

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

**VACANCY NOTICE**

**File no TDB/16/2018- Admin**

**Dated: 13<sup>th</sup> Jul 18**

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 'A'
4.	Level of Pay	Level 15 or Level 14 of Pay Matrix under 7 CPC  <b>Note:</b> Competent Authority on the recommendation of the Assessment Board would decide the level of Pay to be offered to the selected candidate based on his / her past record, position presently held and such other relevant factors.
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 absorption.
6.	<b>ESSENTIAL QUALIFICATIONS / REQUIREMENTS</b>  <b>Deputation (including short term contract) failing which by absorption.</b>  <b>I. Officers of the Central Government or State Government holding -</b> a) A post in the Level 15 or Level 14 of Pay Matrix under 7 CPC. b) having experience in venture financing of technology-based enterprises. <b>OR</b> <b>II. Manager/Executive-</b> i) Holding a university degree with Chartered Accountant / Cost Accountant / Company Secretary qualification; or Master's degree in Business Administration / Finance; or ii) Holding analogous post in Financial Institution / Commercial Bank / Private or Public Sector Company; and iii) Having five years' experience in a responsible position in venture capital / investment financing. <b>OR</b> <b>III. Scientist / Technologist holding-</b> i) Analogous post in Central Government/ State Government / Autonomous bodies / Industry; ii) Post Graduate in Science or Graduate in Engineering or technology related subject.	

	<p><b>Additional requirements:</b></p> <p>a) Five years' experience in responsible position on technology financing / technology commercialization.</p> <p>b) A Scientist / technology developer / technology transfer /technology promoter preferable.</p> <p><b>Note:</b></p> <p>1)Scientist 'G' having one-year experience in the Board may also be considered for the post.</p> <p>2)Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ Department of the Central Government shall ordinarily not exceed three years.</p> <p>3)Candidate applying against the Manager/<b>Executive</b> would be considered for appointment on contract basis and not on deputation basis.</p>
7.	<p><b>AGE LIMIT:</b> The maximum age limit shall be not exceeding fifty six years, as on the closing date of receipt of applications.</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 '06' months 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 Departments / Public Sector Undertakings / Autonomous Organizations should apply through proper channel. Such applications will be considered only if received through proper channel with NOC of the Competent Authority of parent Department/ Organization of the candidates within the prescribed last date of receiving applications. Such applications if received after the last date shall also be considered if an advance copy has been received from the candidate before the last date and the competent authority of parent Department/ Organization has approved / signed /forwarded the applications before the last date even if the same is received in TDB after the last date. 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 **24<sup>th</sup> Aug 18, 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**

**FORMAT OF APPLICATION****Serial**

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**Number:**

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

**(For office use only)**

1. Advertisement No. : .....

2. Category under which like to be considered (May tick one or more categories depending on fulfillment of eligibility conditions under each category with reference to Sl. No 6 of Annexure –I)

<b>1. Manager / Executive</b>	
<b>2. Officers of Central Government or State Government</b>	
<b>3. Scientist /Technologist</b>	

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 :                      DATE              MONTH              YEAR  
.....                      .....

(b) Age as on closing date of application: DAYS              MONTHS              YEARS  
ie 26<sup>th</sup> July 18 / 02<sup>nd</sup> Aug 18.                      .....

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)

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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**