

**Technology Development Board**  
(A Statutory Body of Department of Science and Technology)  
Government of India

**VACANCY NOTICE**

**File no: TDB/12/2020- Admin**

**Dated: 5<sup>th</sup> May, 2020**

Applications are invited for filling up of one vacancy for the post of Secretary, in Technology Development Board. The details of the post are as follows: -

1.	Name of Post	<b>Secretary</b>
2.	Number of Posts	01
3.	Classification / Group	General / Group 'A'
4.	Level of Pay	Level 15 in the Pay Matrix (Rs.182200 - 224100) / Level 14 in the Pay Matrix (Rs.144200 - 218200)
5.	Mode of recruitment whether by direct recruitment or by promotion or by transfer on deputation and percentage of the vacancies to be filled by various methods	Deputation (including short term contract) failing which by Direct recruitment
6.	<b>ESSENTIAL REQUIREMENTS / EDUCATION QUALIFICATION REQUIRED FOR DEPUTATION (INCLUDING SHORT-TERM CONTRACT):-</b>  Officers of the Central Government, State Government, Union Territories, Autonomous or Statutory Organisation, Public Sector Undertaking, University or Recognised Research Institution  (a) Having five years' experience in financing technology-based projects / enterprises including 03 years administrative experience and;  (b) Holding Post Graduate in Science or Graduate in Engineering or technology related subject or holding a university degree with Chartered Accountant / Cost Accountant / Company Secretary qualification; or Master's degree in Business Administration / Finance and;  <b><u>For Pay Level 15 in the Pay Matrix (Rs.182200 - 224100)</u></b>  Holding analogous post on a regular basis or officers with a minimum of three years regular service in Level-14 in the Pay Matrix (Rs.144200 – 218200) or equivalent in their parent cadre or department or organisation.  <b><u>For Pay Level 14 in the Pay Matrix (Rs.144200 - 218200)</u></b>  Holding analogous post on a regular basis or officers with a minimum of two years regular service in Pay Level-13A in the Pay Matrix (Rs.144200 – 218200) or officers with a minimum of five years regular service in Pay Level-13 in the Pay Matrix (Rs.144200 – 218200) or equivalent in their parent cadre or department or organisation.  or  Holding analogous post in Financial Institution / Commercial Bank / Private or Public Sector Company;  <b>Note 1:</b> Period of deputation including period of deputation 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 five years.	

	<p><b>Note 2:</b> Officers belonging to cadre / service where progression to pay level 14 is necessary through Pay Level-13A in the Pay Matrix (Rs.144200 – 218200) or equivalent will be eligible only if they are holding a post in Pay Level 13 A.</p> <p><b>EDUCATIONAL AND OTHER QUALIFICATIONS REQUIRED FOR DIRECT RECRUITMENT</b></p> <p>Holding Post Graduate in Science or Graduate in Engineering or technology related subject or holding a university degree with Chartered Accountant / Cost Accountant / Company Secretary qualification; or Master’s degree in Business Administration / Finance and;</p> <p><b><u>For Pay Level 15 in the Pay Matrix (Rs.182200 - 224100)</u></b></p> <p>Having 20 years’ experience in a responsible position with five years’ experience in venture capital / investment financing.</p> <p>or</p> <p><b><u>For Pay Level 14 in the Pay Matrix (Rs.144200 - 218200)</u></b></p> <p>Having 17 years’ experience in a responsible position with five years experience in venture capital / investment financing</p>
7.	<p><b>AGE LIMIT:</b> The maximum age limit shall be not exceeding fifty-six years. The age limit will be determined as on 01.01.2020.</p>

**Important Terms and Conditions**

1. TDB, reserves the right to cancel the recruitment process 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 Advertisement is large, the TDB may restrict the number of candidates to be called for interview to a reasonable limit through a shortlisting process based on a well-defined criterion which may include possessing of desirable qualifications and / or experience prescribed in the advertisement and/or qualifications / experience in a particular field as per the specific requirement of the organization. A panel of candidates may be prepared from the candidates called for interview which will remain valid for '01' year from the date of interview.
3. The panel can be used to fill up vacancy arising as notified in this advertisement as well as vacancy arising subsequently due to non-joining of the selected candidates for any reason till the date of validity of the panel. 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.**
4. The selected candidates are liable to serve anywhere in India and outside.

