

No.[E.1198] A-12/1/2025-AD\_ESTT 1577

Government of India  
Ministry of Home Affairs  
National Intelligence Grid

1-Andheria Mor, Vasant Kunj,  
New Delhi – 110074

Dated: 6<sup>th</sup> March, 2026

To

1. The Secretary General, Lok Sabha Secretariat/Rajya Sabha Secretariat, New Delhi
2. The Secretary, President's Secretariat/Vice-President's Secretariat/NITI Aayog/Election Commission of India/Union Public Service Commission/Central Vigilance Commission
3. The Registrar (Administration), Supreme Court of India
4. Secretaries of all Central Ministries, Government of India
5. The Chief Secretaries/Administrators of all State Governments/Union Territories
6. All Central Law Enforcement and Intelligence Agencies
7. Resident Commissioners of all State Governments/Union Territories in New Delhi.

**Subject: Vacancy Circular for filling up various posts on deputation (including short term contract) in National Intelligence Grid, Ministry of Home Affairs- reg.**

Sir / Madam,

It is proposed to fill up various posts on deputation (including short term contract) in National Intelligence Grid, Ministry of Home Affairs.

2. The particulars of the above-mentioned post, pay scale, eligibility conditions etc. are given in the Vacancy Circular **attached** herewith (21 pages).
3. It is requested that wide publicity may be given to the vacancy circular amongst officers under your administrative control.

Yours faithfully,

(V Srinivasan)

Under Secretary (Estt.)

Tel. No.26757155

Copy to:

1. All Ministries/Departments of the Central Government, with the request that wide publicity may be given to the vacancy circular in their Ministry/ Departments /Attached office(s)/ Subordinate office(s). Applications of the eligible candidates may be forwarded to National Intelligence Grid in the prescribed *pro forma* within a period of **45 days** from the date of publication of the vacancy circular in Employment News.
2. All sections/Desks in the Ministry of Home Affairs.
3. All sections in National Intelligence Grid.
4. SO (IT), Ministry of Home Affairs, with request to upload the vacancy circular as well application/Biodata pro form as Word document on MHA web portal <https://www.mha.gov.in/en/notifications/vacancies> for wider circulation.

(V Srinivasan)

Under Secretary (Estt.)

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**Government of India**  
**Ministry of Home Affairs**  
**National Intelligence Grid**

1, Andheria Mor, Vasant Kunj Road,  
New Delhi-110074

**Dated: 6<sup>th</sup> March, 2026**

**VACANCY CIRCULAR-2026**

National Intelligence Grid (NATGRID), an attached office of Ministry of Home Affairs, Government of India, invites applications from eligible officers under Central or State Government or Union Territories for filling up of various posts on deputation (including short term contract) in National Intelligence Grid, Ministry of Home Affairs in consultation with UPSC. The particulars of the posts, pay scales, eligibility conditions etc. are as given below:

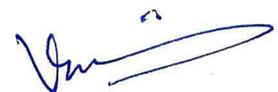
SI No.	Name of Post/ No of post/ Place of posting/ Pay Scale etc.	Eligibility / Experience etc.	Duties and Responsibilities
1.	<p>(a) Name of Post: Director</p> <p>(b) No. of Post: 01 (One)</p> <p>(c) Place of posting: Delhi [Bengaluru]</p> <p>(d) Classification: General Central Service, Group 'A', Gazetted, Non-Ministerial.</p> <p>(e) Pay Scale: Level-13 (Rs.1,23,100-2,15,900).</p> <p>(f) Mode of Recruitment: By Deputation (including Short-term contract)</p>	<p><u>Deputation (including short-term contract):</u>  Officers of the Central Government or State Government or Union territories or autonomous bodies or statutory organisations or public sector undertakings or recognised Universities or recognised research institutions, -</p> <p>(a)(i) holding analogous post on regular basis in the parent cadre or department; or  (ii) with five years' service in the grade rendered after appointment thereto on a regular basis in posts in level-12 (Rs. 78,800-2,09,200) in the pay matrix or equivalent in the parent cadre or department; and</p> <p>(b) possessing the following educational qualifications and experience, namely: -  (i) Essential: Bachelor's degree from a recognised university or institute.  (ii) Desirable: Minimum three years' experience in IT- related project management.</p> <p><b>Note 1:</b> The period of deputation (including short-term contract) including the period of deputation (including short-</p>	<ol style="list-style-type: none"> <li>1. Work closely with technology and/or project management team for realization of NATGRID's IT solution as per specifications and required controls to manage risk.</li> <li>2. Work closely with other internal teams/Divisions for concurrent implementation of functional as well as non-functional aspects viz. IT solution, information security and project management aspects.</li> <li>3. Contribute in identification of emerging technological areas with an aim to build innovative solutions, including those that enhance security of data and data privacy.</li> <li>4. Ensure that design of NATGRID's IT solution, Data Centre operations and compliance audits are as per standards for IT and information security.</li> <li>5. Contribute towards formulation and implementation of framework for assessing, identifying, monitoring and reducing risks that could interfere with NATGRID's objectives.</li> </ol>



