

No. A-12039/01/2025-Estt.III
Government of India
Ministry of Science & Technology
Department of Science & Technology

ADVT. No DST / 02 / 2025-Estt.III

Applications are invited for filling up the '01' (One) post of Estate Officer in the Department of Science & Technology on Deputation (including short-term contract (ISTC)) basis as per the details below:

1. **LEVEL IN THE PAY MATRIX:** Level-8 (Rs. 47,600-1,51,100)
2. **METHOD OF RECRUITMENT:** Deputation (ISTC)
3. **NATURE OF THE POST:** Permanent
4. **PERIOD OF DEPUTATION:** Three years (including the period of deputation (ISTC) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government) or until attaining the age of 60 years i.e. the age of retirement on superannuation for the post of Estate Officer in DST, whichever is earlier.

5. Grades from which Deputation (ISTC) is to be made:

Officers under the Central Government or State Governments or Union territories or Universities or recognised research institute or public sector undertakings or statutory or autonomous organisations: -

- (a) (i) holding analogous post on a regular basis in the parent cadre or department; or
(ii) with two years' service in the grade rendered after appointment thereto on a regular basis in posts in level 7 (Rs. 44900-142400) in the pay matrix or equivalent in the parent cadre or department;

and

- (b) possessing the educational qualifications and experience as mentioned in para 6 below.

6. Essential qualifications & experience:

i. Bachelor degree in Civil or Mechanical or Electrical or Electronics or Public Health Engineering from a recognised University or Institute; and

ii. two years' experience in the upkeep and maintenance of office buildings.

7. **AGE LIMIT:** The maximum age-limit for appointment by deputation (including short-term contract) shall be **not exceeding fifty-six years** as on the closing date of the receipt of applications.

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8. GENERAL

- i. The Department reserves the right to cancel therecruitment process at any time without assigning any reason.
- ii. Prospective applicants are advised to visit the Recruitment Cell webpage under the Administration & Finance section of this Department's website (<https://dst.gov.in>) regularly. Any addendum/corrigendum or any update regarding the recruitment process will be posted only on this Department's website.
- iii. Canvassing in any form will result in disqualification of candidature.
- iv. The period of deputation (including short-term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed three years.
- v. The selected candidate is liable to be posted anywhere in India as per Government requirements.
- vi. 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.
- vii. While selecting candidates for appointment, applications duly supported by documents will be assessed by the Committee(s)/Board(s) constituted in this regard. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.
- viii. The candidate selected for the post is required to join the post as soon as the formalities of their appointment are completed or as soon as the present incumbent remits the office, whichever is later. Accordingly, the candidate is expected to be available for briefing/orientation programme etc.

9. HOW TO APPLY: The application process involves the following stages:

I. Filling up of online application form:

(a) Eligible candidates are required to first apply **Online** on the online portal <https://recruitment.dst.gov.in/> using a valid email ID. This online portal for applying shall be available for a period of **45 days** from the date of publication of the advertisement in Employment News / Rozgar Samachar.

(b) The applicants are also required to upload the relevant certificates/documents (in support of educational and experience qualifications, date of birth, community, caste etc.) on the online portal. Uploading of illegible/incorrect certificates/documents may lead to rejection of the application.

(c) Experience/employment certificates must clearly indicate the date of joining, date of relieving and the post held including the pay level of the post. In case the

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applicant has worked in the same organization at different levels/posts (due to promotion etc.), then the experience/employment certificate must clearly indicate the time spent in each level/post clearly indicating the "from" and "to" dates for each level/post.

(d) The applicant must furnish the original documents in respect of the claim made in the application as and when required.

(e) Certificate (s) issued by foreign University(s)/Institution(s) must be certified by Association of Indian Universities (AIU), New Delhi by way of equivalence certificate(s). However, in case where AIU does not entertain applications for equivalence of such professional degrees awarded by foreign universities in disciplines which are presently outside the purview of AIU and where such cases are handled by the respective professional councils (recognised by Government of India), the applicant needs to upload equivalence certificate(s) issued by such professional council. Candidates will have to produce all the original certificates thereof as and when required.

(f) Candidates shall also upload a No Objection Certificate (NOC) issued by the Competent Authority of the Organization where they are serving, in the format specified at Annexure I.

