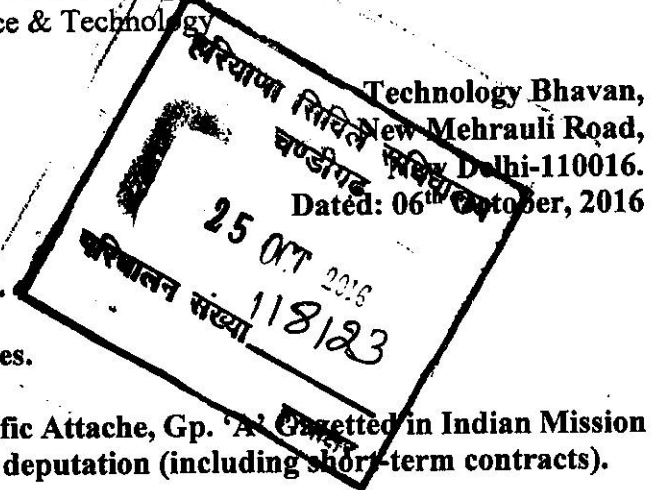


No. A-12039/03/2016-Rectt.
Government of India
Ministry of Science & Technology
Department of Science & Technology



To

The Chief Secretaries / Administrators
All State Governments / Union Territories.

Subject:- Filling up of '01' (one) post of Scientific Attache, Gp. 'A' Gazetted in Indian Mission at Washington, U.S.A by transfer on deputation (including short-term contracts).

Sir / Madam,

I am directed to say that this Department is in the process of filling up of '01' (one) post of Scientific Attache, Gp. 'A' Gazetted (Pay Scale/Pay Band of Rs. 37400 - 67000/- + Grade Pay Rs. 8900/-, PB-4) in the Indian Missions abroad at Washington by transfer on deputation (including short-term contract) basis. The particulars of the posts to be filled and other details / requirements are given in Annexure-I.

2. The terms and conditions of appointment will be in accordance with the Department of Personnel & Training's O.M. No. 2/29/91-Estt.(Pay.II) dated 5th January, 1994 as amended from time to time.

3. The applications of eligible and willing candidates along with attested copies of ACRs for the last five years may be forwarded in the enclosed Curriculum Vitae Proforma (Annexure-II) through proper channel to the Under Secretary (Rectt.), Department of Science and Technology, Technology Bhavan, New Mehrauli Road, New Delhi-110016 within 45 days (including the date of publication) (by 5.30 P.M.) from the date of publication of this advertisement in Employment News / Rozgar Samachar. While forwarding the applications, the certificate given at the end of the Curriculum Vitae Proforma may also be completed.

Yours faithfully,

(Hari Krishan Bhatt
Under Secretary to the Govt. of India

Encls : Annexure-I & II

Copy to :

1. All Ministries / Departments of the Govt. of India. It is requested that wide publicity may be given to this Circular in Organisations under their control.
2. Registrars, Central Universities.
3. Survey of India, Dehradun.
4. NATMO, CGO Complex, MSO Building, 7th Floor, Salt Lake City, Kolkata.
5. Autonomous / Professional Bodies under DST.
6. Notice Board.

विवरण शाखा

आवृत्ति 118/23

दिनांक 28/10/2016

(Hari Krishan Bhatt
Under Secretary to the Govt. of India

**Government of India
Ministry of Science & Technology
Department of Science & Technology**

ADVT. No. DST / 03 / 2016-Rectt.

Dated:

Applications are invited for filling up of '01' (one) post of Scientific Attache, Gp. 'A' Gazetted in the Indian Mission at Washington, U.S.A by transfer on deputation (including short-term contract) basis.

1. **SCALE OF PAY :** Rs. 37400 - 67000/-(PB-4) + Grade Pay Rs. 8900/-
(Revised)
2. **NATURE OF THE POST:** Temporary
3. **PERIOD OF DEPUTATION :** Three years.
4. **Essential Qualification & Experience:**
 - (i) Master's degree in Science or Bachelor's degree in Engineering or Technology of a recognized University or equivalent.
 - (ii) Scientists or Technologists working in Indian Central / State Government / University / Recognised Research Institutions / Semi-Government or Statutory or autonomous organizations in India or abroad; and
 - (a) holding analogous post on regular basis; or
 - (b) with 02 (two) years regular service in post in the scale of Rs. 14300-18300 (pre-revised) or equivalent; or
 - (c) with 07 (seven) years regular service in the scale of Rs. 12000-16500 (pre-revised) or equivalent.

