केन्द्रीय उत्पाद शुल्क, सीमा शुल्क एवं सेवा कर आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE, CUSTOMS & SERVICE TAX
केन्द्रीय राजस्व भवन, आई.एस.प्रेस रोड, कोचिन -682018
C.R.BUILDING, I.S.PRESS ROAD, COCHIN-682018
E-mail: cexcochi@nic.in FAX-0484-2390608 Phone: 0484-2390404

C.No.II/7/2/2014 - Estt. (PF) Dated: 05.10.2015

ESTABLISHMENT CIRCULAR NO. 16 /2015

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

Sl. No.	Letter No. and date	Subject
1.	F.No.A.35017/79/2015-Ad.II dated 13.08.2015	Filling up the post of Advisor (Broadcasting & Cable Services) in Headquarters of Telecom Regulatory Authority of India (TRAI), New Delhi on deputation basis.
2.	F.No.A-35017/83/2015-Ad.II dated 19.08.2015	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.
3.	F.No.A-35011/3/2014-Ad.ED dated 18.08.2015	Filling up the post of Additional Director of Enforcement in the Directorate of Enforcement on deputation basis.
4.	F.No.A-35017/80/2015-Ad.II dated 14.08.2015.	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.

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.

05/10/2015

[RANI C R]
DEPUTY COMMISSIONER [P&V]

To

~~1. All Divisions under Cochin commissionerate~~
2. The Superintendent (EDP) for uploading in website.
3. Notice Board, Hqrs Cochin.
~~4. Notice Board, Central Excise Bhavan, Kathrikadavu.~~

Copy to:

1. The Deputy Commissioner (CCO), Hqrs Cochin for information.

IC.NO. 1284/15

Immediate

F.No.A.35017/79/2015-Ad.II
Government of India
Ministry of Finance
Department of Revenue
(Central Board of Excise & Customs)

17 SEP 2015

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 filled 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.

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

12. Experience: - (A brief bio-data is enclosed)

Sr. No.	Designation & Place of Posting	Brief listing of responsibilities	From	To	Duration (No. of years)	Please specify whether Auto-related or other; cadre or on deputation.
1						
2						
3						
4						
5						
6						

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:-

1. 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 ineligibility being detected before or after the interview/selection, my candidature may be cancelled and action can be taken against me.

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

3. I certify that there is no vigilence or any disciplinary proceedings pending against me.

Place:
Date:

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/Ms.....for applying and being considered against the vacancy of Director- Finance, NATRIP. Further, it is hereby certified that in the event of the officer being selected for the said post, he/she shall be spared and relieved 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 disciplinery proceedings pending against the official. 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:

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:-

Year	Overall Grading	Remarks, if any

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 Seal:

Details for the post of Director (Finance & Administration)

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

signation: Director (Finance & Admin) | **Location:** New Delhi

ure of Appointment:

Deputation from Central organised Audit and Accounts/ Civil Accounts/Railway Accounts/ P&T Accounts, ence Accounts /Cost Accounts services (Group-A) of Central Government.
he applicant should be on analogous post or with grade pay of Rs. 8700- 10000 with 2 years of service.

Responsibility

ssisting the Chief Executive Officer & Project Director in all financial matters.
endering financial advice to the management on all transactions of the Society in terms of rules and lations of NATIS and rules and regulations of the Government of India, in so far as they are applicable ATIS.
verall financial management of the Society and accounting functions including payroll, budget, banking, ury function, payments, tax remittances etc.
y to day management of income and expenditure.
ancial planning including cash flow as well as fund flows.
alysis and review of balance sheets and other financial accounting statements.
parations 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 ernal audit findings to the management.
sfactorily conclude statutory audits & C & A.G's audit.

tial Qualification

cer from the Indian Audit & Accounts Service or from any organised Central Accounts Services (GP- er Central Government with 14 years minimum experience.

ble Qualification

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

t and Experience

bove 52 years
st 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.
l be familiar with Governmental functioning for liasion and coordination.

ast date for receiving applications is 10 th July 2015 by 5:30 pm.

APPLICATION FORM

Annexure 1

Please affix recent self attested photograph of self

Name of the post: Director (Finance & Administration)

Signature of Candidate

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

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

3. Date of Birth: Dete 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:-

Educational / Professional Qualification	Year of Passing	Division	Name of Boerd/ University

9. Any other higher Qualification, pleese specify

10. Computer literacy: Yes/No

11. Languages known:

NATRIP
NATRIP Implementation Society
(A Registered Society under the Ministry of Heavy Industries & Public Enterprises, Government of India)
Udyog Bhawan, New Delhi - 110001

F.No. 169/07/2015

NAT/HQ/ADMN/15/V/135/15677

New Delhi, dated the 7th August, 2015

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

IC.No. 1273/15

AD

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

17 SEP 2015

North Block, New Delhi
Dated, the 19th August, 2015

To

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

Sub: **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,

19.08.2015

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

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.

