

Government of India
Ministry of Science & Technology
Department of Science & Technology

ADVT. No DST / 01 / 2019-Rectt

Applications are invited for filling up of one post of Staff Officer in the Pay Level-11 in the pay matrix (Rs. 67700-208700) on deputation (including short-term contract) basis in the Department of Science and Technology as per details given below: -

1. **NAME OF THE POST:** Staff Officer
2. **CLASSIFICATION:** Group 'A' Gazetted Non-Ministerial
3. **PAY LEVEL:** Level-11 in the pay matrix (Rs. 67700-208700)
4. **MODE OF RECRUITMENT:** Deputation (including short-term contract)
5. **PERIOD OF DEPUTATION:** Three years
6. **AGE:** Maximum fifty-six years as on the closing date of receipt of applications.
7. **ELIGIBILITY:**

Officers of the Central Government or State Government or Union territory Administration or Autonomous or Statutory organization or Public Sector Undertaking or recognized University or Institute or Research institution;

(a)

- (i) holding analogous post on a regular basis in the parent cadre or Department; or
- (ii) with five years service rendered after appointment to the post on a regular basis in the Level-10 in the pay matrix (Rs.56100-177500), in the parent cadre or Department; and

(b) possessing the following educational qualification and experience:

Essential:

- (i) Bachelor's degree from a recognized University or institute; and
- (ii) Five years' experience in handling scientific matters or schemes or worked in the capacity of personal staff of scientists in any recognized scientific organization or Ministry or Department.

Desirable:

Knowledge of shorthand.

Note 1: The period of deputation (including short-term contract) including the period of deputation (including short-term contract) 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 four years.

Age:

Contd...2/-

The maximum age-limit for appointment by deputation (including short-term contract) shall not be exceeding **fifty-six** years as on the closing date of receipt of applications.

GENERAL CONDITIONS

1. The Department reserves the right to cancel the recruitment without assigning any reason.
2. The prescribed essential qualifications are minimum and the mere possession of the same does not entitle candidates to be called for interview. If the number of applications received in response to the Advertisement is large, the Department may restrict the number of candidates to be called for interview, to a reasonable limit through a shortlisting process based on a well-defined criterion. No correspondence will be entertained from candidates who are not called for interview / selected for appointment.

CANVASSING IN ANY FORM WILL RESULT IN DISQUALIFICATION OF CANDIDATURE.

3. The terms and conditions of appointment will be in accordance with the Department of Personnel & Training's O.M. No. 6/8/2009-Estt. (Pay. II) dated 17.06.2010 as amended from time to time.
4. 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 Govt. shall ordinarily not exceed four years which may be extended further as per rules.
5. The Curriculum Vitae duly supported by documents will be assessed by the Selection Committee / UPSC while selecting candidates for appointment on deputation basis. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.
6. **HOW TO APPLY :** Applications should be neatly typed on thick plain paper (A-4 size 210 x 297 mm) in the prescribed format given below at **Annexure-I**. The receipt of applications (received within the last date of receipt of application only), would be acknowledged through the Department's website: www.dst.gov.in after last date of receipt of application.
 - (a) Candidates working in Government Departments / Public Sector Undertakings / Autonomous Organizations **Should apply through proper channel. Such applications will be considered only if received through proper channel with NOC of the competent authority of parent Department / Organization of the candidates within the prescribed last date of receiving applications. Such applications if received after the last date shall not be considered even if an advance copy has been received from the candidate before the last date or the competent authority of parent Department / Organization has approved / signed / forwarded the applications before the last date but the same is received in DST after the last date. Hence, it is the responsibility of such candidate to follow up their application in their department /organization and ensure that their application, completed in all form, duly forwarded by their competent authority are received by DST within the prescribed time limit. NO RELAXATION SHALL BE GIVEN IN THIS REGARD.**
 - (b) Self attested copies of certificates in support of educational qualifications, date of birth and experience should be attached with the application. Certificate (s) issued by foreign University(s)/Institution(s) must be certified by Association of Indian Universities (AIU), New Delhi by way of equivalence certificate(s). However, in case where AIU does not entertain applications for equivalence of such professional degrees awarded by foreign universities in disciplines which are presently outside the purview of the AIU and where such cases are handled by the respective professional councils / bodies (recognised by Government of India), the applicant needs to furnish equivalence certificate(s) issued by such professional council. Candidates will have to produce all the original certificates thereof as and when required.