		<p>term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed five years.</p> <p><b>Note 2:</b> The maximum age-limit for appointment by deputation shall be not exceeding fifty-four years as on the last date of receipt of applications.</p>	<p>6. Contribute towards organizational strategy, including in terms of capabilities to be offered through NATGRID's IT solution to enhance its utility for User Agencies (UAs) and for effective utilization of data provided by Providing Organizations (POs).</p>
2.	<p>(a) Name of Post: Deputy Director (Relationship Management)</p> <p>(b) No. of Post: 01 (One)</p> <p>(c) Place of posting: Delhi [Bengaluru]</p> <p>(d) Classification: General Central Service, Group 'A', Gazetted, Non-Ministerial.</p> <p>(e) Pay Scale: Level-11 in the pay matrix (Rs.67,700-2,08,700).</p> <p>(f) Mode of Recruitment: By Deputation (including Short-term contract)</p>	<p><u>Deputation (including short-term contract):</u> Officers of the Central Government or State Government or Union territories or autonomous or statutory organisations or public sector undertakings or recognised Universities or recognised research institutions, -</p> <p>(a)(i) holding analogous post on regular basis in the parent cadre or department; or (ii) with five years regular service in the grade rendered after appointment thereto on a regular basis in posts in level-10 (Rs. 56,100 -1,77,500) in the pay matrix or equivalent in the parent cadre or department; and</p> <p>(b) possessing the following educational qualification and experience, namely: - (i) essential, - (A) Bachelor's degree from a recognised University or institute; and (B) overall seven years of experience. (ii) Desirable: Two years' experience of working in or coordinating with law enforcement or intelligence or security agencies or organisations.</p> <p><b>Note 1:</b> 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 organisation or department of the Central Government shall ordinarily not exceed five years.</p> <p><b>Note 2:</b> The maximum age-limit for appointment by deputation shall be not exceeding fifty-four years as on the last date of receipt of applications.</p>	<p>Building &amp; Managing Relationships: When dealing with the New POs/UAs</p> <ol style="list-style-type: none"> <li>1. Oversee that steps are taken to allay the concerns and issues in terms of sharing/usage of information in order to secure their timely cooperation.</li> <li>2. Liaison with Senior Officials for conduct of strategic discussions with key officials at NATGRID, regarding overall consent for information sharing and use.</li> <li>3. Ensure support to the technical team developing the connectors in initiating contact with the appropriate authority; Serve as a point of escalation from the Relationship Managers in case of any issues.</li> </ol> <p>When dealing with existing PO's /UAs</p> <ol style="list-style-type: none"> <li>1. Oversee conduct of regular follow-ups (minimum fortnightly) for taking feedback; Ensure effective resolution of the identified issues.</li> <li>2. Ensure tracking of Technology Upgrades/ Roadmaps of POs/UAs; Oversee communication of the same to the technology team for proactive action by NATGRID.</li> </ol> <p>Change Management Support</p> <ol style="list-style-type: none"> <li>1. Provide inputs in terms of the requirement for change management initiatives; Provide inputs on the appropriate timeframe for conduct change management initiatives, design &amp; content of workshops/ trainings etc.</li> </ol>

3.	<p>(a) Name of Post: Deputy Director (Solution Security).</p> <p>(b) No. of Post: 01 (One)</p> <p>(c) Place of posting: Delhi [Bengaluru]</p> <p>(d) General Central Service, Group 'A', Gazetted, Non-Ministerial.</p> <p>(e) Pay Scale: Level-11 in the pay matrix (Rs.67,700-2,08,700).</p> <p>(f) Mode of Recruitment: By Deputation (including Short-term contract)</p>	<p><u>Deputation (including short -term contract):</u> Officers of the Central Government or State Government or Union territories or autonomous or statutory organisations or public sector undertakings or recognised Universities or recognised research institutions, -</p> <p>(a)(i) holding analogous post on regular basis in the parent cadre or department; or (ii) with five years' regular service in the grade rendered after appointment thereto on a regular basis in posts in level-10 (Rs. 56,100 -1,77,500) in the pay matrix or equivalent in the parent cadre or department; and</p> <p>(b) possessing the following educational qualification and experience, namely: - (i) essential, - (A) Bachelor of science or engineering or technology in information technology or computer science or electronics or electrical or communication or computer applications or Bachelor of Computer Applications from a recognised University or institute, or equivalent; and (B) overall experience of seven years out of which three years' experience in information technology security management or cyber security. (ii) Desirable: Certified Information Security Auditor (CISA) or Certified Information Security Manager (CISM) or equivalent.</p> <p><b>Note 1:</b> 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 organisation or department of the Central Government shall ordinarily not exceed five years. <b>Note 2:</b> The maximum age-limit for appointment by deputation shall be not exceeding fifty-four years as on the last date of receipt of applications.</p>	<ol style="list-style-type: none"> <li>1. Build the 'Security by Design' construct into the application architecture, design and development process.</li> <li>2. Ensure that all technical aspects of the Security Policy are built into the application and technology architecture and all application specific requirements are addressed as a part of security architecture and design.</li> <li>3. Provide technical assistance for evaluation and selection of Hardware and Software Security product standards and design of standard configurations, to ensure a highly secured IT environment.</li> <li>4. Work with development team and provide technical support for implementation of the Enterprise Security design.</li> <li>5. Work with other Enterprise Architects for identification of critical architectural &amp; infrastructural gaps and deficiencies in the security of the IT environment; and to recommend solutions to solve potential security issues.</li> </ol>
4.	<p>(a) Name of Post: Deputy Director (Project Management).</p>	<p><u>Deputation (including short -term contract):</u> Officers of the Central Government or State Government or Union territories or autonomous or statutory organisations or</p>	<ol style="list-style-type: none"> <li>1. Work closely with technical team for realization of NATGRID's IT solution as per specifications and required controls.</li> </ol>