Desirable Qualification & Experience:

- (i) Knowledge of a modern European / German / Russian / Japanese language in addition to English.
- (ii) Doctor's Degree in Science or Master's Degree in Engineering / Technology; and
- (iii) Wide experience in interdisciplinary areas of Science & Technology with an emphasis on copyrights, intellectual property rights, patents and inventions.

AGE LIMIT : Upper age limit shall not exceed 56 years as on the closing date for receipt of applications.

5. **Duties and Responsibilities:**

1. Following up the implementation of joint programmes of cooperation.
2. Suggesting possible new areas for bilateral cooperation.
3. Acquiring information about the latest developments in S&T in the countries of accreditation in specific sectors of interest to India.
4. Attending to official work delegated by the various scientific agencies in India in the countries of accreditation.

5. Keeping the Government of India briefed about the new policy decisions and related aspects pertaining to Science & Technology in the countries of accreditation.
6. Preparing a roster of Indian scientists working/settled in the countries of accreditation and maintaining contacts with them.
7. Attending to requests which may be received from the Indian scientists.
8. Serving as focal points for information on science and technology activities in India.
9. Securing information about S&T activities in other countries through contacts established in the countries of accreditation.
10. Coordinating/assisting in organizing visits of S&T officials, S&T delegations, scientists from research laboratories and public sector undertakings etc.
11. In general, serving as liaison with concerned Government offices, R&D institutions, academic and research institutions etc. in the countries of accreditation.

6. GENERAL

1. The Department reserves the right to cancel the appointment without assigning any reason.
2. The prescribed essential qualifications 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 Department may restrict the number of candidates to be called for interview to a reasonable limit through a shortlisting process based on a well defined criteria which may include possessing of desirable qualifications and / or experience prescribed in the advertisement and/or qualifications / experience in a particular field as per the specific requirement of the Department. 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. Out station candidates called for interview will be paid to and fro first class / III AC railway fare by shortest route, on production of proof of journey such as railway ticket(s) / number(s) etc.
4. 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 Organization / Department of the Central Govt. shall ordinarily not exceed four years.
5. The selected candidates are liable to be posted anywhere as per Government requirements.
6. The terms and conditions of appointment will be in accordance with the Department of Personnel & Training's O.M. No. 2/29/91-Estt. (Pay. II) dated 5th January, 1994, as amended from time to time.
7. The pay of the selected candidates will be regulated as per the rules of Govt. of India applicable to foreign deputation posts on the date of appointment.
8. The Curriculum Vitae duly supported by documents will be assessed by the Selection Committee while selecting candidates for appointment by transfer on deputation (including short-term contract) basis. The candidates who apply for the posts will not be allowed to withdraw their candidature subsequently.
9. **Applications received after the closing date or received incomplete or in wrong format in any respect are liable to be summarily rejected. DST 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.**
10. The posts in the Indian Mission at Washington is likely to fall vacant from 14.11.2016 and selected candidate is required to join the post by these dates positively. However, the candidates are expected to be available one to two months in advance for briefing orientation programme etc.

7. **HOW TO APPLY :** Applications should be neatly typed on thick plain paper (A-4 size 210 x 297 mm) in the prescribed Curriculum Vitae Proforma (**Annexure-I**) given below. **Applications on the**

Proforma other than the one given below will not be entertained. The receipt of Applications received within last date of receipt of applications would be acknowledged by the Department via DST's website only.

- (a) The completed applications along with attested copies of ACRs for the last five years may be sent in the prescribed Proforma through proper channel to **Under Secretary (Recdt.), Department of Science and Technology, Technology Bhavan, New Mehrauli Road, New Delhi-110016** within 45 days (by 5.30 P.M.) from the date of publication of this advertisement in the Employment News / Rozgar Samachar (including the date of publication). While forwarding the applications, the certificate given at the end of the Application / Curriculum Vitae Proforma may also be completed. The application should be sent by Registered Post or through *Speed Post* in a cover superscribed "**Application for the post of Scientific Attaché at Washington, U.S.A by transfer on deputation (including short-term contract) basis.**" Applications can also be delivered by hand to any of the following authorized officer, 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:-

- (i) Section Officer, C.R. Section, DST. Or
- (ii) Authorized Staff of C.R., Section, DST

List of Applications received within prescribed time and date shall be posted on DST website after closing date of applications. The candidates are advised to check the status of their applications. Any representation in this regard (non-inclusion of name in the list of applications received within the prescribed time limit) can be filed within seven days of date of posting the list on the website alongwith the relevant proof of delivery of application in Department of Science & Technology within the prescribed time limit.