19.8.2015

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

[illegible]
[illegible]
[illegible]
[illegible]
New Delhi [illegible]

[illegible] Dated [illegible] June 20[illegible]

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:-

Sl. No.	Name of Post & Pay Scale	Eligibility criteria (+)	Qualification (*)
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

[illegible] The [illegible] from the [illegible] of immediate [illegible] Department of Pension & Pensioners Welfare for appointment on deputation. **The officer, if selected can also be posted to any other division of TRAI as per the requirement of the organization.**

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.

I. C No 1265/15

AD

F.No.A-35011/3/2014-Ad.ED
Government of India
Ministry of Finance
Department of Revenue

16 SEP 2015

New Delhi, the 18th August, 2015.

OFFICE MEMORANDUM

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.enforcementdirectorte.gov.in of Directorate of Enforcement.

Santosh Kumar
(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 (Admn.), CBDT/Joint Secretary (Admn.), 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.

IC-NO-1268/15

Immediate

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

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.

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

सं. /No.A./ए.12019/20/2015
भारत सरकार/Government of India
अंतरिक्ष विभाग/ Department of Space
***

FTS No. 168001/2015
11/8/15

अंतरिक्ष भवन /Antariksh Bhavan,
न्यू बी.ई.एल. रोड/ New BEL Road,
बेंगलूर /Bangalore-560 094

जुलाई/July 24, 2015

कार्यालय ज्ञापन/ OFFICE MEMORANDUM

विषय/**Subject: इसरो उपग्रह केंद्र (आईजैक), अंतरिक्ष विभाग (अं.वि.), बेंगलूर में, ₹10,000/- की श्रेणी वेतन सहित ₹37,400-67,000/- के वेतन बैण्ड में नियंत्रक के पद को प्रतिनियुक्ति 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 ₹37,400-67,000/- plus Grade Pay ₹10,000/- on deputation basis - reg.**

***

इस विभाग के इसरो उपग्रह केंद (आईजैक), बेंगलूर में ₹10,000/- के श्रेणी वेतन (संयुक्त सचिव स्तर के) सहित ₹37,400-67,000/- वेतन बैण्ड में नियंत्रक के पद को प्रतिनियुक्ति के आधार पर भरने का प्रस्ताव है। भर्ती नियमों के अनुसार, पात्रता हेतु मानदंड अनुबंध-I में दिया गया है। चयनित अधिकारी के वेतन तथा अन्य सेवा शर्तें समय-समय पर यथा संशोधित डी.ओ.पी.टी. के दिनांक 17 जून 2010 के का.ज्ञा. सं. 6/8/2009-स्था.(वेतन II) के अनुसार विनियमित होंगी/It is proposed to fill up one post of Controller in ISRO Satellite Centre (ISAC), Bangalore, of this Department in the Pay Band of ₹37,400-67,000/- plus Grade Pay ₹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, इसरो उपग्रह केंद्र, बेंगलूर के प्रशासनिक प्रधान होंगे, जोकि लगभग 2500 कर्मचारियों की मानव शक्ति वाला भारतीय अंतरिक्ष अनुसंधान संगठन (इसरो) का तीसरा 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 आवेदन पर मात्र विचार किया जाएगा, जिन्होंने उचित माध्यम द्वारा आवेदन दिया है तथा उसके साथ निम्नलिखित दस्तावेज भेजे हैं- (i) अनुबंध-II में दिए गए प्रपत्र में जीवन-वृत्त; (ii) अधिकारी की ए.सी.आर./ए.पी.ए.आर. फाइल, जिसमें अद्यतन ए.पी.ए.आर. या समूह-क राजपत्रित अधिकारी द्वारा विधिवत सत्यापित कम-से-कम पिछले पाँच वर्षों के ए.सी.आर./ए.पी.ए.आर. की स्पष्ट फोटोकॉपी शामिल हों; (iii) संवर्ग अनापत्ति; (iv) सतर्कता तथा अनुशासनात्मक दृष्टि से अनापत्ति; (v) पिछले 10 वर्षों के दौरान; अधिकारी पर लगाए गए, बड़े या

बी. अनिल कुमार / B. Anil Kumar
उप सचिव / Deputy Secretary

छोटे [redacted] गई हो, का ब्यौरा देता हुआ विवरण; (vi) प्रमाण पत्र जिसमें यह उल्लेख किए जाने की स्थिति में, अधिकारी कार्यमुक्त हो कर, 24.12.2015 या उसके बाद, परंतु किसी भी हाल में 31.12.2015 से पहले कार्यभार संभाल लेंगे; तथा (vii) अनुबंध-III में दिए अनुसार कार्यालय प्रधान/अग्रेषण अधिकारी का प्रमाण-पत्र/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) ACR/APAR dossier of the Officer containing upto date APARs or clear photocopies of ACR/APAR for at least last five years duly attested by a Group-A Gazetted Officer; (iii) cadre clearance; (iv) clearance from vigilance and disciplinary angle; (v) statement giving details of major or minor penalties, if any, imposed on the officer during the last ten years ; (vi) a certificate that in the event of selection, the Officer would be relieved to join the duties of the post on or after 24.12.2015 but before 31.12.2015; and (vii) certificate of Head of Office/Forwarding Authority as in **Annexure-III.**