	<p>(b) No. of Post: 02 (Two)</p> <p>(c) Place of posting: Delhi [Bengaluru]</p> <p>(d) General Central Service, Group 'A', Gazetted, Non-Ministerial.</p> <p>(e) Pay Scale: Level-11 in the pay matrix (Rs.67,700-2,08,700).</p> <p>(f) Mode of Recruitment: By Deputation (including Short-term contract)</p>	<p>public sector undertakings or recognised Universities or recognised research institutions, -</p> <p>(a)(i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with five years regular service in the grade rendered after appointment thereto on a regular basis in posts in level-10 (Rs. 56,100 -1,77,500) in the pay matrix or equivalent in the parent cadre or department; and</p> <p>(b) possessing the following educational qualification and experience, namely: -</p> <p>(i) essential, -</p> <p>(A) Bachelor's degree from a recognised University or institute; and</p> <p>(B) overall experience of seven years out of which three years' experience in project management.</p> <p>(ii) Desirable:</p> <p>(A) Certificate in Project Management Professional (PMP) or PRINCE-2 or equivalent.</p> <p>(B) Master's degree in Business Administration from a recognised University or institute.</p> <p>(C) Experience in information technology related project management.</p> <p>Note 1: 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 organisation or department of the Central Government shall ordinarily not exceed five years.</p> <p>Note 2: The maximum age-limit for appointment by deputation shall be not exceeding fifty-four years as on the last date of receipt of applications</p>	<ol style="list-style-type: none"> <li>2. Work closely with other internal teams/Divisions for concurrent implementation of functional as well as non-functional aspects viz. IT solution, information security and project management aspects.</li> <li>3. Contribute in identification of emerging technological areas with an aim to build innovative solutions.</li> <li>4. Contribute towards organizational strategy, including in terms of capabilities to be offered through NATGRID's IT solution to enhance its utility for User Agencies (UAs) and for effective utilization of data provided by Providing Organizations (POs).</li> <li>5. Study global benchmark organizations to identify learnings for NATGRID in terms of possible roles in the future, technological capabilities, trends etc.</li> <li>6. Assist in undertaking planning and strategic reviews to monitor &amp; analyse the impact of NATGRID's offerings.</li> </ol>
5.	<p>(a) Name of Post: Deputy Director (BMS Data Centre).</p> <p>(b) No. of Post: 01 (One)</p> <p>(c) Place of posting: Delhi [Bengaluru]</p>	<p>Deputation (including short -term contract): Officers of the Central Government or State Government or Union territories or autonomous or statutory organisations or public sector undertakings or recognised Universities or recognised research institutions,</p>	<ol style="list-style-type: none"> <li>1. Coordinate with government agencies engaged in operations and maintenance activities and to ensure compliance for a Tier-III Data Centre.</li> <li>2. Oversee the operations of all physical security and facility management aspects of the Data Centre (DC)/ Data Recovery Centre (DR)</li> </ol>



