

Government of India  
Ministry of Science & Technology  
Department of Science & Technology  
Technology Bhawan, New Mehrauli Road  
New Delhi – 110016

ADVT. NO. DST/01/2015 – Admn.I(A)

Annexure – I

Department of Science & Technology invites applications for appointment to the post of Staff Officer in the Office of Secretary, Department of Science & Technology. The particulars of the post are as under:

1. Post : Staff Officer
2. Ministry/Department : Ministry of Science & Technology  
Department of Science & Technology  
New Delhi.
3. Mode of Recruitment : Deputation (including short-term contract)
4. Scale of Pay : PB-3 ` 15600-39100 with GP ` 6600/-
5. Eligibility Conditions : Officers under the Central Government /  
State Government / Universities / Scientific  
Research Institutions or Councils / Autonomous or Statutory  
Bodies
  - (a) (i) Holding analogous post on a regular basis  
OR
  - (ii) with 5 years service in posts in PB-3 of  
Rs.15600-39100 with GP Rs.5400/- or  
equivalent
  - (iii) with 8 years service in posts in PB-2 of  
Rs. 9300-34800 + GP Rs.4600/- or  
equivalent
  - (iv) with 16 years service in posts in PB-2 of  
Rs.9300-34800 + GP Rs.4200/- out of  
which at least 6 years should be in posts in  
the PB-2 of Rs.9300-34800 + GP Rs.4600/-  
or equivalentand
  - (b) having knowledge of scientific and technical  
terms and notations;
  - (c) experience of handling independently  
correspondence in scientific matters and preferably having  
knowledge and experience in shorthand.
6. Period of deputation : Shall ordinarily not exceed three years.

Annexure-II

Applications in the following proforma may please be sent to Under Secretary [Admn.I(A) Section], Department of Science & Technology, Technology Bhavan, New Mehrauli Road, New Delhi - 110 016 so as to reach the Section not later than two months from the date of publication in the Employment News. The applications must be sent 'through proper channel' accompanied by upto date ACRs for the last 5 years and vigilance clearance.

1. Name :
2. Date of Birth :
3. Educational Qualification :  
(including special qualification,  
if any)
4. Present post held and whether :  
it is cadre or ex-cadre post
5. Post regularly held and date :  
from which held
6. Present pay and scale of pay :
7. Date of appointment in present :  
cadre
8. Date of return from last ex-cadre :  
post, if any
9. Brief service particulars and :  
experience
10. Whether belongs to SC/ST :

DECLARATION

I do hereby declare that the particulars furnished by me above are correct to the best of my knowledge and belief.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## GENERAL

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 short listing 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 not ordinarily exceed three 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. The receipt of applications would be acknowledged by the Department via E-mail only.
  - (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, 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. Candidates will have to produce the original certificates as and when required.
- (c) **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.**
- (d) Completed applications should be sent to **Under Secretary [Admn.I(A)], Department of Science and Technology, Technology Bhavan, New Mehrauli Road, New Delhi – 110016**, by *Registered Post* or through *Speed Post* in a cover superscribed “**APPLICATION FOR THE POST OF STAFF OFFICER**” within 60 days ( 75 days for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pungi Sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep) [by 05.30 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 bearing date of 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 up to prescribed time and date shall be posted on DST website within 10 working days of closing date 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.**

**(Anil Kumar Yadav)**  
**Under Secretary to the Govt. of India**