4. सभी मंत्रालयों/विभागों/संवर्ग प्राधिकरणों तथा राज्य सरकार/केंद्र शासित क्षेत्र से अनुरोध है कि निर्धारित प्रपत्र में इच्छुक तथा पात्र अधिकारियों के आवेदन श्री बी. अनिल कुमार, उप-सचिव, भारत सरकार, अंतरिक्ष विभाग, अंतरिक्ष भवन, न्यू बी.ई.एल. रोड, बैंगलूर-560094 को 31.08.2015 तक भेज दें। जो आवेदन-पत्र पैरा 3 में उल्लेखित आवश्यक प्रमाणपत्रों/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.

24/

(बी. अनिल कुमार/ B.Anil Kumar)

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

बी. अनिल कुमार / B. Anil Kumar
उप 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/केंद्र शासित प्रदेशों के मुख्य सचिव/Chief Secretaries of all State Governments/UTs.
3. सभी संवर्ग प्राधिकरण/All Cadre Authorities
4. तकनीकी निदेशक, एन.आई.सी., कार्मिक एवं प्रशिक्षण विभाग - डी.ओ.पी.टी. के वेबसाइट के शीर्षक 'क्या नया है' के अंतर्गत परिपत्र को शीघ्र अपलोड करने हेतु/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, इन्सेस, इसरो मु. - इसरो वेबसाइट (इंटरनेट) पर विज्ञापन को पोस्ट करने के अनुरोध के साथ/Associate Director, INSES, ISRO Hqtrs. with a request to make arrangements to post the advertisement in ISRO website (Internet).

अनुबंध/ANNEXURE-I

इसरो उपग्रह केंद्र (आईजैक), अंतरिक्ष विभाग (अं.वि.) बेंगलूरु में नियंत्रक के पद हेतु पात्रता के मानदंड/Eligibility criteria for the post of Controller in ISRO Satellite Centre (ISAC), Department of Space (DOS) Bangalore

01.	पद का नाम/Name of the post	नियंत्रक, इसरो उपग्रह केंद्र, बेंगलूरु /Controller, ISRO Satellite Centre, Bangalore
02.	वेतन बैण्ड तथा श्रेणी वेतन/ Pay Band and Grade Pay	₹10,000/- के श्रेणी वेतन सहित ₹37,400-67,000 (वे.बैं-4)/₹37,400-67,000/-(PB-4) plus Grade Pay ₹10,000/-
03.	पात्रता/Eligibility	अखिल भारतीय सेवा या केंद्रीय सेवा के समूह-'क' में समुचित अधिकारी जो नियमित आधार पर सदृश पद धारण किए हों या जिसने कनिष्ठ प्रशासनिक श्रेणी में 8 वर्षों की सेवा (गैर-प्रकार्यात्मक चयन श्रेणी में की गई सेवा, यदि कोई हो, सहित) पूरी की हो अथवा समूह-'क' पद पर 17 वर्षों की नियमित सेवा जिसमें से कनिष्ठ प्रशासनिक श्रेणी में कम-से-कम 4 वर्षों की नियमित सेवा की हो/Suitable Officers from All India Services or Central Services Group-A holding analogous posts on regular basis or 8 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 atleast 4 years regular service should be in Junior Administrative Grade.
04.	शैक्षिक योग्यता/Educational Qualification	मान्यता प्राप्त भारतीय विश्वविद्यालय/संस्थान से किसी भी विषय में स्नातक/Graduate in any discipline from a recognised Indian University/ Institution.
05.	अनुभव/Experience	सरकारी/ स्वायत्त निकायों/ सार्वजनिक क्षेत्र के उपक्रमों में कार्मिक प्रबंधन, सामान्य प्रशासन, वित्त, प्रापण एवं माल-सूची प्रबंधन के क्षेत्र में अनुभव अपेक्षित 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.	प्रतिनियुक्ति की अवधि/Period of deputation	केंद्र सरकार के उसी या किसी अन्य संगठन/ विभाग में इस नियुक्ति से पूर्व तत्काल धारित अन्य संवर्ग बाह्य पद पर प्रतिनियुक्ति सहित कुल प्रतिनियुक्ति की अवधि 5 वर्षों से अधिक की न हो/The period of deputation