<p>(d) General Central Service, Group 'A', Gazetted, Non-Ministerial.</p> <p>(e) Pay Scale: Level-11 in the pay matrix (Rs.67,700-2,08,700).</p> <p>(f) Mode of Recruitment: By Deputation (including Short-term contract)</p>	<p>(a)(i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with five years regular service in the grade rendered after appointment thereto on a regular basis in posts in level-10 (Rs. 56,100 -1,77,500) in the pay matrix or equivalent in the parent cadre or department; and</p> <p>(b) possessing the following educational qualification and experience, namely:</p> <p>(i) essential,</p> <p>(A) Bachelor of science or engineering or technology in electrical or electronics or mechanical or computer science or information technology from a recognised university or institute; and</p> <p>(B) overall seven years of experience out of which three years' experience in operations or maintenance of power or air conditioning systems.</p> <p>(ii) Desirable:</p> <p>(A) Experience of operating or monitoring a Data Infrastructure Management System (DCIM) or similar systems like Building or Platform Management Systems.</p> <p>(B) Experience of operating or monitoring an automated firefighting system.</p> <p>Note 1: 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 organisation or department of the Central Government shall ordinarily not exceed five years.</p> <p>Note 2: The maximum age-limit for appointment by deputation shall be not exceeding fifty-four years as on the last date of receipt of applications.</p>	<p>Facility including availability of facilities and support systems such as Fire protection systems, Electricity Services, on site Battery backup, HVAC Systems, Temperature Control Devices, Cooling Towers and maintenance &amp; housekeeping services to ensure smooth operations at the DC/DR facility.</p> <ol style="list-style-type: none"> <li>3. Ensure the installation of Safety &amp; Security Systems including surveillance equipment, automatic authentication devices to ensure the security and integrity of data.</li> <li>4. Ensure equipment maintenance in the DC/DR such as managing &amp; installing custom upgrades, replacing cables, components &amp; accessories to enhance operational efficiency.</li> <li>5. Ensure 24X7 availability of all DC hardware / software and database resources to facilitate in order to provide uninterrupted service to all the relevant stakeholders.</li> <li>6. Maintain current and develop new tracking systems required to manage and maintain the integrity of Data Center which includes creating documentation of floor layout diagrams, rack elevations, power infrastructure diagrams and storeroom/spare parts inventories.</li> <li>7. Oversee the physical maintenance of the DC facility for safety and security of intelligence data.</li> <li>8. Provide inputs on the performance evaluation of contracted vendor for the maintenance of the Physical DC Infrastructure to ensure compliance to service level agreements in line with the adopted organizational policies.</li> <li>9. Ensure removal of bottlenecks and hurdles faced by the vendors to ensure smooth advancement of activities.</li> <li>10. Perform any other work assigned by controlling officer and effectively supervise and monitor Assistant Directors (BMS).</li> </ol>
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6.	<p>(a) Name of Post: Assistant Director (IT Infra and Security).</p> <p>(b) No. of Post: 01 (One)</p> <p>(c) Place of posting: Delhi [Bengaluru]</p> <p>(d) General Central Service, Group 'B', Gazetted, Non-Ministerial.</p> <p>(e) Pay Scale: Level-8 in the pay matrix (Rs.47,600-1,51,100).</p> <p>(f) Mode of Recruitment:</p> <p>1. By deputation (including short-term contract).</p> <p>2. For Armed Forces Personnel: Deputation/ re-employment.</p>	<p><u>Deputation (including short-term contract):</u> Officers of the Central Government or State Government or Union territories or autonomous or statutory organisations or public sector undertakings or recognised Universities or recognised research institutions, -</p> <p>(a)(i) holding analogous post on regular basis in the parent cadre or department; or (ii) with two years' service in the grade rendered after appointment thereto on a regular basis in posts in level-7 (Rs. 44,900-1,42,400) in the pay matrix or equivalent in the parent cadre or department; and</p> <p>(b) possessing the following educational qualification and experience, namely: - (i) essential, - (A) Bachelor of science or engineering or technology in information technology or computer science or electronics or communication or electrical or computer applications or Bachelor in Computer Applications from a recognised University or institute; and (B) two years overall experience out of which at least one-year experience in information security or cyber security.</p> <p><u>Deputation/re-employment (for Armed Forces Personnel):</u> The Armed Forces Personnel due to retire or who are to be transferred to reserve, within a period of one year and having the requisite experience and qualifications prescribed above shall also be considered. Such persons would be given deputation terms up to the date on which they are due to release from the Armed Forces; thereafter, they may be continued on re-employment. In case such eligible officers have retired or have been transferred to reserve before the actual selection to the post is made, their appointment will be on re-employment basis (re-employment up to the age of superannuation with reference to civil posts).</p> <p>Note 1: 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</p>	<ol style="list-style-type: none"> <li>1. Assist in ensuring that government administrative procedures are followed in the information security team at DRC.</li> <li>2. Undertake due diligence and security measures of the Information Security Officer (ISO) as per standard norms and procedures.</li> <li>3. Plan, organize, and implement inventory operations.</li> <li>4. To check the quality and quantity of receivables as per T&amp;C of the Contract/Agreement.</li> <li>5. To take into Stock Register all receivables properly.</li> <li>6. To store the items in safe and easily accessible way.</li> <li>7. Maintenance of all Receipts/Issue Vouchers files/folders and all relevant documents duly numbered.</li> <li>8. To complete all related codal formalities relating to inventory management as per GFR.</li> <li>9. To issue the items as per duly authorised requisitions.</li> <li>10. To maintain proper records of In and Out items.</li> <li>11. Send alerts to respective Divisions. when stocked items go down from the desired levels.</li> <li>12. Storage of condemned items and its disposal as per existing rules.</li> <li>13. To ensure monthly summary and yearly stock verifications etc.</li> </ol>
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		<p>organisation or department of the Central Government shall ordinarily not exceed five years.</p> <p>Note 2: The maximum age-limit for appointment by deputation shall be not exceeding fifty-four years as on the last date of receipt of applications.</p>	
7.	<p>(a) Name of Post: Assistant Director (BMS-Data Centre).</p> <p>(b) No. of Post: 04 (Four)</p> <p>(c) Place of posting: Delhi [Bengaluru]</p> <p>(d) General Central Service, Group 'B', Gazetted, Non-Ministerial.</p> <p>(e) Pay Scale: Level-8 in the pay matrix (Rs.47,600-1,51,100).</p> <p>(f) Mode of Recruitment:</p> <p>1. By deputation (including short-term contract).</p> <p>2. For Armed Forces Personnel: Deputation/re-employment.</p>	<p><u>Deputation (including short-term contract):</u> Officers of the Central Government or State Government or Union territories or autonomous or statutory organisations or public sector undertakings or recognised Universities or recognised research institutions, -</p> <p>(a)(i) holding analogous post on regular basis in the parent cadre or department; or (ii) with two years' service in the grade rendered after appointment thereto on a regular basis in posts in level-7 (Rs. 44,900-1,42,400) in the pay matrix or equivalent in the parent cadre or department; and</p> <p>(b) possessing the following educational qualification and experience, namely: -</p> <p>(i) essential, - (A) Bachelor of science or engineering or technology in electrical or electronics or mechanical or computer applications or information technology from a recognised University or institute or equivalent; and (B) two years overall experience out of which at least one-year experience in operations or maintenance of power or air conditioning systems.</p> <p>(ii) Desirable: (A) Experience of operating or monitoring a Data Infrastructure Management System (DCIM) or similar systems like Building or Platform Management Systems. (B) Experience of operating or monitoring an automated firefighting system.</p> <p><u>Deputation/re-employment (for Armed Forces Personnel):</u> The Armed Forces Personnel due to retire or who are to be transferred to reserve, within a period of one year and having the requisite experience and qualifications prescribed above</p>	<ol style="list-style-type: none"> <li>1. Assist in coordination with government agencies engaged in operations and maintenance activities and to ensure compliance for a Tier-III Data Centre.</li> <li>2. Support in implementation of operations of all physical security and facility management aspects of the Data Centre (DC)/Data Recovery Centre (DR) Facility including availability of facilities and support systems such Fire protection systems, Electricity Services, on site Battery backup, HVAC Systems, Temperature Control Devices, Cooling Towers and maintenance &amp; housekeeping services to ensure smooth operations at the DC/DR facility.</li> <li>3. Assist in ensuring the installation of Safety &amp; Security Systems including surveillance equipment, automatic authentication devices to ensure the security and integrity of data.</li> <li>4. Support in equipment maintenance in the DC/DR such as managing &amp; installing custom upgrades, replacing cables, components &amp; accessories to enhance operational efficiency.</li> <li>5. Assist in ensuring 24X7 availability of all DC and DR hardware / software and database resources to facilitate in order to provide uninterrupted service to all the relevant stakeholders</li> <li>6. Maintain current and develop new tracking systems required to manage and maintain the integrity of Data Centre which includes creating documentation of floor layout diagrams, rack elevations, power infrastructure diagrams and storeroom/spare parts inventories</li> </ol>

