

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 Circular

Applications are invited by the Technology Development Board from Indian citizens for the following positions on a purely contract basis for a period of 2 years.

Sr. No	Designation	Age in years	Qualifications	Number of Positions	Consolidated Emoluments per month	Desirable Experience
1.	Project Coordinator	Upto 40 Yrs	M.Tech / Ph.D with 05-10 years' work experience	6	Rs.70,000 to 90,000 /-	Experience in R&D/S&T Funding / IPR / Industry R&D / Project financing and Management.
2.	Assistant Law Officer	Upto 40 Yrs	LLB / Integrated LLB with minimum 05 years field experience with focus on Corporate / Company Law	3	Rs.70,000 to 90,000 /-	Experience of dealing with company Project Financing; Arbitrations and such other cases of NPA; recoveries etc under general legal guidelines.
3.	Technical Assistant	Upto 40 Yrs	Graduate in Science with minimum 05 years work experience	4	Rs. 40,000 to 50,000/-	Preparing S&T related Project documents, IT – enabled documentation and excellent written & verbal communication skills in English and Hindi.

Candidate may note that only prescribed application form downloaded from www.tdb.gov.in will be accepted.

The eligible / shortlisted candidates will be called for interview before the duly constituted Selection Committee for the purpose. The scheduled date and time of interview shall be intimated to the shortlisted candidates through phone / e-mail. Canvassing in any form will result in disqualification of candidature.

No TA/DA shall be paid to the candidates for attending the interview.

The upper age limit for staff already working with TDB on contract basis will be relaxed to the extent of the service rendered by them in TDB, limited to maximum of 5 years.

The upper age limit of all candidates shall be determined as on 01.07.19.

In case of any inadvertent mistake in the process of selection, which may be detected at any stage, even after issue of appointment letter, TDB reserves the right to modify / cancel / withdraw any communication made to the candidates.

Completed applications in the prescribed format to 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 (whichever is applicable) . The last date of submission of application is **05th July, 2019, 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 by delivering the application at TDB's reception by obtaining a duly signed receipt bearing date of receipt.

**Under Secretary,
TDB**

FORMAT OF APPLICATION

(for official purpose)

Serial Number:

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

To be filled by candidates:

1. Post Applied for:

2. Name in full (starting with last name) :

in BLOCK LETTERS leaving one

space blank between two parts of name)

3. Parent's / Spouse Name:

4. (a) Date of Birth : DATE MONTH YEAR

(b) Age as on closing date of application: DAYS MONTHS YEARS

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

SC	ST	OBC	Handicapped

6. Educational Qualifications:

(In chronological order from matriculation onwards. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient. Self-certified 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. 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).

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

9. 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, (if applicable)	Ad-hoc / regular / temp. / permanent	Period		Total period of each employment in years, months & days	Pay drawn	Nature of duties
				From	To			

10. Total experience in years after Essential Qualification:

11. Details of research work / experience, if any: (Should not exceed 200 words. To be annexed)

12. Nationality:

13. Religion:

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. 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 under whom you have worked or studied.

(i) Name with full address:

(ii) Name with full address:

16. Permanent Address:

(in BLOCK LETTERS) :

Pin Code :

Telephone Number :

17. Any other information, 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)] :

18. 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