

No. 49/70/2013-6SII  
GOVERNMENT OF HARYANA  
CHIEF SECRETARY'S OFFICE  
PERSONNEL DEPARTMENT

Dated, Chandigarh, the 21<sup>st</sup> August, 2013.

To

All concerned IAS / HCS Officers.

Subject: Filling up of the post of Officer on Special Duty (Director level),  
National Natural Resources Management System, ISRO  
Headquarters, in the Pay Band of Rs. 37400-67000/- plus Grade  
Pay Rs. 8700/- on deputation basis - reg.

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Madam/ Sir,

I am directed to refer to the subject cited above and to say that a copy of office memorandum No.A.12019/58/2013, dated 6<sup>th</sup> August, 2013 received from Government of India, Department of Space, Bangalore is uploaded on the web site (csharyana.gov.in) and to request that in case you are willing to be considered for the post mentioned in the above subject you may kindly send three copies of your bio-data with an application to the Personnel Department (Services Branch-II) at the earliest.

Yours faithfully,

  
(SATISH SHARMA)  
Superintendent Services-II.

  
INTERNAL DISTRIBUTION  
e-champion

No.A.12019/58/2013  
Government of India  
Department of Space  
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Antariksh Bhavan,  
New BEL Road,  
Bangalore 560 231

August 06, 2013

**OFFICE MEMORANDUM**

Subject: Filling up of the post of Officer on Special Duty(Director level), National Natural Resources Management System, ISRO Headquarters, in the Pay Band of ₹37400-67000/- plus Grade Pay ₹8700/- on deputation basis - reg.

It is proposed to fill up the post of Officer on Special Duty, National Natural Resources Management System, ISRO Headquarters, Bangalore of this Department at the level of Director in the Pay Band of ₹37,400-67000/- plus Grade Pay ₹8,700/- on deputation basis. The eligibility criteria as per Recruitment Rules is given in Annexure-I. The pay and other conditions of service of the selected Officer will be regulated in accordance with DoPT OM No.2/29/91-Estt.(Pay-II) dated January 05, 1994, as amended from time to time.

2. Officer on Special Duty, National Natural Resources Management System, ISRO Headquarters, Bangalore will be incharge of the administrative matters.

3. Applications of only such Officers will be considered as are routed through proper channel and are accompanied with (i) bio-data in the proforma at Annexure-II (ii) clear photocopies of the up-to-date CR/AR dossier of the Officer containing CRs/APARs of atleast last five years duly attested by a Group-A Officer (iii) cadre clearance, (iv) clearance from vigilance and disciplinary angle, and (v) statement giving details of major or minor penalties, if any, imposed on the officer during the last ten years.

4. All Ministries/Departments/Cadre Authorities and the State Governments / UTs are requested to forward the applications of willing and eligible Officer in the prescribed proforma to Shri N Pattabi Raman, Under Secretary to the Government of India, Department of Space, Antariksh Bhavan, New BEL Road, Bangalore-560 231 so as to reach this office latest by 20<sup>th</sup> September 2013.

(G Gajendra)  
Officer on Special Duty

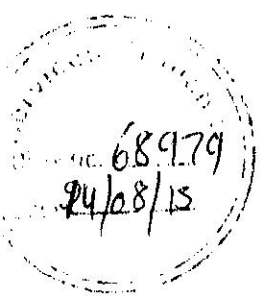
To:

1. Secretaries of all the Ministries/Departments of Government
2. Chief Secretaries of all State Governments/UTs.
3. All Cadre Authorities
4. Technical Director, NIC, Department of Personnel & Training for up-loading the circular under the heading 'what is new' in DoPT's web-site immediately.
5. Dy. Director, INSES, ISRO Hqtrs. with a request to make arrangements to post the advertisement in ISRO website (Internet).