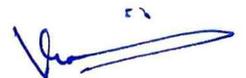
		<p>shall also be considered. Such persons would be given deputation terms up to the date on which they are due to release from the Armed Forces; thereafter, they may be continued on re-employment. In case such eligible officers have retired or have been transferred to reserve before the actual selection to the post is made, their appointment will be on re-employment basis (re-employment up to the age of superannuation with reference to civil posts).</p> <p>Note 1: 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 organisation or department of the Central Government shall ordinarily not exceed five years.</p> <p>Note 2: The maximum age-limit for appointment by deputation shall be not exceeding fifty-four years as on the last date of receipt of applications.</p>	<ol style="list-style-type: none"> <li>7. Assist in ensuring the physical maintenance of the DC/DR facility for safety and security of intelligence data.</li> <li>8. Assist in the providing inputs on the performance evaluation of contracted vendor for the maintenance of the Physical DC/DR Infrastructure to ensure compliance to service level agreements in line with the adopted organizational policies.</li> <li>9. Support in ensuring removal of bottlenecks and hurdles faced by the vendors to ensure smooth advancement of activities.</li> <li>10. Prepare and circulate the MIS, Minutes of Meeting (MoM) and Status Updates/ Presentations to be made to various stakeholders in a timely fashion.</li> <li>11. Report to Deputy Director (BMS) and perform any assigned work.</li> </ol>
8.	<ol style="list-style-type: none"> <li>(a) Name of Post: Assistant Director (BMS-Disaster Recovery Centre).</li> <li>(b) No. of Post: 03 (Three)</li> <li>(c) Place of posting: Delhi [Bengaluru]</li> <li>(d) General Central Service, Group 'B', Gazetted, Non-Ministerial.</li> <li>(e) Pay Scale: Level-8 in the pay matrix (Rs.47,600-1,51,100).</li> <li>(f) Mode of Recruitment: <ol style="list-style-type: none"> <li>1. By deputation (including short-term contract).</li> <li>2. For Armed Forces Personnel: Deputation/re-employment.</li> </ol> </li> </ol>	<p><u>Deputation (including short-term contract):</u> Officers of the Central Government or State Government or Union territories or autonomous or statutory organisations or public sector undertakings or recognised Universities or recognised research institutions, -</p> <ol style="list-style-type: none"> <li>(a)(i) holding analogous post on regular basis in the parent cadre or department; or</li> <li>(ii) with two years' service in the grade rendered after appointment thereto on a regular basis in posts in level-7 (Rs. 44,900-1,42,400) in the pay matrix or equivalent in the parent cadre or department; and</li> </ol> <p>(b) possessing the following educational qualification and experience, namely: -</p> <ol style="list-style-type: none"> <li>(i) essential, - <ol style="list-style-type: none"> <li>(A) Bachelor of science or engineering or technology in electrical or electronics or mechanical or computer applications or information technology from a recognised University or institute; and</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1. Assist in coordination with government agencies engaged in operations and maintenance activities and to ensure compliance for a Tier-III Data Centre.</li> <li>2. Support in implementation of operations of all physical security and facility management aspects of the Data Centre (DC)/Data Recovery Centre (DR) Facility including availability of facilities and support systems such Fire protection systems, Electricity Services, on site Battery backup, HVAC Systems, Temperature Control Devices, Cooling Towers and maintenance &amp; housekeeping services to ensure smooth operations at the DC/DR facility.</li> <li>3. Assist in ensuring the installation of Safety &amp; Security Systems including surveillance equipment, automatic authentication devices to ensure the security and integrity of data.</li> <li>4. Support in equipment maintenance in the DC/DR such as managing &amp; installing custom</li> </ol>



