनुभव है।/Experience required is in the areas of Personnel Management, General Administration, Finance, Procurement & Inventory Management in a Government/ Autonomous Bodies/Public Sector Undertakings.

**06**

**भीतिनियुक्ति**

केंद्र सरकार के उंच या किसी अन्य संगठन/ विभाग से इस नियुक्ति से पूर्व तत्काल भारत अधीक्षण सेवाएं बाहर पद पर भीतिनियुक्ति सहित कुल भीतिनियुक्ति की अवधि 5 वर्षों से अधिक की बनी हो/The period of deputation
including the period of deputation in another ex-cadre post held immediately preceding the appointment in the same or some other Organisation/Department of the Central Government shall not exceed 5 years.

| 07. आयु-सीमा / Age limit | प्रतिनियुक्त के आधार पर नियुक्त हेतु अधिकतम आयु सीमा आवेदन प्राप्त करने वाले दिनांक को 56 वर्ष से अधिक न हो / The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications |

श्री. अनिल कुमार / B. Anil Kumar
उप राष्ट्रपति / Deputy Secretary
CERTIFICATE TO BE Furnished BY THE EMPLOYER/HEAD OF OFFICE/FORWARDING AUTHORITY

1 प्रमाणित किया जाता है कि श्री/श्रीमती/कृ. .................................................. द्वारा दिए गए व्यक्ति सत्य हैं तथा उनके पास अनुमंड-III में उल्लिखित अनुमंड शैक्षिक शीर्षकों तथा अनुमंड है/Certified that the particulars furnished by Shri/Smt./Kum..................................................are correct and he/she possesses educational qualifications and experience mentioned in Annexure-II.

2 यह श्री प्रमाणित किया जाता है कि उनके खिलाफ कोई सत्ताला/अनुशासनात्मक मामलों न लोक तथा न है और न है विदेशी विशेष है/It is also certified that there is no Vigilance/Disciplinary case either pending or being contemplated against him/her.

3 उनकी सत्ताला को श्री प्रमाणित किया जाता है/His/her Integrity is certified.

4 श्री/श्रीमती/कृ. .................................................. पर पिछले 10 वर्षों की अवधि के दौरान कोई भी बड़ा या छोटा जुर्माना नहीं लगाया गया है/No major or minor penalty has been imposed on Shri/Smt./Kum .................................................. during the last 10 years period.

5 श्री/श्रीमती/कृ. .................................................. के संबंध में ए.सी.आर./ए.पी.ए.आर. की अपत्ति प्रतियों की सत्यापित पोतेकापी (प्रत्येक ए.सी.आर./ए.पी.ए.आर. कोटिकापी की प्रति सत्यापित-सौगात) इसके साथ संलग्न है/The up-to-date attested Photostat copies of ACR/APARs (Each Photostat copy of ACR/APAR should be attested) in respect of Shri/Smt./Kum .................................................. is enclosed herewith.

हस्ताक्षर/Signature:

कार्यालय गॉहर एवं कैरेफोन संबंधित
अधिकारी का नाम, पदवी/Name, designation of the forwarding Officer with seal & Telephone No.

मोबाइल स./Mobile No.-

स्थान/Place:

दिनांक/Date:

[Signature]

न्यायिक अधिकारी / Deputy Secretary
ADVERTISEMENT No. A.12019/20/2015 dated 24.07.2015

It is proposed to fill up the post of Controller in ISRO Satellite Centre (ISAC), Department of Space (DOS), Bangalore, in the pay Band of ₹37,400-67,000/- plus Grade pay ₹10,000/- on deputation basis.

2. The eligibility criteria as per Recruitment Rules are given in Annexure-I. The pay and other conditions of service of the selected Officer will be regulated in accordance with DoPT OM No. 6/6/2009-Estt.(Pay II) dated June 17, 2010, as amended from time to time.

3. Controller will be the administrative Head of ISRO Satellite Centre (ISAC), Department of Space (DOS), Bangalore which is in Bangalore, Karnataka State is the second largest Centre of Indian Space Research Organisation (ISRO) having manpower strength of about 2500 employees.

Applications of only such Officers will be considered as are routed through proper channel and are accompanied with:

i. bio-data in the proforma at Annexure-II

ii. clear photocopies of the up-to-date ACR/APAR dossier of the Officer containing ACRs/APARS of atleast last five years duly attested by a Group-A Officer at Annexure-III.

iii. cadre clearance

iv. clearance from vigilance and disciplinary angle and at Annexure-III

v. statement giving details of major or minor penalties, if any, imposed on the officer during the last ten years at Annexure-III

How to apply:

The duly filled-in applications (strictly as per the Annexure-II) along-with attested copy of all relevant certificates is to be sent to Shri B.Anil Kumar, Deputy Secretary (Personnel), Department of Space, Antariksh Bhavan, New BEL Road, Bangalore-560 094 super-scribing on the envelope APPLICATION FOR THE POST OF "CONTROLLER, ISAC" so as to reach latest by 31st August 2015.

*****
<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
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<tbody>
<tr>
<td>01</td>
<td>Name/Name</td>
</tr>
<tr>
<td>02</td>
<td>Date of birth</td>
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<tr>
<td>03</td>
<td>Designation &amp; Pay Band with Grade Pay</td>
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<tr>
<td>04</td>
<td>Cadre/Service to which belong</td>
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<tr>
<td>05</td>
<td>Educational qualification</td>
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<td>06</td>
<td>Whether belong to SC/ST/OBC</td>
</tr>
<tr>
<td>07</td>
<td></td>
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</tbody>
</table>

Details of the present post held:

(a) Date from which held
(b) Pay Band with Grade Pay
(c) Whether regular/adhoc/deputation
(d) If the present post is held on 'deputation basis' since when and the date on which the deputation period will be completed.
(e) If the position held is on deputation the regular post held in the Cadre with pay band with grade pay and from which date.

| Sl. No. | वर्गीकृत कार्यालय/विभाग का नाम | धारित पद तथा वह किस सेवा/संस्था का है | कब से | कब तक | श्रेणी उद्देश्य संबंधित तैनातिमा/तैनातिमा/टीका प्राप्त केंद्र | नियमित तिथियों में निर्देशित क्षेत्रों में किए गए कार्य का संक्षिप्त व्याख्यान:-
|---|---|---|---|---|---|---|
| 08. | पिछले 15 वर्षों के दौरान धारित पद/Position held during the preceding 15 years: | | कब से | कब तक | Scale of pay/ Pay Band with Grade Pay | नियंत्रण / नियंत्रण व्यवस्थित क्षेत्रों में किए गए कार्य का संक्षिप्त व्याख्यान:-
| | लिखित/कार्यालय/विभाग का नाम | धारित पद तथा वह किस सेवा/संस्था का है | कब से | कब तक | वेतनमात्रा/वेतन हैरानी | (क) प्रशासन
(ख) सलाहकार
(ग) विद्यालयीय आयाम
Nature of duties in brief in the following fields:-
| | /Name of Office/Organisation where employed | Post held and service/cadre to which it belongs | From | To |

| (1) | (2) | (3) | (4) | (5) | (6) | (7) |

9. पद के आवेदन के समय में अतिरिक्त जानकारी, यदि कोई हो/ Additional information, if any, in support of the application for the post:

अभ्यर्थी के हस्ताक्षर/
Signature of the Candidate:

दूरभाष सं. /Tel No..............
गोपालसं. /Mob.No..............

(क) कार्यालय का पता:
(a) Office Address:

(ख) आवासीय पता:
(b) Residential Add.:

स्थान/Place:

दिनांक/Date:

[Signature]

[Name]

 Deputy Secretary