

**TECHNOLOGY DEVELOPMENT BOARD**

[A Statutory Body of Department of Science &amp; 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, Department of Science & Technology Wing A, Vishwakarma Bhawan, Shaheed Jeet Singh Marg, New Delhi-110016 from Indian citizens for the following posts on a short term contract basis (for 06 months) extendable by another 6 months based on work performance on purely temporary basis.

Sr. No	Designation	Age in years	Qualifications	No of Posts	Emoluments per month (consolidated)	Desirable Experience
1.	Principal Advisor (Finance)	-	More than 20 years of experience in Govt. of India / Financial Institution or other such organization in Project Financing & Budgeting	1	Rs.50,000/-	Thorough knowledge of Project Financing; Appraisal, Assessment and Execution of Technology-related projects as per TDB mandate.
2.	Scientist B/C/D	Below 40 Yrs	M.Tech/ Ph.D with 2-5 years work experience	3	Rs.50,000 to 70,000 /-	Experience in R&D/S&T Funding / IPR / Industry R&D / Project Management.
3.	Assistant Legal Advisor	Below 40 Yrs	LLB / Integrated LLB with minimum of 05 years field experience with focus on Corporate / Company Law	2	Rs.70,000/-	Experience of dealing with company Project Financing; Arbitrations and such other cases of NPA; recoveries etc under general legal guidelines.
4.	Technical Assistant	Upto 35 years	Graduate in Science with minimum 03 years work experience	4	Rs.30,000/-	Preparing S&T related Project documents, IT – enabled documentation and excellent written & verbal communication skills in English and Hindi.
5.	Receptionist	Upto 35 years	Graduate + 2 years work experience	1	Rs.20,000/-	Computer proficiency for preparing database; pleasant disposition and excellent communication skills in English and Hindi.

The posts are purely temporary in nature. The personnel will be treated as temporary employees and governed by the Administrative rules / service conditions (for leave, TA/DA etc) of the Technology Development Board.

**Process of Selection:** The eligible 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. No TA/DA shall be paid to the candidates for attending the interview.

Completed applications / CV in the attached format to be sent to the Cdr Smriti Tripathi (Retd), 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 **12<sup>th</sup> May 2017, 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**




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

**14. Religion:** .....

**15. (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) : .....

**16. 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:

**17. Permanent Address:** .....

(in BLOCK LETTERS) : .....

Pin Code : .....

Telephone Number : .....

**18. 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) ] :

**19. 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**