		<p>(B) two years overall experience out of which at least one-year experience in operations or maintenance of power or air conditioning systems.</p> <p>(ii) Desirable:  (A) Experience of operating or monitoring a Data Infrastructure Management System (DCIM) or similar systems like Building or Platform Management Systems.  (B) Experience of operating or monitoring an automated firefighting system.</p> <p><u>Deputation/re-employment (for Armed Forces Personnel):</u>  The Armed Forces Personnel due to retire or who are to be transferred to reserve, within a period of one year and having the requisite experience and qualifications prescribed above shall also be considered. Such persons would be given deputation terms up to the date on which they are due to release from the Armed Forces; thereafter, they may be continued on re-employment. In case such eligible officers have retired or have been transferred to reserve before the actual selection to the post is made, their appointment will be on re-employment basis (re-employment up to the age of superannuation with reference to civil posts).</p> <p>Note 1: 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 organisation or department of the Central Government shall ordinarily not exceed five years.  Note 2: The maximum age-limit for appointment by deputation shall be not exceeding fifty-four years as on the last date of receipt of applications.</p>	<p>upgrades, replacing cables, components &amp; accessories to enhance operational efficiency.</p> <ol style="list-style-type: none"> <li>5. Assist in ensuring 24X7 availability of all DC and DR hardware / software and database resources to facilitate in order to provide uninterrupted service to all the relevant stakeholders</li> <li>6. Maintain current and develop new tracking systems required to manage and maintain the integrity of Data Centre which includes creating documentation of floor layout diagrams, rack elevations, power infrastructure diagrams and storeroom/spare parts inventories</li> <li>7. Assist in ensuring the physical maintenance of the DC/DR facility for safety and security of intelligence data.</li> <li>8. Assist in the providing inputs on the performance evaluation of contracted vendor for the maintenance of the Physical DC/DR Infrastructure to ensure compliance to service level agreements in line with the adopted organizational policies.</li> <li>9. Support in ensuring removal of bottlenecks and hurdles faced by the vendors to ensure smooth advancement of activities.</li> <li>10. Prepare and circulate the MIS, Minutes of Meeting (MoM) and Status Updates/ Presentations to be made to various stakeholders in a timely fashion.</li> <li>11. Report to Deputy Director (BMS) and perform any assigned work.</li> </ol>
9.	<p>(a) Name of Post: Assistant Director (Solution Security).</p> <p>(b) No. of Post: 01 (One)</p> <p>(c) Place of posting: Delhi [Bengaluru]</p>	<p><u>Deputation (including short-term contract):</u>  Officers of the Central Government or State Government or Union territories or autonomous or statutory organisations or public sector undertakings or recognised Universities or recognised research institutions, -</p>	<ol style="list-style-type: none"> <li>1. Help in building 'Security by Design' construct into the application architecture, design and development process.</li> <li>2. Ensure that all technical aspects of the Security Policy are built into the application and technology architecture and all application</li> </ol>



<p>(d) General Central Service, Group 'B', Gazetted, Non-Ministerial.</p> <p>(e) Pay Scale: Level-8 in the pay matrix (Rs.47,600-1,51,100).</p> <p>(f) Mode of Recruitment:</p> <p>1. By deputation (including short-term contract).</p> <p>2. For Armed Forces Personnel: Deputation/re-employment.</p>	<p>(a)(i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with two years' service in the grade rendered after appointment thereto on a regular basis in posts in level-7 (Rs. 44,900-1,42,400) in the pay matrix or equivalent in the parent cadre or department; and</p> <p>(b) possessing the following educational qualification and experience, namely: -</p> <p>(i) essential, -</p> <p>(A) Bachelor of science or engineering or technology in information technology or computer science or electronics or electrical or communication or computer applications or Bachelor of Computer Applications from a recognised University or institute, or equivalent; and</p> <p>(B) two years overall experience out of which at least one-year experience in information technology or security management or cyber security.</p> <p>(ii) Desirable: Certified Information Security Auditor (CISA) or Certified Information Security Manager (CISM) or equivalent.</p> <p><u>Deputation/re-employment (for Armed Forces Personnel):</u></p> <p>The Armed Forces Personnel due to retire or who are to be transferred to reserve, within a period of one year and having the requisite experience and qualifications prescribed above shall also be considered. Such persons would be given deputation terms up to the date on which they are due to release from the Armed Forces; thereafter, they may be continued on re-employment. In case such eligible officers have retired or have been transferred to reserve before the actual selection to the post is made, their appointment will be on re-employment basis (re-employment up to the age of superannuation with reference to civil posts).</p> <p>Note 1: 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</p>	<p>specific requirements are addressed as a part of security architecture and design.</p> <p>3. Provide technical assistance for evaluation and selection of Hardware and Software Security product standards and design of standard configurations, to ensure a highly secured IT environment.</p> <p>4. Assist development team and provide technical support for implementation of the Enterprise Security design.</p> <p>5. Assist with other Enterprise Architects for identification of critical architectural &amp; infrastructural gaps and deficiencies in the security of the IT environment; and to recommend solutions to solve potential security issues.</p>
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		<p>organisation or department of the Central Government shall ordinarily not exceed five years.</p> <p>Note 2: The maximum age-limit for appointment by deputation shall be not exceeding fifty-four years as on the last date of receipt of applications.</p>	
10.	<p>(a) Name of Post: Assistant Director (Security).</p> <p>(b) No. of Post: 01 (One)</p> <p>(c) Place of posting: Delhi [Bengaluru]</p> <p>(d) General Central Service, Group 'B', Gazetted, Non-Ministerial.</p> <p>(e) Pay Scale: Level-8 in the pay matrix (Rs.47,600-1,51,100).</p> <p>(f) Mode of Recruitment:</p> <p>1. By deputation (including short-term contract).</p> <p>2. For Armed Forces Personnel: Deputation/re-employment.</p>	<p><u>Deputation (including short-term contract):</u> Officers of the Central Government or State Government or Union territories or autonomous or statutory organisations or public sector undertakings or recognised Universities or recognised research institutions, -</p> <p>(a)(i) holding analogous post on regular basis in the parent cadre or department; or (ii) with two years regular service in the grade rendered after appointment thereto on a regular basis in posts in level-7 (Rs. 44,900-1,42,400) in the pay matrix or equivalent in the parent cadre or department; and</p> <p>(b) possessing the following educational qualification and experience, namely: - (i) essential, - (A) Bachelor's degree from a recognised university or institute; and (B) overall experience of two years with one-year experience in handling security.</p> <p>(ii) Desirable: One-year experience in administration or security management in law enforcement or intelligence or security agencies or organisations or Armed Forces.</p> <p><u>Deputation/re-employment (for Armed Forces Personnel):</u> The Armed Forces Personnel due to retire or who are to be transferred to reserve, within a period of one year and having the requisite experience and qualifications prescribed above shall also be considered. Such persons would be given deputation terms up to the date on which they are due to release from the Armed Forces; thereafter, they may be continued on re-employment. In case such eligible officers have retired or have been transferred to reserve before the</p>	<p>1. Assist in the implementation of NATGRID's Physical Security Policy, Standards, Guidelines and Procedures.</p> <p>2. Support in maintaining physical security of employees at NATGRID by ensuring Asset protection, robust Access control systems, Video surveillance of the premises of NATGRID etc.</p> <p>3. Schedule Security Audit.</p>