जी. गजेन्द्र / G Gajendra

ऑफिसर ऑन स्पेशल ड्यूटी / Officer on Special Duty  
अन्तरिक्ष विभाग / Department of Space  
बैंगलूरु / Bangalore - 560 231

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**ANNEXURE-I****Eligibility criteria for the post of Officer on Special Duty, National Natural Resources Management System, ISRO Headquarters, Bangalore**

01.	Name of the post	Officer on Special Duty, National Natural Resources Management System, DOS/ ISRO Headquarters, Bangalore
02.	Scale of pay/Pay Band/Scale	₹37,400-67,000/- plus Grade Pay ₹8700/-
03.	Eligibility	Officers from All India Services or Central Services Group-A holding analogous posts on regular basis or 14 years regular service in Group-A post.
04.	Educational Qualification	Graduate in any discipline from a recognised Indian University/Institution
05.	Experience	Experience required is in the areas of Personnel Management, Gen. Administration, Finance, Procurement & Inventory Management in a Government/Autonomous Bodies/Public Sector Undertakings.
06.	Period of deputation	Initially for a period of three years. The total period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Orgn/Dept. of the Central Govt. shall not exceed 5 years.
07.	Age limit	The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications

  
6/8/13

जी. गजेंद्र / A. Gajendra  
विशेष कार्य अधिकारी / Officer on Special Duty  
अन्तरिक्ष विभाग / Department of Space  
बंगलूरु / Bangalore - 560 231

**ANNEXURE-III****CERTIFICATE TO BE FURNISHED BY THE EMPLOYER/HEAD OF OFFICE/FORWARDING AUTHORITY**

1. Certified that the particulars furnished by Shri/Smt./Kum..... are correct and he/she possesses educational qualifications and experience mentioned in Annexure-II.
2. It is also certified that there is no Vigilance/Disciplinary case either pending or being contemplated against him/her. His/her Integrity is certified.
3. No major or minor penalty was imposed on Shri/Smt./Kum ..... during the last 10 years period.
4. The up-to date attested Photostat copies of ACR/APARs (Each Photostat copy of ACR/APAR should be attested) in respect of Shri/Smt./Kum..... is enclosed herewith.

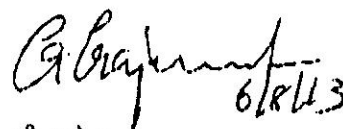
Signature:

Name, designation  
of the forwarding  
Officer with seal &  
Telephone No.

Mobile No.

Place:

Date:

जी. गजेन्द्र / G. Gajendra  
विशेष कार्य अधिकारी / Officer on Special Duty  
अन्तरिक्ष विभाग / Department of Space  
बैंगलूरु / Bangalore - 560 231

**ANNEXURE-II****Application for the post of Officer on Special Duty, National Natural Resources Management System, ISRO Headquarters, Bangalore****PROFORMA**

01.	Name					
02.	Date of birth					
03.	Designation & Pay Band with Grade Pay					
04.	Cadre/Service to which belong					
05.	Educational qualification					
06.	Whether belong to SC/ST/Minority					
07.	Details of the present post held : (a). Date from which held (b). Pay Band with Grade Pay (c). Whether regular/adhoc/deputation (d). If the present post is held on 'deputation basis' since when and the date on which the deputation period will be completed. (e). If the position held is on deputation, the regular post held in the Cadre with pay band with grade pay and from which date.					
08.	Position held during the preceding 10 years : -					
Sl. No.	Name of Office/ Organisation where employed	Post held and service/cadre to which it belongs	From	To	Pay Band with Grade Pay	Nature of duties in brief in the following fields:-  (a) Administration (b) Vigilance (c) Financial Matters
(1)	(2)	(3)	(4)	(5)	(6)	(7)

9. Additional Information, if any, which you would like to mention in support of the application for the post. :

Signature of the Candidate:

Tel No. ....  
 Mob.No. ....  
 a). Office Address:  
 b). Residential Add.

Place:  
 Date:

*G. Gajendra*  
 6/8/13  
 श्री. गजेंद्र / G. Gajendra  
 विशेष कार्य अधिकारी / Officer on Special Duty  
 अन्तरिक्ष विभाग / Department of Space  
 बंगलूरु / Bangalore - 560 231