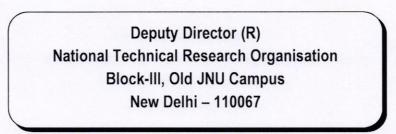
No. V(A)/36/02/Rectt./NTRO/2022-18797 Government of India National Technical Research Organisation Block-III, Old JNU Campus, New Delhi-110067

Dated, the OT December 2022

Sub: <u>Filling up of vacancies in the grade of Motor Transport Assistant, Grade 'A' in NTRO on</u> Deputation/Absorption (For ex-Serviceman: Deputation/ Re-employment) basis.

A recruitment notice is enclosed herewith inviting applications to fill up 18 vacancies (subject to increase or decrease) of Motor Transport Assistant, Grade 'A' in Level-2 of the Pay Matrix in National Technical Research Organisation on **Deputation/Absorption (For ex-serviceman: Deputation/Re-employment) basis**.

2. It is requested that this recruitment notice may please be widely circulated amongst the eligible personnel of your organization/department. The duly filled and completed applications of eligible personnel in prescribed proforma (Annexure-I) with Certification by Employer/Cadre Controlling Authority (Annexure-II) be forwarded through proper channel along with attested photocopies of ACRs/APARs for the last 05 years so as to reach on the following address within **30** days from the date of publication of the advertisement in the Employment News: -



3. It is stated that incomplete applications and/or those received late and/or not accompanied by supporting certificates/documents in support of qualification and experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection. No correspondence in this regard would be entertained.

4. The last date of receipt of applications is **30 days** from the date of publication of this recruitment advertisement in the Employment News. This recruitment notice is also being uploaded in the website **ntro.gov.in**. The extension for last date of receipt of applications, if any, will be notified/uploaded in the said website.

Encls: As above.

Deputy Director (R)

Distribution: As per the list enclosed.

RECRUITMENT NOTICE NATIONAL TECHNICAL RESEARCH ORGANISATION

Applications are invited from personnel of the Central Government or Defence Service personnel to fill up the following vacancies in National Technical Research Organisation on Deputation/Absorption (For ex-serviceman: Deputation/Re-employment) basis: -

SI No.	Name of the Post	Level in the Pay Matrix#	No. of Vacancies*
(i)	Motor Transport Assistant, Grade 'A'	Level – 2	18 (Eighteen)

* Number of vacancies may increase or decrease.

In addition, Special Allowance @ 20% of the Basic Pay will be admissible. However, no Deputation Duty Allowance will be paid.

2. Eligibility Criteria: -

- (a) Personnel of the Central Government or Defence Service personnel: -.
- (i) holding analogous posts on regular basis in the parent cadre or department; and
- (b) Possessing the following essential educational qualifications and experience: -
- (i) 10th pass from a recognized Board; and
- (ii) Possession of a valid driving license for Heavy or Light Motor Vehicles; and
- (iii) Knowledge of motor mechanism (the candidate should be able to remove minor-defects in vehicle)

Note-1: <u>Candidates shall be required to appear in written examination & to qualify practical driving /</u> <u>Skill test</u>.

Note-2: The departmental candidates in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment on promotion.

Note-3: The 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.

Note-4: The maximum age limit for appointment on deputation shall be not exceeding fifty-six (56) years as on the closing date of the receipt of the application.

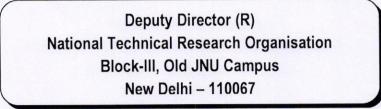
For Ex-Serviceman: Deputation/Re-employment: -

The Armed Force personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed shall also be considered. Such persons would be given deputation terms upto the date on which they are due for release from the Armed Forces; thereafter, they may be continued on re-employment.

3. The candidates possessing valid driving license for Heavy Motor Vehicle with experience in "Towing Trailers" shall be given preference for selection keeping in view the requirement of the Organization.

Cont'd...P/2

4. **How to apply** – The applications duly filled in by willing and eligible personnel in the prescribed proforma (Annexure-I) and <u>Certification by Employer/Cadre Controlling Authority</u> (Annexure-II) be forwarded through proper channel along with attested photocopies of APARs for last 05 years so as to reach on the following address: -



5. The last date of receipt of application is **30 days** from the date of publication of this recruitment advertisement in the Employment News. This recruitment notice is also being uploaded in the website **ntro.gov.in**. The extension for last date of receipt of application, if any, will be notified/uploaded in the said website.