		<p>actual selection to the post is made, their appointment will be on re-employment basis (re-employment up to the age of superannuation with reference to civil posts).</p> <p>Note 1: 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 organisation or department of the Central Government shall ordinarily not exceed five years.</p> <p>Note 2: The maximum age-limit for appointment by deputation shall be not exceeding fifty-four years as on the last date of receipt of applications.</p>	
11.	<p>(a) Name of Post: Assistant Director (Project Management).</p> <p>(b) No. of Post: 02 (Two)</p> <p>(c) Place of posting: Delhi [Bengaluru]</p> <p>(d) General Central Service, Group 'B', Gazetted, Non-Ministerial.</p> <p>(e) Pay Scale: Level-8 in the pay matrix (Rs.47,600-1,51,100).</p> <p>(f) Mode of Recruitment:</p> <ol style="list-style-type: none"> <li>1. By deputation (including short-term contract).</li> <li>2. For Armed Forces Personnel: Deputation/re-employment.</li> </ol>	<p>Deputation (including short-term contract): Officers of the Central Government or State Government or Union territories or autonomous bodies or statutory organisations or public sector undertakings or recognised Universities or recognised research institutions, -</p> <p>(a)(i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with two years' service in the grade rendered after appointment thereto on a regular basis in posts in level-7 (Rs. 44,900-1,42,400) in the pay matrix or equivalent in the parent cadre or department; and</p> <p>(b) possessing the following educational qualifications and experience, namely: -</p> <p>(i) Bachelor's degree from a recognised university or institute; and</p> <p>(ii) one-year experience in scheme or project or finance related activities.</p> <p>Deputation/re-employment (for Armed Forces Personnel): The Armed Forces Personnel due to retire or who are to be transferred to reserve, within a period of one year and having the requisite experience and qualifications prescribed above shall also be considered. Such persons would be given deputation terms upto the date on which they are due to release from the Armed Forces; thereafter, they may be</p>	<p>Provide section-level support towards key initiatives and defining the roadmap for NATGRID's Project Management Division in collaboration with other divisions. Provide support in constantly evaluating NATGRID's capabilities by aiding project management and suggesting improvements to enhance its ability to service the requirements of the User Agencies.</p> <p><b>Key Roles &amp; Responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. Provide support to technical team for realization of NATGRID's IT solution as per specifications and required controls.</li> <li>2. Work with other internal teams/Divisions for concurrent implementation of functional as well as non-functional aspects viz. IT solution, information security and project management aspects.</li> <li>3. Contribute in identification of emerging technological areas with an aim to build innovative solutions.</li> <li>4. Contribute towards organizational strategy, including in terms of capabilities to be offered through NATGRID's IT solution to enhance its utility for User Agencies (UAs) and for effective</li> </ol>



