



विज्ञान एवं इंजीनियरी अनुसंधान बोर्ड

(विज्ञान और प्रौद्योगिकी विभाग, भारत सरकार का एक सांविधिक निकाय)

SCIENCE & ENGINEERING RESEARCH BOARD

(A Statutory body of Department of Science and Technology, Govt. of India)

(File no. SERB/Admn.R-1/2016)

ADVERTISEMENT NOTICE NO. 01/2016

The Science and Engineering Research Board (SERB), established by an act of Parliament, Act 2008, a statutory body, under the Department of Science and Technology, Government of India proposes to fill up the following administrative post on Deputation basis as per the details given below:

Sl. No.	Name of the Post	Pay Scale	No. of Posts	Mode of Recruitment	Reservation
1.	Under Secretary	PB-3 (15600-39100) +GP Rs.6600/-	01	On Deputation basis	NIL

(i) **UNDER SECRETARY- 01 post**

The post of Under Secretary is proposed to be filled on Deputation basis and the following will be the eligibility criteria:

Officers of the Central Government/State Governments or Union territories or Public Sector Undertakings or recognised Research Institutions or Universities or Semi Government or Statutory or Autonomous organisations.

(a) (i) holding analogous posts on a regular basis in the parent cadre department; or

(ii) with five years regular service in the grade rendered after appointment thereto on regular basis in the pay band -3, Rs.15600 – 39,100 with grade pay of Rs.5400 or equivalent; or

(iii) with six years regular service in the grade rendered after appointment thereto on regular basis in the pay band -2, Rs.9300 – 34,800 with grade pay of Rs.4800 or equivalent; or

(iv) with seven years regular service in the grade rendered after appointment thereto on regular basis in the pay band -2, Rs.9300 – 34,800 with grade pay of Rs.4600 or equivalent; or

(v) with ten years regular service in the grade rendered after appointment thereto on regular basis in the pay band -2, Rs.9300 – 34,800 with grade pay of Rs.4200 or equivalent

Note 1: 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 organisation or department of the Central Government shall ordinarily not to exceed three years.

Note 2: The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of application.

Note 3: For the purposes of appointment or deputation basis, the service rendered on a regular basis by an officer prior to the 1st January, 2006 or the date from which the revised pay structure based on the recommendations of the Sixth Central Pay Commission has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the said Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post (s) for which that grade pay or pay scale is the normal replacement grade without any up-gradation.

GENERAL INSTRUCTIONS

1. The number of posts to be filled may vary. The Board reserves the right to cancel the recruitment without assigning any reason.
2. The suitability of the applicants shall be adjudged by a duly constituted committee, keeping in view, the quality and nature of experience rendered by the candidate and as per the job requirement of the Board, before being called for interview. 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.
3. Outstation candidates called for interview will be paid to and fro Second AC Railway fare by the shortest route.
4.
 - (a) **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.
 - (b) Candidates working in Government Departments / Public Sector Undertakings / Autonomous Organizations should apply through proper channel along with NOC of the competent authority within the prescribed last date of receiving applications. Such applications will not be considered, if received after the prescribed last date for receiving the applications. However, if an advance copy is submitted by the Applicant to the Board before the last date, the same would be considered in anticipation that the application through proper channel along with NOC would be received by the date of interview.
 - (c) Copies of attested certificates in support of educational qualifications, date of birth, etc. should be attached with the application. Candidates will have to produce the original certificates at the time of interview.
 - (d) Completed applications should be sent to the Administrative Officer (SERB), Science and Engineering Research Board, 5 & 5A, Lower Ground Floor, Vasant Square Mall (Big Bazar Mall), Plot No. A, Community Centre, Sector-5, Pocket-5, Vasant Kunj, New Delhi 110 070 by Registered Post or through Speed Post in a cover superscribed **"APPLICATION FOR THE POST OF UNDER SECRETARY"** (Separate Application forms should be filled by the candidates applying for different posts) within 45 days of the publication of advertisement in Employment News by 5.30 PM. (60 days for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Decision of Jammu and Kashmir State, Lahaul and Sipti District and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep) from the date of publication of this advertisement in Employment news i.e. **the last date of the week in which it is published.**
The Applications may be submitted by last date upto 5:30 PM.
 - (e) **Applications received after the closing date or received incomplete in any respect are liable to be summarily rejected. Board shall not be responsible for any delay on the part of postal department for delivery of applications even if posted before the last date. No representation against such rejection will be entertained.**
 - (f) Candidates are advised to **send applications through Speed Post**. Applications **should not be sent by Ordinary Posts or through Courier**. However, Candidates desiring to deliver their

applications personally, may drop their application in the Drop Box placed in the premises of SERB on any working day from 9:30 AM to 5:30 PM. However, the receipt of application will not be given in any case.

5. Entitlements and Allowances:

(a) Deputation: As per Central Government Rules/ SERB Rules and Regulations.

PLEASE NOTE:

- (i) (a) The officers/staff of Science and Engineering Research Board are not eligible for allotment of accommodation, out of the Central Pool of Department of Estates, Ministry of Urban Development. However, the officers/staff of SERB will be entitled for House Rent Allowance as per the provisions contained in the Regulations of SERB.
- (b) The instructions/guidelines issued by the Ministry of Urban Development, Directorate of Estates from time to time in regarding the retention of government accommodation shall be applicable in respect of the candidates appointed on deputation basis.

FORMAT OF APPLICATION

Serial Number

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

1. ADVERTISEMENT NO: _____

2. POSITION FOR WHICH APPLIED: _____

3. NAME IN FULL
(Starting with Last Name in block letters leaving one space blank between two parts of name): _____

4. FATHER'S NAME: _____

5. DATE OF BIRTH : _____

6. DATE OF SUPERANNAUTION
FROM SERVICE: _____

7. NATIONALITY: _____

8. RELIGION: _____

9. RESIDENTIAL ADDRESS (With telephone number/mobile number/email address):

10. PERMANENT ADDRESS:

11. WHETHER SC/ST/OBC/PH (Specify category/ percentage of disability)
: _____

12. EDUCATIONAL QUALIFICATIONS:

S.no	Examination Passed	Subjects studied	University/Institute	Year of passing	Percentage of marks obtained

13. WORK EXPERIENCE:

S.No	Name of Ministry/Department	Period From To	Nature of work performed	Scale of Pay (PB + GP)

14. NEAREST RAILWAY STATION : _____

15. ADDITIONAL INFORMATION WHICH THE APPLICANT MAY LIKE TO MENTION IN SUPPORT OF HIS/HER SUITABILITY FOR CONSIDERATION:

16. DECLARATION:

I do hereby declare that the information furnished is true and complete to the best of my knowledge and belief and nothing has been concealed/distorted therefrom. In case any of the declaration and/or document furnished herewith are found to be wrong or false, my candidature shall be cancelled at any stage of selection process. In the event that any wrong statement is detected/noticed even after my appointment, I hereby agree that my appointment is liable to be terminated without serving any notice upon me.

LIST OF ENCLOSURES:

Place:
Date:

Signature of the candidate

CERTIFICATE
(TO BE GIVEN BY THE HEAD OF ORGANIZATION/OFFICE)

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. The integrity of the officer is also certified.

Place:
Date:

Signature of the Head of
the Organization/Office with office seal