

No.A-12023/1/2009-Admn.I (B)
Government of India
Ministry of Science and Technology
Department of Science and Technology

143-
Technology Bhawan,
New Mehrauli Road

New Delhi-110016, Dated: 24th Jan. 2014

OFFICE MEMORANDUM

Sub: Filling up of one vacancy in the post of Photocopy Machine Operator, Group 'C', in the Pay Band-I of Rs. 5200-20200/- with Grade Pay of Rs.1900/- on deputation basis in the Department of Science & Technology.

The undersigned is directed to say that one post of Photocopy Machine Operator, Group 'C', in Pay Band-I of Rs. 5200-20200/- with Grade Pay of Rs. 1900/- is proposed to be filled up on deputation basis in the Department of Science & Technology. The pay of the selected official on deputation will be regulated in accordance with the Department of Personnel & Training's OM No. 2/29/91-Estt. (P.II), dated 05.01.94, as amended from time to time.

2. Eligibility conditions/qualifications, etc., required for the post of Photocopy Machine Operator are mentioned in Annex-I. Candidates who volunteer for the post will not be permitted to withdraw their names later on. Nominations, which are not accompanied by the requisite personal data as per Annex-II, along with vigilance clearance, integrity certificate and attested copies of ACRs/Performance Reports for the last five years, will not be considered. The curriculum vitae (Annex-II), duly supported by documents, will be assessed by the Selection Committee, while selecting the candidate for appointment to the post on deputation basis.

3. A Government servant holding post in higher Scale of pay/Grade Pay will not be eligible to apply for this post in terms of DoPT's OM referred to above.

4. It is requested that the vacancy may please be circulated and applications of eligible officials, who are willing to be considered and whose services can be spared immediately, if selected, may please be sent to the Under Secretary, Admn.I (B) Section, Department of Science and Technology, Technology Bhawan, New Mehrauli Road, New Delhi-110016, so as to reach this Department within 45 days from the date of publication of this vacancy circular in the Employment News/Rozgar Samachar.

Anita Alexander
24/01/2014
(Anita Alexander)

Under Secretary to the Govt. of India
Tel.26590466

To

1. All Ministries/Departments of Govt. of India (as per standard list).
2. Notice Board/Guard File
3. Secretary (Staff Side), Office Council, DST
4. General Secretary, DST Scientific Officer Forum
5. NIC, DST with a request to place it on DST Website for a period of 60 days from the date of publication of the vacancy in the Employment News/Rozgar Samachar.

Annexure-I

- | | | | |
|----|-----------------------|---|--|
| 1. | Name of the post | : | Photocopy Machine Operator |
| 2. | Classification | : | General Central Service Group 'C', Non-Gazetted, Non-Ministerial |
| 3. | Pay Scale | : | P.B-I of Rs. 5200-20200/- plus Grade Pay of Rs. 1900/- |
| 4. | No. of post | : | One |
| 5. | Method of Recruitment | : | Deputation. |
| 6. | Eligibility | : | <u>By deputation:-</u>
Persons holding analogous posts or Group 'C'(erstwhile Group 'C') employees with at least five years service in the grade rendered after appointment thereto on regular basis and possessing the following qualifications:-

1.Matriculation or equivalent,
2.Knowledge of one year's experience in handling of various types of photo copying machines,
3.Skill in carrying out normal repairs and maintenance of machines and accessories. |

(Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the Department of Science and Technology shall ordinarily not exceed three years. Maximum age limit for appointment for deputation shall not exceed fifty-six years.)

(Application for the post of Photocopy Machine Operator on deputation basis in Department of Science and Technology)

PROFORMA (CURRICULUM VITAE)
(Strike out whichever is not applicable)

1. Name and Office address (in Block letters) :
2. Date of Birth (in Christian era) :
3. Date of retirement under Central Govt. Rules.
4. Educational Qualifications :
5. 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). :

	Qualifications /Experience possessed	Qualifications/ Experience required by the officer
Essential (1)		
(2)		
(3)		
Desirable (1)		
(2)		

6. Please state clearly whether, in the light of entries made above, you meet the requirements of the post :

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

Office/Deptt.	Post held	From	To	Scale of Pay and basic pay	Nature of duties

8. Nature of present employment, i.e., ad-hoc :
or temporary or permanent

9. In case the present employment is held on deputation/
Contract basis, please state :
(a) The date of initial appointment :
(b) Period of appointment on deputation/contract :
(c) Name of the parent office/organization to which:
you belong .

10. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.:

11. Present Basic Pay & total emoluments per month now drawn. :

12. Additional information, if any, which you would like to mention in support of your suitability for the post (this among other things may provide information with regard to:

- (i) Additional academic qualifications :
- (ii) Professional training and work experience over and above prescribed in the Vacancy Circular) Enclose a separate sheet, if the space is insufficient.:

13. Whether belong to SC/ST/OBC:

I have carefully gone through the vacancy circular and I am well aware that the curriculum Vitae, duly supported by documents submitted by me, will also be assessed by Selection Committee at the time of selection for the post.

Date:

Signature of the Candidate

Place:

Address _____

CERTIFICATE

It is certified that information furnished by Shri/Smt./Kum. in his/her application are correct. It is also certified that no vigilance case is either pending or being contemplated against Shri/Smt./Kum..... and his/her integrity certificate is enclosed. ACR Dossier (attested copies) for the last five years is also enclosed.

Signature of the employer with seal