**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.

Candidates working in Government Department/Public Sector Undertaking / Autonomous Organisation should apply through proper channel and also submit an advance copy before the last date of receiving application if delay is anticipated in forwarding of application by the parent organization. Nominations should carry vigilance clearance, integrity certificate and attested copies of ACRs/ Performance Report for the last five years. NO RELAXATION SHALL BE GIVEN IN THIS REGARD.

- a) 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.
- b) Applications received after the closing date or received incomplete in any respect are liable to be summarily rejected. TDB 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.
- c) Completed applications should be sent to Under Secretary, **Technology Development Board A-Wing, Ground Floor, Vishwakarma Bhawan, Shaheed Jeet Singh Marg, New Delhi – 110016** by Registered Post or through Speed Post in a cover superscribed "**APPLICATION FOR THE POST OF SECRETARY**". The last date of submission of application is **19<sup>th</sup> June, 2020, 5.00 PM**. 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 Under Secretary, TDB, 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.

**Under Secretary,  
TDB**



SL. NO	Name & Address of Employer / Instt.	Post / Fellowship / Associateship held	Ad-hoc / regular / temp. / permanent	Period		Total period of each employment in years, months & days	Scale of pay	Nature of duties
				FROM	TO			

8. Total experience in years after Essential Qualification:

9. Details of research work / experience, if any :  
(Annexure, if any, should not exceed 200 words)

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10. Specialisation :  
(With reference to experience desired for the post)

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11. Professional Training:

SL. NO.	ORGANISATION	PERIOD		DETAILS OF TRAINING
		FROM	TO	

## 12. Present Employment Status :

UNDER CENTRAL GOVT.	UNDER STATE GOVT.	UNDER AUTONOMOUS BODY	PUBLIC UNDERTAKING	OTHERS

13. Nationality : .....

14. (i) Address for correspondence : .....  
 (in BLOCK LETTERS) : .....  
 : .....  
 : .....  
 : Pin Code : .....

(ii) Telephone No.: (a) Office : (b) Residence :

(iii) Mobile No. (**mandatory**) : .....(iv) E-mail ID (**mandatory**) : .....

## 15. Present Pay :

(i) Scale of Pay/Level of Pay : .....  
 (Pre-revised/Revised)  
 (ii) Basic Pay : .....  
 (iii) Other allowances : .....  
 (excluding HRA & CCA)  
 (iv) Total Salary : .....  
 [ (ii) + (iii) ].

16. (i) Service to which the candidate belongs:

(ii) Complete address of the cadre authority  
with phone No. :

17. Permanent Address : .....

(in BLOCK LETTERS) : .....  
 Pin Code : .....  
 Telephone Number : .....

18. Any other information you may wish to add :

[ Like list of publications, Membership of  
 learned societies, awards and recognition, :  
 etc. (in brief) ] :

19. Details of Enclosures:

20. DECLARATION:-

I certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed / distorted. If at any time I am found to have concealed / distorted any material information, my appointment shall be liable to be summarily terminated without notice / compensation.

Place :

Date :

**Signature of the candidate**

**CERTIFICATE**

(Applicable for candidates already working in Government Departments / Ministries / Public Sector Undertaking / Autonomous Institutions)

**(TO BE GIVEN BY THE HEAD OF ORGANISATION / OFFICE)**

(i) 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 also certified.

(ii) The application of Sh. / Smt. / Ms.....is recommended. In case of his/ her selection, the Department / organization will relive him/ her.

(iii) Copies of ACRs / APARs for the last five years are also enclosed.

**Place :**

**Date :**

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