(g) In case the applicant is presently working in State Govt./Union Territory/University/recognized Research Institute/PSU/Statutory organization/Autonomous organization etc. where the pay scales are not identical to the pay scales of central Government, the candidate will have to upload Gazette notification/government order(s) wherein such pay scales of State Govt./PSU/Autonomous organization/University etc have been equated to corresponding pay scale/level of 7th CPC in Central Government. In this connection the onus of providing such equivalence shall be on the applicant and in such cases, the decision of this Department shall be final & binding.

II: Submission of hard copy of application by registered or speed post:

(a) After successful submission of the online application on the recruitment portal as mentioned in para 9.I above, hard copy of the computer-generated application (duly signed by the candidate) should be taken out by the candidate. No print out of the enclosed documents/ certificate uploaded on the portal is required to be forwarded with the hard copy of the application.

(b) Candidates are to **mandatorily apply through the proper channel**. Applications will be considered only if received through proper channel with 'Certificate' duly signed by the Competent Authority in the prescribed format (Annexure- I) within the prescribed time limit.

(c) Physical copy of application if received after the last date **shall not be considered** even if the online application is filled before the last date. Hence, it is the responsibility of such candidates to follow up their applications in their department /organization and ensure that their applications, completed in all form

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and duly verified by their competent authority are received by this Department within the prescribed time limit. Also, incomplete applications in any form shall be summarily rejected. Applications received after the last date of receipt of applications due to any reason including postal delay or delay in forwarding by the concerned forwarding authority etc. shall not be considered. **No relaxation shall be given in this regard.**

(d) The application form duly signed by the candidate along with **photocopies of ACRs/ APARs for the last five years, duly attested on each page by an officer not below the rank of Under Secretary to the Government of India or an officer of equivalent rank and a summary sheet of the ACR/APAR gradings received in these five years**, is mandatorily required to be forwarded through proper channel to **Under Secretary (Establishment-III), Department of Science and Technology, Technology Bhavan, New Mehrauli Road, New Delhi-110016** by **Registered Post or by Speed Post** within **30 days (45 days for applicants in remote areas** i.e. for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh, Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep) **from the date of closure of online portal**. Applicants (otherwise eligible to apply) working in Organisations/Institutes that do not have the system of recording APARs/ACRs, need to furnish their work profiles and gradings of the last 05 years duly certified by their Head of organisations/Institute along with their applications through proper channel so as to reach this Department by **Registered Post or by Speed Post** within **30 days (45 days for remote areas)** from the date of closure of online portal. **Candidates are advised not to send applications by ordinary posts or through courier.**

(e) A list of applications received within prescribed time and date shall be posted on DST's website after the closing date for receipt of applications. The candidates are advised to check the status of their applications. Any representation regarding 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 in the Department of Science & Technology within the prescribed time limit.

Note 1: Advance copies of Applications will not be entertained.

Note 2: In case of any discrepancies found between Hindi & English version of the advertisement, the English version of the advertisement will prevail.



(Vinod Kumar Sharma)
Under Secretary to the Govt. of India

ANNEXURE-I**CERTIFICATE****(TO BE GIVEN BY THE HEAD OF ORGANISATION / OFFICE)**

- (i) Certified that Dr. / Sh. / Smt. / Ms..... joined this organization as (Name of the post) in pay level (as per 7th CPC) on (Date of joining) and is presently working as (Name of the post) in pay level (as per 7th CPC) from (Date of joining the currently held post).
- (ii) Certified that the particulars have been verified and found to be correct. It is also certified that no disciplinary / vigilance proceedings are either pending or contemplated against the officer. Integrity of the officer is certified.
- (iii) The application of Dr. / Sh. / Smt. / Ms..... is recommended. In case of his/ her selection, the Department / organization will relieve him/ her. It is also certified that cadre clearance in r/o the applicant is obtained.
- (iv) Duly attested photocopies of ACRs / APARs for the last five years along with a summary sheet of the ACR/APAR gradings received during these five years or duly certified work profiles and gradings for the last five years are enclosed.
- (v) No major/minor penalties have been imposed on Dr. / Sh. / Smt. / Ms. during the last ten years **OR** Statement showing major and/or minor penalties imposed on Dr. / Sh. / Smt. / Ms. during the last ten years is enclosed (As applicable).

**Signature of the Head of the
Organization / Office with Office Seal**

Place :

Date :