

TECHNOLOGY DEVELOPMENT BOARD

[A Statutory Body of Department of Science & Technology]
Government of India

Wing A, Ground Floor, VishwakarmaBhavan, Shaheed Jeet Singh Marg, New Delhi-110016

Vacancy Circular

Applications are invited by the Technology Development Board from Indian citizens for the following position on a short term contract basis (for 06 months) which may be extended or curtailed as per the functional need of the Board.

Sr. No	Designation	Age in years	Qualifications	No of Posts	Emoluments per month (consolidated)	Desirable Experience
1	Assistant Law Officer	Below 40 Yrs	LLB / Integrated LLB with minimum of 05 years field experience with focus on Corporate / Company Law / Litigation	2	Upto Rs.70,000/-	Experience of dealing in Company Law, Negotiable Instruments, Loan Documentation, Contract, Alternate Dispute Resolution.

The posts are purely temporary in nature. The personnel will be treated as temporary employees and governed by the Administrative rules / service conditions (for leave, TA/DA etc) of the Technology Development Board.

Process of Selection: The eligible candidates will be called for interview before the duly constituted Selection Committee for the purpose. The scheduled date and time of interview shall be intimated to the shortlisted candidates through phone/ e-mail. No TA/DA shall be paid to the candidates for attending the interview.

Completed applications / CV in the attached format to be sent to the Under Secretary, Technology Development Board, A-Wing, Ground Floor, VishwakarmaBhawan, Shaheed Jeet Singh Marg, New Delhi-110016, by Registered Post or through Speed Post in a sealed cover super-scribed "Application for the position of Asst Law Officer. The last date of submission of application is **08th Dec 2017, 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 by delivering the application at TDB's reception by obtaining a duly signed receipt bearing date of receipt.

**Under Secretary,
TDB**

FORMAT OF APPLICATION

Affix colored
Passport Size
Photograph (Not
more than three
months old)

Serial Number:

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1. Post Applied for:

2. Name in full (starting with last name) :
in BLOCK LETTERS leaving one
space blank between two parts of name)

3. Parent's / Spouse Name:

4. (a) Date of Birth : **DATE** **MONTH** **YEAR**

(b) Age as on closing date of application: **DAYS** **MONTHS** **YEARS**

5. Whether you belong to
(Please tick: and if yes, attach certificate)

SC	ST	OBC	Handicapped

6. Educational Qualifications:

(In chronological order from matriculation onwards. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient. Copies of educational qualifications must be attached with the application form)

SL. No	EXAMS PASSED	UNIVERSITY / INSTITUTION / BOARD	YEAR OF PASSING	MAIN SUBJECTS TAKEN	SUBJECT OF SPECIALISATION	DIV. / CLASS & % OF MARKS

7. 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 rule, state the authority for the same).

8. Please state clearly whether in the light of entries made by you above, you meet the requirement of the postion.

9. Employment Record:

(Details in chronological order, starting with the first job, enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient. Copies of work experience must be attached with the application form)

Sl.	Name & Address of Employer / Instt.	Ad-hoc / regular / temp. / permanent	Period	Total period of each employment in years, months & days	Pay drawn	Nature of duties

			From	To			

10. Total experience in years after Essential Qualification:

11. Nationality:

12. Religion:

13. (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) :

14. Give below the names of two references (they must not be related to you) who are in a position to testify from their personal knowledge as to your fitness for the proposed appointment. They must be persons under whom you have worked or studied.

(i) Name with full address:

(ii) Name with full address:

15. Permanent Address:

(in BLOCK LETTERS) :

Pin Code :

Telephone Number :

16. Any other information, if any, which you would like to mention in support of your suitability for the position. Enclosed a separate sheet.

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

17. Details of Enclosures:

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