- (c) In case the applicant is presently working in State Govt./PSU/Autonomous organization/Universities etc. where the pay scales are not identical to the pay scales of central Government, the candidate will have to submit Gazette notification/government order (s) wherein such pay scales of State Govt./PSU/Autonomous organization/Universities etc have been equated to corresponding pay scale/ Pay level in the Central Government. In this connection the onus of providing such equivalence shall be on the applicant and in such cases, the decision of the Department shall be final & binding.
- (d) **Applications received after the closing date or received incomplete in any respect are liable to be summarily rejected. DST shall not be responsible for any delay on the part of postal department for delivery of application even if posted before the last date. No representation against such rejection will be entertained.**
- (e) Completed applications should be sent to **Under Secretary (Rectt.), Department of Science and Technology, Technology Bhavan, New Mehrauli Road, New Delhi-110016** by *Registered Post* or through *Speed Post* in a cover superscripted **“Application for the post of Staff Officer on deputation (including short-term contract) basis.”** Within 60 days (75 days for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep) [by 5.30 P.M. from the date of publication of this advertisement in the Employment News / Rozgar Samachar]. **Candidates are also advised not to send applications by ordinary posts or through courier.** Candidates desiring to deliver their applications by hand can do so only by delivering the application to any of the following authorized officer, by obtaining a duly signed receipt. No claim shall be entertained in the absence of such a receipt from duly authorized officer:-
- (i) Section Officer, C.R. Section, DST. or
 - (ii) Authorized Staff of C.R., Section, DST

List of Applications received upto prescribed time and date shall be posted on DST website after last date of receipt of applications. The candidates are advised to check the status of their applications. Any representation in this regard (non-inclusion of name in the list of applications received within the prescribed time limit) can be filed within **seven** days of date of posting the list on the website along with the relevant proof of delivery of application within the prescribed time limit.

Advance copies of the Applications will not be entertained.

In case of any discrepancies found between Hindi & English version of the advertisement, the English version of the advertisement will prevail.

(J. Sivaramakrishnan)
Under Secretary to the Govt. of India

Note: The Advt. No. DST/01/2019-Rectt. has already been published in Employment News dated 25-31 May 2019 edition. Accordingly, last date of receipt of applications in Department of Science & Technology will be 24th July, 2019 till 5:30 P.M. (08th August, 2019 till 5:30 P.M. for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep)

2. The applicants are also directed to submit the Curriculum Vitae Proforma as specified at Annexure-I with duly filled certificate at the end of Annexure-I along with copies of ACRs/APARs for the last five years failing which the applications are liable to be summarily rejected.

CURRICULUM VITAE PROFORMA

1. **Advertisement No.** :
2. Post applied for :
3. (i) Full Name and Address :
(in Block Letters)
(ii) Mobile No.:
(iii) E-mail ID (**mandatory**)
4. Date of Birth :
(in Christian era DD/MM/YYYY)
5. Date of retirement under :
Central / State Government
Rules
6. Educational qualifications :
7. Whether Educational and :
other qualifications 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)

(i)**Essential** (*please see para 7 of advertisement*):

Sl. No.	Qualifications/ Experience Required	Qualifications/ Experience possessed by the officer

(ii) **Desirable** :

8. Please state clearly whether in :
the light of entries made by
you above, you meet the
requirement of the post

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

Sl. No.	Office/Institution	Post held	From	To	Scale of pay/ Pay level in the pay matrix and basic pay	Nature of duties (in detail)

10. Nature of present post held :

Sl. No.	Cadre or Ex-Cadre:	Ad-hoc or Temporary	Permanent:	Duration (date: from & to)

11. In case the present employment is held on deputation /short-term contract basis, please state

(a) The date of initial appointment :

(b) Period of appointment on deputation /short-term contract

(c) Name of the parent office / organization to which you belong

12. Additional details about present Employment

Please state whether working under (indicate the name of your employer against the relevant column)

Central Govt.	State Govt.	Autonomous Organization	Government Undertaking	Universities	Others (specify)

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. Present Pay Level in the pay matrix:

(i) Pay Level :
(Revised/Pre-revised)

(ii) Basic Pay :

(iii) Other allowances :
(excluding HRA & CCA)

(iv) Total Salary :
[(ii) + (iii)]

15. If working in a Public Sector Undertaking:

whether the pay scale held is on Central
D.A. pattern or Industrial D.A. pattern.

In case of IDA pattern, equivalent CDA

Pay Level in the pay matrix may be indicated.

16. Total emoluments per month now drawn :

17. Additional information, if any, which you would like to mention in support of your suitability for the post:(Note: Enclose a separate sheet, if the space is insufficient)

Sl. No.	Additional academic Qualifications	Professional training	Work Experience over and above prescribed in the Advertisement

18. Please state whether you are :
applying for deputation / short-term contract

19. Whether belongs to SC/ST :

I certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed / distorted. If at any time I am found to have concealed / distorted any material information, my appointment shall be liable to be summarily terminated without notice / compensation.

Place:

Date :

Signature of the candidate

CERTIFICATE

(TO BE GIVEN BY THE HEAD OF ORGANISATION / OFFICE)

- (i) Certified that the particulars furnished have been verified and found to be correct. It is also certified that no disciplinary / vigilance proceedings are either pending or contemplated against the officer. Integrity of the officer is also certified.
- (ii) The application of Sh. / Smt. / Ms.....is recommended. In case of his/ her selection, the Department / organization will relieve him/ her.
- (iii) Copies of ACRs / APARs for the last five years are also enclosed.

**Signature of the Head of the
Organization / Office with Office Seal**

Place :

Date :