IMMEDIATE

No. V(A)/20/3/Pers-R1/NTRO/2019- 9765

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

Dated, the 17 **March 2020**

Sub: Filling up the vacancy of Head Security Assistant in NTRO on Deputation basis.

A Recruitment Notice is enclosed herewith inviting applications for induction of **10 (ten)** Head Security Assistant in Level – 4 of the Pay Matrix in National Technical Research Organization on Deputation basis.

2. The applications duly filled by willing and eligible officials in prescribed proforma **(Annexure-I)** with Certification by the Head of office/Employer thereon may be forwarded through proper channel along with the statement **(Annexure-II)** mentioning the overall grading of APARs of the application for the last 05 years so as to reach on the following address:-

Deputy Director (R & P)
National Technical Research Organisation
Block-III, Old JNU Campus (Room No.204)
New Delhi - 110067

3. The last date for receipt of application is **21** days from the date of issue of this recruitment notice.

Encl: As above.

Deputy Director (R & P)

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**:-

SlNo	Name of the Post	No. of Vacancies*	Level in the Pay Matrix #
(i)	Head Security Assistant	10	Level –4 in the Pay Matrix

* Subject to increase/decrease.

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

2. The essential eligibility criteria for the aforementioned post is as under:-

Officers of Central/State Police Forces or Defence Services:

(a) *(i)* *Holding analogous post on regular basis in the parent cadre or department,* ***or***

With five years of regular service in level-3 of the Pay Matrix; ***or***

With eight years of regular service in lelel-2 of the Pay Matrix; ***and***

(ii) *3 years of experience in security/general duties matters.*

Desirable :

(i) *Computer knowledge.*

(ii) *Possessing valid driving license.*

(iii) *Successfully undergone training in fire-fighting.*

Note-1 : 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 03 years.

Note-2 : The maximum age limit for appointment on deputation shall be not exceeding 56 years as on the closing date of receipt of application.

3. **How to apply –** The applications duly filled in by willing and eligible officers in the prescribed proforma **(Annexure-I)** with Certification by Head of Employer/Employer thereon may be forwarded through proper channel along with the statement **(Annexure-II)** mentioning the overall grading of APARs of the applicant for the last 05 years so as to reach on the following address :-

Deputy Director (R&P)
National Technical Research Organisation
Block-III, Old JNU Campus (Room No.204)
New Delhi - 110067

Contd....P/2

4. The incomplete applications and/or those received late and/or not in prescribed proforma may not be processed for determining the eligibility of the candidates for selection. **No correspondence in this regard would be entertained.**

5. The last date of receipt of application is **21 days** from the date of issue of this recruitment notice.

6. This Recruitment Notice is also being uploaded in the **ntro.gov.in** website. The extension of last date of receipt of application, if any, will be notified/uploaded in the said Website.

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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(Annexure-I)

Application for deputation to the post of Head Security Assistant

1. Rank & No. : .....

2. Name and Address : .....

   (In BLOCK letters) .....

   .....

   Contact (Mobile) No.:.....**Email ID**: .....

3. Date of Birth : .....

4. Date of Joining Govt. Service : .....

5. Educational Qualifications : .....

6. Computer Knowledge or training in: .....
   fire-fighting **or** valid driving license, if any.....

7. Home Town (State & District) : .....

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

Name of Deptt/ Office	Post held	From	To	Level in the Pay Matrix	Nature of duties

9. Nature of present employment, i.e. whether ad-hoc/temporary/permanent : .....

10. Present Medical Category : .....

Date :

Signature of the candidate

Certificate to be given by the Head of Office/Employer of the applicant

1. Certified that the particulars furnished by the applicant are correct.
2. Certified that no disciplinary/vigilance case is pending or contemplated against the applicant.
3. Certified that his integrity is beyond doubt.
4. Certified that no major or minor penalty has been imposed on the applicant during the last 10 years and a statement mentioning overall grading of applicant's APARs during last 5 years is enclosed.

Signature of Head of Office/Employer
(with seal/stamp)

(Annexure-II)

OVERALL GRADING OF 'APARs' FOR LAST FIVE YEARS

No./Rank/Name : .....

Sl. No.	Year	Overall grading	Remarks, if any

Date :

Signature of Head of Office/Employer
(with Seal/Stamp)