

No. A-12023/10/2022-Estt.G [E-181972]
Government of India
Ministry of Commerce and Industry
Department for Promotion of Industry and Internal Trade
(Establishment-G Section)

2nd Floor, Vanijya Bhavan,
Akbar Road, New Delhi.
Dated: the 19 June, 2024.

VACANCY CIRCULAR

Sub:- Filling up of the post of Development Officer(Engineering) on Deputation (including short-term contract) basis in the cadre of Department for Promotion of Industry and Internal Trade, Ministry of Commerce and Industry-reg.

Services of a suitable officer are required for the post mentioned in Annexure-I. The pay of the officer selected will be regulated in accordance with the Department of Personnel and Training's OM No.6/8/2009-Estt.(Pay II) dated 17th June, 2010 and instructions issued in this regard from time to time.

2. Applications for the post are invited in the proforma at Annexure-II from officers who are willing and who fulfill the eligibility conditions mentioned in Annexure-I. Officers who volunteer for the post will not be permitted to withdraw their names later.

3. It is requested that the application(s) (in duplicate) in the Annexure-II along with the complete and up-to-date CR/APAR dossier, Integrity Certificate, Major/Minor penalty statement during the last 10 years of the officer(s) who could be spared in the event of selection, may be sent to this Department within 02 months (60 days) from the date of publication of this circular in Employment News. Applications received after the due date or without the complete and up to date Confidential/Annual Performance Appraisal Reports, Integrity Certificate or Major/Minor penalty statement or otherwise found incomplete will not be considered. While forwarding the application(s) it may be verified and certified that the particulars furnished by the officer(s) in his/their application(s) is/are correct and that no disciplinary case is pending or contemplated against the officer(s).

(Shambhu Datt Sati)

Under Secretary to the Govt. of India

Ph. 2303 8892

Email: sham.datt@nic.in

To

1. All Ministries/Departments of the Govt. of India/ Public Sector Undertakings/ Universities/ Recognised Research Institutions/ /Semi-Government or Statutory or Autonomous bodies (through website of DoP&T)- with a request to give vide publicity to this vacancy circular.

2. The Director(CS.I), DoP&T- with a request to upload the vacancy circular on the official website of DoP&T for circulation/information of all Ministry / Departments/ Organisations.
3. Principal Secretaries/ Chief Secretaries of all State Governments/Union Territories; with a request to give wide publicity to this Vacancy Circular.
4. NIC, DPIIT, Udyog Bhawan- with a request that the vacancy circular may be uploaded on the Department's website under 'Jobs' and 'What's new' tab.
5. Central Bureau of Communication (earlier BOC), Ministry of Information and Broadcasting, SochnaBhavan, CGO Complex, Lodhi Road, New Delhi-110 003- **with the request to get the post advertised in the 'Employment News'. It is requested that the estimate expenditure for publishing the advertisement in the employment news may be provided at the earliest.**
6. General Manager, Employment News, East Block IV, Sector-13, R.K. Puram, New Delhi-110066.
7. All Sections in the Department of DPIIT.
8. Hindi Section, DPIIT.
9. All the attached/subordinate officers of DPIIT.
10. Department of Public Enterprises, CGO Complex, Lodhi Road, New Delhi; with a request to circulate the vacancy among PSUs.
11. The Secretary, UPSC, Dholpur House, Shahjahan Road, New Delhi.

<u>Sl. No.</u>	<u>Post name and other details</u>	<u>Eligibility Conditions</u>
1	Development Officer (Engineering) Classification: General Central Service Group 'A' Gazetted, Non-Ministerial Pay Level: Level-11 (Rs. 67,700-2,08,700) Vacancies: 6 (These vacancies are tentative. Actual vacancies may vary)	<u>Deputation(including short-term contract):</u> Officers under the Central/State Government/Union territories/Public Sector Undertakings/Universities/Recognised Research Institutions/Semi-Government or Statutory or Autonomous bodies: A. (I) holding analogous posts on regular basis in the parent cadre/department; or (II) with five years' service in the grade rendered after appointment thereto on a regular basis in level 10 in the pay matrix or equivalent in the parent cadre/department; and B. possessing the following educational qualifications and experience: <u>Essential:</u> I. Degree in Mechanical/ Electrical/ Electronics/ Industrial Engineering from a recognised University/ Institute. II. Five years' practical experience in the field of Mechanical/ Electrical/ Electronics/ Industrial Engineering in any industrial undertaking dealing with Planning/ Development/ Production/ Research Techniques of Engineering Industry or in any Central/State Government Department or in any Public Sector Undertaking. <u>Desirable:</u> (I) Two years' experience in industrial undertaking exploring latest trends/ techniques in Engineering/Manufacturing technology with special reference to Indian conditions and in techno-economic assessment of industrial projects.