- (b) Self attested copies of certificates in support of educational qualifications, date of birth and experience should be attached with the application. Candidates will have to produce the original certificates thereof as and when required.

Advance copies of the Applications will not be entertained.

(Hari Krishan Bhatt)
Under Secretary to the Govt. of India

Application / Curriculum Vitae for 01 (one) post of Scientific Attache in Indian Mission at Washington, U.S.A by transfer on deputation (including short-term contract) basis.

Reference : Advt. No. DST/03/2016-Rectt.

APPLICATION FORM / CURRICULUM VITAE PROFORMA

1. Name of applicant :
(in Block Letters)
2. (a) Post applied for :
3. Advertisement No. :
4. Date of Birth :
(in Christian era)
5. Nationality :
6. Religion :
7. Date of retirement under :
Central / State Government
Rules
8. Educational qualifications :

Qualifications Graduation onwards	Discipline	Subjects	Percentage of marks obtained	Year of passing
Graduation				
Post-Graduation				
Doctorate				
Others				

9. 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 Rules, state the authority for the same) :

Qualifications/
Experience
Required

Qualifications/
Experience
possessed by
the officer

Essential :
Desirable :

10. Please State clearly whether in :
the light of entries made by
you above, you meet the
requirement of the post
11. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by
your signature, if the space below is insufficient.

Office/Institution	Post held	From	To	Scale of Pay and basic Pay	Nature of duties (in detail)

12. Total Experience in years after essential qualification :

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

- (a) The date of initial appointment :
(b) Period of appointment on
deputation / contract :
(c) Name of the parent office /
organization to which you
belong :

14. Specialization
(with reference to experience desired for the post) :

15. Professional Training

Sl. No.	Organization / Institute	Period	Details of training

16. Foreign language known :
(tick one of three options)

- (i) READING : GOOD/ VERY GOOD / EXCELLENT
(ii) WRITING : GOOD/ VERY GOOD / EXCELLENT
(iii) SPEAKING : GOOD/ VERY GOOD / EXCELLENT
(iv) UNDERSTANDING : GOOD/ VERY GOOD / EXCELLENT

17. Nature of present employment i.e. Contract or Adhoc or Temporary or Quasi-permanent or
Permanent:

18. In case the present employment is held on deputation / contract basis please state

- (a) the date of initial appointment (b) period of appointment on deputation
(b) name of the parent office/ organization to which you belong

19. Additional details about present employment.
Please state whether working under
(indicate the name of your employer against the relevant column)

- (a) Central Govt. (b) State Govt. (c) Autonomous Organisation
(d) Govt. Undertaking (e) University (f) Others

20. Are you in Revised Scale of Pay? If :
yes, give the date from which the
revision took place and also
indicate the pre-revised scale
21. If working in a Public Sector Undertaking
whether the pay scale held is on Central
D.A. pattern or Industrial D.A. pattern.
In case of IDA pattern, equivalent CDA
pay scales may be indicated. :
22. Present Pay :
(i) Scale of Pay :
(Revised / Pre-revised)
(ii) Basic Pay :
(iii) Other allowances :
(excluding HRA & CCA)
(iv) Total Salary :
[(ii) + (iii)]
23. (i) Service to which candidate belongs;
(ii) Complete address of the cadre authority with phone number.
24. Please state, whether you are applying for deputation or short term contract.
25. Whether belong to SC/ ST.
26. (i) Address for correspondence :
(in BLOCK LETTERS) :
:
:
Pin Code :
(ii) Telephone No. : (a) Office :
(b) Residence :
(c) Mobile No. :
(d) Email ID (mandatory):
27. Nearest Railway Station :
28. Permanent Address :
(in BLOCK LETTERS) :
Pin Code:
Telephone Number :
29. 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 :

30. Any other information you may wish to add :
[Like list of publications, Membership of :
learned societies, awards and recognition, :
etc. (in brief)]

31. Details of Enclosures :

I have carefully gone through the **Advertisement** and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Place:

Date :

Signature of the candidate

CERTIFICATE

(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 relieve him/ her.
- (iii) Copies of ACRs / APARs for the last five years are also enclosed.

Place :

Date :

**Signature of the Head of the
Organization / Office with Office Seal**