

IMMEDIATE

No. V(A)/12/7/Rectt/NTRO/2023 - 21699
Government of India
National Technical Research Organisation
Block-III, Old JNU Campus, New Delhi-110067

Dated, the 15th September 2023

Sub: Recruitment Notice for deputation to the grade of Assistant Director (Administration) in NTRO.

The undersigned is directed to forward a recruitment notice inviting applications to fill up vacancies in the grade of Assistant Director (Admin) in Level -11 of the Pay Matrix in National Technical Research Organisation on Deputation basis.

2. It is requested that this recruitment notice may please be widely circulated amongst the eligible officers of your Organization/Department. The applications of the willing and eligible officers in prescribed proforma (**Annexure-I**) with Certification by Employer/Cadre Controlling Authority (**Annexure-II**) may be forwarded through proper channel along with attested photocopies of APARs for the last 05 years so as to reach on the following address:-

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

3. The last date for receipt of application is 30 days from the date of publication of advertisement in the Employment News. The recruitment notice is also being uploaded in the website <https://ntro.gov.in>. The extension of last date of receipt of application, if any, will be notified / uploaded in the website.

Enclosure: As above.

Assistant Director (R)

Distribution: As per list enclosed.

RECRUITMENT NOTICE
NATIONAL TECHNICAL RESEARCH ORGANISATION

Applications are invited to fill up vacancies in the following post in National Technical Research Organisation on **Deputation** basis:-

S. No.	Name of the Post	No. of Vacancy*	Level in the Pay Matrix #
(i)	Assistant Director (Administration)	03 (Three)	Level -11

* Subject to increase / decrease.

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

2. The essential eligibility criteria are as under:-

Officers under the Central Government:-

- (a) (i) holding analogous post on regular basis; **or**
- (ii) having five years of regular service in Level-10 of the pay matrix ; **or**
- (iii) having six years of regular service in Level- 8 of the pay matrix ; **and**

- (b) possessing the following educational qualification and experience: -
 - (i) Bachelor's degree from a recognized university; **and**
 - (ii) seven years' experience in dealing with Administration and Establishment matters in the Central Government Department.

Note-1 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-2 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 four years.

Note-3 The maximum age limit for appointment on deputation shall be not exceeding fifty-six years as on the closing date of the receipt of the application.

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3. **How to apply** – The applications duly filled in by willing and eligible officers in the prescribed proforma (**Annexure-I**) with Certification by Employer/Cadre Controlling Authority (**Annexure-II**) be forwarded through proper channel along with attested photocopies of APARs for last 05 years so as to reach on the following address :-

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

4. The last date for receipt of application is 30 days from the date of publication of advertisement in the Employment News. This recruitment notice is also being uploaded in the website **ntro.gov.in**. The extension of last date of receipt of application, if any, will be notified / uploaded in the said website.

5. Attested copies of educational qualifications, experience and other certificates should be enclosed with the application in support of their claim against the requisite eligibility criteria. Candidates may be required to produce original certificates for verification at the time of interview/selection.

6. Incomplete applications and/or those received late would be summarily rejected. **No correspondence in this regard would be entertained.**

7. On appointment, the officers are liable to serve anywhere in India.

8. Canvassing in any form will disqualify the candidate.

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