Note 1: The Departmental Officers in the feeder category who are in direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Period of deputation(including short-term contract) including period of deputation (including short-term contract) 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 four years. The maximum age limit for appointment by deputation shall be not exceeding fifty six years as on the closing date of the receipt of applications.

Posting: The officers will be posted in Department for Promotion of Industry and Internal Trade (DPIIT) or Ministry of Heavy Industries (MHI) based on vacancies and administrative exigency.

Job Description: Examination and giving technical advice on project proposals, licensing of various industries, Trade agreements, etc. and other administrative work in DPIIT and MHI.

BIO-DATA/ CURRICULUM VITAE PERFORMA

1. Name and Address (in Block Letters)			
2. Date of Birth (in Christian era)			
3. i) Date of entry into Service.			
ii) Date of retirement under Central/State Govt. Rules.			
4. Educational Qualifications			
5. 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 Rules, state the authority for the same).			
Qualifications/ Experience required as mentioned in the advertisement/vacancy circular.		Qualifications/experience possessed by the officer	
Essential :		Essential:	
A. Qualification		A. Qualification	
B. Experience		B. Experience	
Desirable:-		Desirable:-	
Experience		Experience	
5.1 Note:- In the case of Degree and Post Graduate Qualification Elective/main subjects and subsidiary subjects may be indicated by the candidate.			
6. Please state clearly whether in the light of the entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.			
6.1 Note: Borrowing Department are to provide their specific comments/views confirming the relevant Essential Qualification/work experience possessed by the Candidate (as indicated in the Bio- Data) with reference to the post applied.			

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7. Details of Employment, in chronological order. **Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.**

Office/ Institute	Post held on regular basis	From	To	* level in the Pay Matrix of the post held on regular basis.	Nature of Duties (in detail) highlighting experience required for the post applied for.

* **Important:** financial upgradations granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Level in the pay matrix of the post held on regular basis to be mentioned. Details of ACP/MACP with present Level in the pay matrix where such benefits have been drawn by the Candidate, may be indicated as below:

Office/Institute	Level in the Pay Matrix drawn under ACP/MACP Scheme.	From	To

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
9. In case the present employment is held on deputation/contract basis, please state-			
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organisation to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation.
<p>9.1Note: In case Officers already on deputation, the application of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.</p> <p>9.2Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organisation but still maintaining a lien in his parent cadre/organisation.</p>			

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<p>10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.</p>		
<p>11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)</p>		
a) Central Government		
b) State Government		
c) Autonomous Organisation		
d) Government Undertaking		
e) Universities		
f) Others		
<p>12. Please state whether you are working in the same Department and are in the feeder grade of feeder to the feeder grade.</p>		
<p>13. Are you in the Revised Scale of pay (7th CPC)? If yes, give the date from which the revision took place and also indicate the pre-revised scale.</p>		
<p>14. Total emoluments per month now drawn</p>		
Level in the Pay Matirx (7 th CPC)	Index Number in the level	Basic Pay
<p>15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.</p>		
Basic Pay with the Scale of Pay and rate of Increment	Dearness pay/Interim relief / other Allowances etc., (with break-up details)	Total Emoluments
<p>16.A 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) (Note: enclose a separate sheet, if the space is insufficient.)</p>		

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16. BAchievements: The candidates are required to indicate information with regard to; (i) Research publications and reports and special projects , (ii) Awards/Scholarships/ Official Appreciation, (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organisation, (v) any research/innovative measure involving official recognition (vi) any other information. (Note: Enclose a separate sheet if the space is insufficient)	
17. Please state whether you are applying for Deputation(ISTC)/Absorption Basis. (Officers under Central/State Governments are only eligible for "Absorption". Candidates of the non-Government Organisations are eligible only for Short Term Contract.	
18. 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 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.

(Signature of the candidate)

Address _____

Mobile/Contact No. _____

Date:

Certificate by the Employer/Cadre Controlling Authority

The information/details provided in the above application 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 CR Dossier in original is enclosed/photocopies of the 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 year **Or**A list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be).

Countersigned

(Employer/Cadre Controlling Authority with Seal)

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