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		including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation/Department of the Central Government shall not exceed 5 years.
07.	आयु-सीमा/Age limit	प्रतिनियुक्ति के आधार पर नियुक्ति 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

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अनुबंध/ANNEXURE-III

नियोक्ता/कार्यालय प्रधान/अग्रेषण अधिकारी द्वारा दियां जाने वाला प्रमाण-पत्र/ CERTIFICATE TO BE FURNISHED BY THE EMPLOYER/HEAD OF OFFICE/FORWARDING AUTHORITY

1 प्रमाणित किया जाता है कि श्री/श्रीमती/कु. ..... द्वारा दिए गए ब्यौरे सही हैं तथा उनके पास अनुबंध-II में उल्लेखित अनुसार शैक्षिक योग्यताएँ तथा अनुभव हैं/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 भी प्रमाणित किया जाता हे कि उनके खिलाफ कोई सतर्कता/अनुशासनात्मक मामला न तो लंबित है और न ही विचाराधीन है/It is also certified that there is no Vigilance/Disciplinary case either pending or being contemplated against him/her.

3 उनकी सत्यनिष्ठा को भी प्रमाणित किया जाता है/His/her Integrity is certified.

4 श्री/श्रीमती/कु. ..... 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/कु.....के संबंध में ए.सी.आर./ ए.पी.ए.आर. की अद्यतन प्रतियों की सत्यापित फोटोकापी (प्रत्येक ए.सी.आर./ ए.पी.ए.आर. फोटोकापी की प्रति सत्यापित होनी चाहिए) इसके साथ संलग्न हैं/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 मोहर एवं टेलीफोन संख्या सहित
अग्रेषण अधिकारी का नाम, पदनाम/
Name, designation of the forwarding Officer with seal & Telephone No.

मोबाइल सं./Mobile No.-

स्थान/Place:

दिनांक/Date:

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उप सचिव / 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.6/8/2009-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 cle arance

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.

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अनुबंध/ANNEXURE-II

इसरो उपग्रह केंद्र (आईजैक), अंतरिक्ष विभाग (अं.वि.) बेंगलूरु में नियंत्रक के पद हेतु आवेदन-पत्र/
Application for the post of Controller, in ISRO Satellite Centre (ISAC),
Department of Space (DOS) Bangalore.

प्रपत्र/PROFORMA

01	नाम/Name	
02.	जन्म तिथि/Date of birth	
03.	पदनाम एवं श्रेणी वेतन सहित वेतन बैण्ड/Designation & Pay Band with Grade Pay	
04.	किस संवर्ग/सेवा से जुड़े हैं/ Cadre/Service to which belong	
05.	शैक्षिक योग्यता / Educational qualification	
06.	क्या अनुसूचित जाति/ अनुसूचित जनजाति/ अन्य पिछड़े वर्ग से हैं/ Whether belong to SC/ST/OBC	
07.	वर्तमान में धारित पद का ब्यौरा: (क) किस दिनांक से (ख) श्रेणी वेतन सहित वेतन बैण्ड (ग) क्या नियमित/तदर्थ/ प्रतिनियुक्ति पर हैं (घ) यदि वर्तमान पद पर प्रतिनियुक्ति के आधार पर नियुक्त हैं तो कब से तथा किस दिनांक को प्रतिनियुक्ति अवधि पूरी होगी। (ङ) यदि धारित पद, , प्रतिनियुक्ति पर हैं, संवर्ग में दिनांक, श्रेणी वेतन सहित वेतन बैण्ड के साथ धारित नियमित पद का ब्यौरा। Details of the present post held : (a) Date from which held (b) Pay Band with Grade Pay (c) Whetherregular/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.	

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	(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.					
08.	पिछले 15 वर्षों के दौरान धारित पद/Position held during the preceding 15 years : -					
क्र.सं./ Sl. No.	नियोजित कार्यालय/ विभाग का नाम /Name of Office/Organisation where employed	धारित पद तथा वह किस सेवा/संवर्ग का है/Post held and service/cadre to which it belongs	कब से From	कब तक To	श्रेणी वेतन सहित वेतनमान/ वेतन बैण्ड Scale of pay/ Pay Band with Grade Pay	निम्नलिखित क्षेत्रों में किए गए कार्य का संक्षिप्त ब्यौरा:- (क) प्रशासन (ख) सतर्कता (ग) वित्तीय मामले Nature of duties in brief in the following fields:- (a) Administration (b) Vigilance (c) Financial Matters
(1)	(2)	(3)	(4)	(5)	(6)	(7)

9. पद के आवेदन के समर्थन 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.....
मोबाइल सं./Mob.No.....

क) कार्यालय का पता:
a) Office Address:

ख) आवासीय पता:
b) Residential Add.:

स्थान/Place:
दिनांक/Date:

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उप सचिव / Deputy Secretary