

From : Digcent (Pers)

NO.D.I. 4/2018-
Pers.DA.8

Dated 2/01/2019

U/C (.) **Filling up vacancies of Analyst 'D' in NTRO on deputation basis** (.) NTRO Hqr have called for nominations of willing and eligible officers for subject deputation (.)The eligibility conditions for subject deputation are as under (.)

Sl. No.	Name of the Posts with Scale of Pay	Eligibility Criteria
1.	Analyst 'D', Level-12 in the Pay Matrix Number of Post:- 03	(a) Officers of the Central Govt/ Defence Services i. holding analogous post on regular basis in parent cadre or department; or ii. with five years of regular service in Level-11 of the Pay Matrix; and (b) Possessing the following educational qualification and experience:- i. Bachelor's degree from a recognized University/Institution; and ii. Ten years experience in the field of Security and Intelligence work.
Note :- 1) Special Allowances @ 20% of Basic Pay will be admissible. No deputation duty allowances will be paid. 2) The period of deputation shall ordinarily not exceed four years. 3) The maximum age limit for appointment on deputation shall be not exceeding 56 years as on the closing date of receipt of application. 4) The last date for receipt of application is 30 days from the date of publication of advertisement in the Employment news. 5) The attested copies of educational qualifications,		

experience and other certificates should be enclosed with the application in support of their claim against the requisite eligibility criteria. Candidates may be required to produce original certificates for verification at the time of interviews/selection.

6) Incomplete applications and/or those received late and/or not accompanied by supporting certificates/documents would be summarily rejected. No correspondence in this regard will be entertained.

7) On selection, the officer appointed as Analyst 'D', is liable to serve anywhere in India.

Reqst fwd nominations of willing and eligible officer's in the rank of 2-IC / DC who have fulfilling above eligibility conditions in the prescribed **format** attached as annexure so as to reach this Dte by **10/01/2019** repeat **10/01/2019** (.).Nominations received after target date will not be entertained (.). It may be ensured that nominated officers should meet all the requirements of the post applied for (.). Para (.). preference may be given to those officers who have served in hard area i.e. SOZ, LWE areas , J&K/NE Regions respectively (.). Besides above, officers who have not availed any deputation/UN assignments and having good operational achievements should be given preferences (.). It may also be ensured that nominated officers must be free from vigilance angle and fulfills the eligibility conditions as laid down in deputation policy framed by MHA dated 22/11/2016///

Encl : **Proforma**

Sd/-2-01-2019

Digcent (Pers)

BIO-DATA / CURRICULUM VITAE PROFORMA

For the post of Analyst 'D'
on DEPUTATION BASIS

Please paste a recent
passport size colour
photograph

Reference No: V(A)/17/04/Pers-R1/NTRO/2018

Post applied for: **Analyst 'D'**

1.	Name and Address (in Block Letters) Contact No : Email ID :	
2.	Date of Birth (in Christian era)	
3.	i) Date of entry into Government service	
	ii) Date of retirement under Central/ State Government Rules	
4.	Educational Qualifications	
5.	Whether Education and other qualification 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 required as mentioned in the advertisement/vacancy circular	Qualifications/experience possessed by the officer
	Essential	Essential
	(a) Officers of the Central Government / Defence Services. (i) holding analogous post on regular basis in parent cadre or department; or (ii) with five years of regular service in Level – 11 of the Pay Matrix ; and (b) Possessing the following educational qualification and experience: (i) Bachelor's degree from a recognized University/Institution; and (ii) Ten years experience in the field of Security and Intelligence work.	

6.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.					
Note: Borrowing Department are to provide their specific comments/ views confirming the relevant Essential Qualifications/Work experience possesses by the Candidate (as indicated in the Bio-data) with reference to the post applied.						
7.	Details of Employment, in chronological order, Enclose a separate sheet duly authenticated by your signature, if the space below is Insufficient.					
Office/Institution	Post/Rank held on regular basis	From	To	Level in the Pay Matrix of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for	
*Important: Level in the Pay Matrix granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Level in Pay Matrix of the post held on regular basis to be mentioned. Details of ACP/MACP with present Level in the Pay Matrix where such benefits have been drawn by the Candidate, may be indicated as below:						
Office/Institution	Level in the Pay Matrix under ACP/MACP Scheme	From	To			
8.	Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent 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/organisation to which the applicant belongs	d) Name of the post and pay of the post held in substantive capacity in the parent organisation.			
Note: In case of officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.						
Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organisation but still maintaining a lien in his parent cadre/organisation.						
10.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details					

11.	Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organisation d) Government Undertaking e) Universities f) Others		
12.	Please state whether you are working in the same department and are in the feeder grade or feeder to feeder grade.		
13.	Are you in revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.		
14.	Total emoluments per month now drawn		
	Basic Pay	Level in the Pay Matrix	Total Emoluments
15.	In case the applicant belongs to an organisation which is not following the Central Government Pay-scale, the latest salary issued by the organisation showing the following details may be enclosed.		
	Basic Pay with Level of Pay Matrix and rate of increment	Dearness Pay/interim relief/other Allowances etc., (with break-up details)	Total emoluments
16.	(A). Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualification (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet duly authenticated by your signature, if the space is insufficient)		
	(B). Achievements: The candidates are requested to indicate information with regard to: (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organisation (v) Any research /innovative measure involving official recognition (vi) any other information. (Note: Enclose a separate sheet duly authenticated by your signature, if the space is insufficient)		



17.	Please state whether you are applying for deputation (STC)/Absorption/Re-employment Basis.# (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organisations are eligible only for short Term Contract)	
	# (The option of 'STC'/'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment")	
18.	Whether belongs to SC/ST/OBC	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Bio data/Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Date : _____

Address _____



Certification by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

2. Also certified that:

- i) There is no vigilance or disciplinary case is pending/contemplated against Shri/Smt. _____
- ii) His/ Her integrity is certified.
- iii) His/ Her APAR dossier in original is enclosed/photocopies of the APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/ minor penalty has been imposed on him/her during the last 10 years Or A list of major/ minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/Cadre Controlling Authority with Seal)