6. **Self-signed photocopies** of the following certificates/documents are to be enclosed with the application. Also, candidates may be required to produce original certificates for verification at the time of examination/selection.

- (i) 10th/High School/Matriculation pass certificate.
- (ii) Valid driving license for Heavy or Light Motor vehicles.
- (iii) For retired Defence Services personnel copy of discharge book/certificate (complete all pages).
- (iv) For serving Defence Services personnel they are required to submit the certificate in the enclosed format (Appendix- A)

7. Incomplete applications and/or those received late and/or not accompanied by supporting certificates/documents, in support of qualification and experience claimed by the candidates, would not be processed for determining the eligibility for selection. No correspondence in this regard would be entertained.

8. In case of large number of applicants, suitable criteria as decided by the Competent Authority would be adopted for shortlisting of candidates for further selection process.

9. NTRO reserves sole right to relax/modify any of the above criteria and also to cancel the selection process without intimation or assigning any reason.

10. The candidates on their selection and appointment as Motor Transport Assistant 'A' in NTRO, are liable to serve anywhere in India. The candidates willing to serve anywhere in India shall only need to apply.

11. Canvassing in any form will disqualify the candidate.

Form of Certificate for serving Defence Personnel

Place/ Unit: Date:

(Signature of Commanding Officer)

Office Seal

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Page 1 of 4 (Motor Transport Assistant, Grade 'A')

ANNEXURE-I

	BIO-DATA / CURR	CULUM VITAE PROFORMA	
Def	<u>(For Ex-Serviceman</u>	tation/Absorption) Deputation/Re-employment)	Affix recent passport size colour photograph duly signed across the application form
Rele	erence No: V(A)/36/02/Rectt./NTRO/2022	Post: Motor Trans	port Assistant, Grade 'A'
1.	Service No. and Rank		
	Name (in CAPITAL letters)		
	Trade		
	Address (in CAPITAL letters) for correspondence		
	Mobile Number: Email ID:		
2.	Date of Birth (in Christian era)		
3.	i) Date of entry into Government service		
	ii) Date of retirement/ discharge		
4.	10th pass from a recognized board (Yes/ No)		
5.	Educational Qualifications		
6.	Details of valid driving license possessed Heavy Motor Vehicle (HMV) Light Motor Vehicle (LMV)	License Number	Valid upto
7.	Details of Experience	Yes	No
	i) Heavy Motor Vehicle driving	tes /	NU
	ii) Towing Trailer driving		
	iii) Light Motor Vehicle driving		

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	iv) Knowledge of mo							
	candidate should be al defects in vehicle)	ble to	remove	minor-				
8.	Details of Employment,	in chro	onologic	al order.				
	Office/institution	Post	held egular	From	То	Matrix Grade of the	el in the Pay «Pay Band and e Pay/Pay Scale post held on ar basis	Nature of Duties (in detail) highlighting experience required for the post applied for
to th Pay/ Pay as be	ortant: Level in the Pay I e candidate and therefor Pay Scale of the post hele Matrix /Pay Band and Gra elow:	e, sho d on re	uld not gular ba ly where	be mention asis to be r e such ben	ned. Only nentioned. efits have b	Level in Details been dra	n the Pay Matrix of ACP/MACP wi	Pay Band and Grade
Offic	e/institution		and G		Matrix / Pay rawn under eme		From	То
9.	Nature of present emplo	yment	i.e. Adł	noc or Tem	porary or			
10.	Quasi-Permanent or permanent 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							

11.	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. (iv) Awards/Scholarships/Official Appreciation (Note: Enclose a separate sheet <u>duly signed</u> , if the space is insufficient)	
12.	Please state whether you are applying for Deputation/ Absorption or Deputation/Re-employment.	
13.	Whether belongs to SC/ST	

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.

In the event of selection and appointment to the post of Motor Transport Assistant, Grade 'A' in NTRO, I am willing to serve anywhere in India.

(Signature of the candidate)

Date: _____

Address: _____

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ANNEXURE-II

Certification by the Employer/Cadre Controlling Authority

The information/details provided in the above application (Annexure-I) 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 pending/contemplated against Shri/Smt.
- ii) His/ Her integrity is certified.
- iii) His/ Her APAR dossier in original is enclosed/photocopies of the APARs/ACRs 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 <u>OR</u> A list of major/ minor penalties imposed on him/her during the last 10 years (as the case may be) is enclosed.

Countersigned

(Employer/Cadre Controlling Authority with Seal)

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