



# TECHNOLOGY DEVELOPMENT BOARD

[A Statutory Body of Department of Science & Technology]  
Government of India

Wing A, Ground Floor, Vishwakarma Bhavan, Shaheed Jeet Singh Marg, New Delhi-110016

## VACANCY NOTICE

Technology Development Board (TDB) is a Statutory Body of Government of India, under the Department of Science & Technology constituted in the year 1996, under an Act of Parliament to administer the Fund for Technology Development and Application. TDB provides financial assistance in the form of loan, equity, grant to industrial concerns and other agencies for development and commercialization of indigenous technology and adaptation of imported technologies for wider domestic applications.

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

Sl. No.	Post	Pay Scale as per Recruitment Rules	Pay Scale as per 7 <sup>th</sup> CPC	No. of Posts	Mode of Induction and Eligibility Conditions
1.	<b>Director / Deputy Secretary</b>	Rs. 14300-400-18300/-  /	Pay Level 13 of Pay Matrix  /	01	Deputation (including short term contract) / Absorption.  For Director: Officers holding analogous post or holding post in the pay level 12 of pay matrix (7th Central Pay Commission or equivalent pay scale / grade) with minimum 05 years' experience on regular basis in Central Government / State Government / Autonomous or Statutory organization / PSUs / Universities.  For Deputy Secretary: Officers holding analogous post or post in the pay level 11 of pay matrix (7th Central Pay Commission or equivalent pay scale / grade) with minimum 05 years' experience on regular basis in Central Government / State Government / Autonomous or Statutory organization / PSUs / Universities.  Having experience in field of Finance, Accounts and Administration.
2.	<b>Deputy Legal Adviser</b>	Rs. 12000-375-16500/-	Pay Level 12 of Pay Matrix	01	Deputation (including short term contract) / Absorption.

					Legal Officers holding analogous post or post in the pay level 11 of pay matrix (7th Central Pay Commission or equivalent pay scale / grade) with minimum 05 years' experience on regular basis in Central Government / State Government / Autonomous or Statutory organization / PSUs / Universities.
3.	<b>Section Officer</b>	Rs. 6500-200-10500/-	Pay Level 8 of Pay Matrix	01	Deputation (including short term contract) / Absorption.  Officers holding analogous post or post in the pay level 7 of pay matrix (7th Central Pay Commission or equivalent pay scale / grade) with minimum 02 years' experience on regular basis in Central Government / State Government / Autonomous or Statutory organization / PSUs / Universities.

### **Important Terms and Conditions**

1. The above posts are to be filled on deputation / absorption as mentioned against each post subject to fulfillment of other eligibility conditions under the Recruitment Rules (RRs) and Government instructions, issued from time to time.
2. Please note that eligibility of candidates will be determined with reference to closing date of receipt of application i.e. **05<sup>th</sup> October 2018, 5.00 PM.**
3. **AGE:** Not exceeding 56 years as on **closing date for receipt of Application i.e 05<sup>th</sup> October 2018, 5.00 PM.**
4. The posts on deputation / absorption carry usual allowances as applicable to the Central Government employees and also other benefits like Leave Travel Concession, Medical facilities etc.
5. **Format of the application: As per enclosed Annexure.**
6. Last date for receipt of applications: **05<sup>th</sup> October 2018, 5.00 PM.**
7. TDB reserves the right to cancel the recruitment process without assigning any reason.
8. The prescribed essential qualifications / requirements 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 short-listing process based on a well-defined criterion. A panel of candidates may be prepared from the candidates called for interview which will remain valid for one year from the date of interview.
9. 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 or for any other 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.

10. The selected candidates are liable to serve anywhere in India and outside.

11. **How to apply:**

i. Applications should be neatly typed on plain paper (A4 size) in the attached prescribed format (Annexure).

