

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

VACANCY NOTICE

File no: TDB/14/2020- Admin

Dated: 11th June, 2020

Applications are invited from Indian citizens for filling up of following posts in Technology Development Board: -

| Sl. No. | Post | No. of Posts | Level of Pay | Mode of Recruitment | Eligibility Criteria |
|---------|-------------------------|--------------|---------------------------|---|---|
| 1. | Accounts Officer | 01 | Pay Level 8 of Pay Matrix | Deputation (including short term contract) / Absorption | Officers of the accounts department in Central Government / State Government / Autonomous or Statutory organization / PSUs / Universities holding: - analogous post; or post in the pay level 7 of pay matrix as per 7 th CPC with minimum 02 years' experience on regular basis; or post in the pay level 6 of pay matrix as per 7 th CPC with minimum 06 years' experience on regular basis. |
| 2. | Section Officer | 01 | Level 7 in the Pay matrix | Deputation / absorption | Officers of Central Government/State Government/Autonomous Bodies/Public Sector Undertakings having minimum three years' experience of handling administrative/personnel/financial matters. (i) holding analogous post; or (ii) holding a post in pay level 6 or equivalent with five years' regular service in the post. |

Important Terms and Conditions

1. TDB, reserves the right to cancel the recruitment process without assigning any reason.
2. **AGE:** Not exceeding 56 years as on 01 July 2020.
3. 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.
4. 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.**
5. 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 **Director, 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 ACCOUNT OFFICER / SECTION OFFICER**". The last date of submission of application is **24th July, 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.

Director, TDB

FORMAT OF APPLICATION

Serial

| | | | | | | |
|--|--|--|--|--|--|--|
| | | | | | | |
|--|--|--|--|--|--|--|

Number:

(For official use only)

Affix colored
Passport Size
Photograph

(Not more than four
months old)

1. Advertisement No. :
2. Category under which like to be considered (tick only one option): -

| | |
|-------------------------------|--|
| 1. Deputation | |
| 2. Absorption | |
| 3. Short Term Contract | |

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

4. Parent's / Spouse Name :
.....

5. (a) Date of Birth: DD MM YYYY

(b) Age as on 01.01.2020: DAYS MONTHS YEARS

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. 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. 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)

| |
|--|
| |
|--|

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**