ii. Candidates working in Government Department / Public Sector Undertaking / Autonomous Organization should apply through proper channel. Such applications will be considered only if received through proper channel along with NOC of the Competent Authority of parent Department / Organization of the candidates within the prescribed last date of receiving application. Such applications if received after the last date shall not be considered even if any advance copy has been received from the candidate before the last date or the Competent Authority of parent Department / Organization has approved / signed / forwarded the applications before the last date but the same is received in TDB after the last date. However, TDB, for valid reasons to be recorded in writing, reserves the right to accept the applications received through proper channel within 15 days of closing date for receipt of application, provided the advance copies, complete in all respects, with all requisite certificates and documents were received by TDB before the closing date / time for receipt of applications i.e. **05<sup>th</sup> October, 5.00 PM**. Under no circumstances, whatsoever, the applications not received through proper channel and / or received through proper channel after this grace period of 15 days i.e. **19<sup>th</sup> October 2018, 5.00 PM**, shall be considered / accepted. Hence, it is the responsibility of such candidate to follow up their application in their department / organization and ensure that their application, duly forwarded by their Competent Authority is received by TDB within the prescribed time limit. Nomination should carry Vigilance Clearance, Integrity Certificate and attested copies of ACRs / Performance Report for the last five year. **No relaxation shall be given in this regard.**

ii. The parent institutions are required to enclose photocopies of the ACRs of the individuals for the last five years, duly attested by an officer not below the rank of Under Secretary to the Government of India (Original ACRs may not be sent) and also the no objection certificate, while forwarding the Application.

iii. While forwarding the applications, certificate to the effect that the officer is clear from vigilance angle and there is no disciplinary case pending / contemplated against him / her may also be given.

iv. Applications received after the expiry of last date or otherwise found incomplete for want of ACRs / No Objection / Vigilance Clearance Certificate or without the seal of the office will not be entertained.

v. Copies of certificates in support of educational qualifications, date of birth, disability, community (in case of SC/ST/OBC candidates only) and experience should be attached with the application. Candidates will have to produce the original certificate as and when required.

vi. Applications received after the closing date i.e. **05<sup>th</sup> October, 2018** 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.

vii. Completed applications should be sent to the 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 sealed cover super-scribed "Application for the post of Director / Deputy Secretary / Deputy Legal Advisor / Section Officer" (whichever is applicable). The last date of submission of application is **05<sup>th</sup> October, 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.

viii. For any other matter not specifically mentioned in the above terms and conditions, it will be guided by laid down instructions / guidelines of TDB / DST / DoPT / Government of India.

ix. If the closing date happens to be a holiday of Government of India, last date for receipt of applications will automatically get extended to next working day.

**Under Secretary, TDB**

**FORMAT OF APPLICATION**

Serial Number:

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

1. **Advertisement No. :** .....
2. **Post Applied for:** .....
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**  
  .....               .....

6. **Whether you belong to**  
(please tick: and if yes, attach certificate)

<b>SC</b>	<b>ST</b>	<b>OBC</b>	<b>Handicapped</b>

7. **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

8. **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 rule, state the authority for the same).

9. **Please state clearly whether in the light of entries made by you above, you meet the requirement of the post.**

10. **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.	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			

**11. Total experience in years after Essential Qualification:**

**12. Details of research work / experience, if any :**(Annexure, if any, should not exceed 200 words)

**13. Specialization:**(With reference to experience desired for the post)

**14. Professional Training:**

SL. No.	ORGANISATION	PERIOD		DETAILS OF TRAINING
		FROM	TO	

**15. In case the present employment is held on deputation/contract basis, please state:**

- The date of initial appointment;
- Period of appointment of deputation/contract;
- Name of the parent office/organization to which you belong.

**16. Present Employment Status :**

Under CentralGovt.	Under stateGovt.	UnderAutonomousBody	PublicUndertaking	Others

**17. Nationality:** .....

**18. (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) : .....

**19. Nearest Railway Station:** .....

**20. Present Pay :**

(i) Pay Matrix / Scale of Pay.....

(Revised / Pre-revised)

(ii) Basic Pay: .....

(iii) Other allowances:.....

(excluding HRA & CCA)

(iv) Total Salary: .....

[(ii) + (iii) ].

**21. Give below the names of two references (they must not be related to you) who are in a position to testify from their personal knowledge as to your fitness for the proposed appointment. They must be persons underwhom you have worked or studied.**

(i) Name with full address:

(ii) Name with full address:

**22. (i) Service to which the candidate belongs:**

(ii) Complete address of the cadre authority with phone No. :

**23. Permanent Address : .....**

(in BLOCK LETTERS) : .....

Pin Code : .....

Telephone Number : .....

**24. Any other information, if any, which you would like to mention in support of your suitability for the post. Enclosed a separate sheet.**

[Like list of publications, Membership of learned societies, awards and recognition, :etc. (in brief) ] :

**25. Details of Enclosures:**

**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**