		<p>continued on re-employment. In case such eligible officers have retired or have been transferred to reserve before the actual selection to the post is made, their appointment will be on re-employment basis (re-employment up to the age of superannuation with reference to civil posts).</p> <p><b>Note 1:</b> The period of deputation (including short-term contract) including the period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed five years.</p> <p><b>Note 2:</b> The maximum age-limit for appointment by deputation shall be not exceeding fifty-four years as on the last date of receipt of applications.</p>	<p>utilization of data provided by Providing Organizations (POs).</p> <p>5. Study global benchmark organizations to identify learnings for NATGRID in terms of possible roles in the future, technological capabilities, trends etc.</p> <p>6. Provide support in undertaking planning and strategic reviews to monitor &amp; analyze the impact of NATGRID's offerings.</p>
12.	<p>(a) Name of Post: Assistant Director (Transit Accommodation &amp; Mess).</p> <p>(b) No. of Post: 02 (Two)</p> <p>(c) Place of posting: Delhi [Bengaluru]</p> <p>(d) General Central Service, Group 'B', Gazetted, Non-Ministerial.</p> <p>(e) Pay Scale: Level-8 in the pay matrix (Rs.47,600-1,51,100).</p> <p>(f) Mode of Recruitment:</p> <p>1. By deputation (including short-term contract).</p> <p>2. For Armed Forces Personnel: Deputation/re-employment.</p>	<p>Deputation (including short-term contract): Officers of the Central Government or State Government or Union territories or autonomous bodies or statutory organisations or public sector undertakings or recognised Universities or recognised research institutions, -</p> <p>(a)(i) holding analogous post on regular basis in the parent cadre or department; or (ii) with two years' service in the grade rendered after appointment thereto on a regular basis in posts in level-7 (Rs. 44,900-1,42,400) in the pay matrix or equivalent in the parent cadre or department; and</p> <p>(b) possessing the following educational qualifications and experience, namely: - (i) Bachelor's degree from a recognised university or institute; and (ii) One-year experience of working in administration.</p> <p>Deputation/re-employment (for Armed Forces Personnel): The Armed Forces Personnel due to retire or who are to be transferred to reserve, within a period of one year and having the requisite experience and qualifications prescribed above shall also be considered. Such persons would be given</p>	<p>Assist in providing Section level support for efficient management and maintenance of accommodation facilities and mess management at NATGRID.</p> <p><b>Key Roles &amp; Responsibilities:</b></p> <p>- Assist in inspection of the accommodation facilities with the primary objective of providing accommodation to officers while supervising work and travelling on duty.</p> <p>-Support in making reservations for the officers and managing the availability of accommodation as per the dynamic requirements.</p> <p>-Manage seating space arrangements for staff/officers.</p> <p>-Manage, monitor and maintain administrative buildings, operational buildings etc.</p> <p>-Maintain the building registers and necessary documentation as per the guidelines.</p> <p>-Maintain the occupation register.</p>

		<p>deputation terms up to the date on which they are due to release from the Armed Forces; thereafter, they may be continued on re-employment. In case such eligible officers have retired or have been transferred to reserve before the actual selection to the post is made, their appointment will be on re-employment basis (re-employment up to the age of superannuation with reference to civil posts).</p> <p><b>Note 1:</b> The period of deputation (including short-term contract) including the period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed five years.</p> <p><b>Note 2:</b> The maximum age-limit for appointment by deputation shall be not exceeding fifty-four years as on the last date of receipt of applications.</p>	<p>-Support in coordination activity:</p> <p>(a) Visitor Coordination</p> <p>(b) Arrangements for meetings</p> <p>(c) Visits/Travel plans</p> <p>(d) Visit/Inspection Reports</p>
13.	<p>(a) Name of Post: Assistant Director (Relationship Management).</p> <p>(b) No. of Post: 02 (Two)</p> <p>(c) Place of posting: Delhi [Bengaluru]</p> <p>(d) General Central Service, Group 'B', Gazetted, Non-Ministerial.</p> <p>(e) Pay Scale: Level-8 in the pay matrix (Rs.47,600-1,51,100).</p> <p>(f) Mode of Recruitment:</p> <p>1. By deputation (including short-term contract).</p> <p>2. For Armed Forces Personnel: Deputation/re-employment.</p>	<p>Deputation (including short-term contract): Officers of the Central Government or State Government or Union territories or autonomous bodies or statutory organisations or public sector undertakings or recognised Universities or recognised research institutions, -</p> <p>(a)(i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with two years' service in the grade rendered after appointment thereto on a regular basis in posts in level-7 (Rs. 44,900-1,42,400) in the pay matrix or equivalent in the parent cadre or department; and</p> <p>(b) possessing the following educational qualifications and experience, namely: -</p> <p>(i) Essential: Bachelor's degree from a recognised university or institute.</p> <p>(ii) Desirable: One-year experience of working in coordination activities.</p> <p>Deputation/re-employment (for Armed Forces Personnel): The Armed Forces Personnel due to retire or who are to be</p>	<p>Manage the relationship with the Providing Organizations and User Agencies throughout the development lifecycle and assist in ensuring fulfilment of all their requirements during delivery.</p> <p><b>Key Roles &amp; Responsibilities:</b></p> <p>- Analyse, validate, specify &amp; manage the requirements of the User Agencies.</p> <p>- Ensure that all relevant internal stakeholders understand the requirements of User Agency.</p> <p>- Drive the feasibility analysis of requirements received from agencies in their respective domain, for example, Law Enforcement, Intelligence, etc.</p> <p>- Oversee the progress of the projects throughout the development life cycle and verify fulfilment of all requirements during delivery.</p>

		<p>transferred to reserve, within a period of one year and having the requisite experience and qualifications prescribed above shall also be considered. Such persons would be given deputation terms up to the date on which they are due to release from the Armed Forces; thereafter, they may be continued on re-employment. In case such eligible officers have retired or have been transferred to reserve before the actual selection to the post is made, their appointment will be on re-employment basis (re-employment up to the age of superannuation with reference to civil posts).</p> <p><b>Note 1:</b> The period of deputation (including short-term contract) including the period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed five years.</p> <p><b>Note 2:</b> The maximum age-limit for appointment by deputation shall be not exceeding fifty-four years as on the last date of receipt of applications.</p>	<ul style="list-style-type: none"> <li>- Conduct requirement analysis across all stages from scoping onwards to facilitate technology solution and delivery as per commitments.</li> <li>- Envisage befitting solutions for UAs as per their current and emerging needs, explore new alternatives and propose novel use cases.</li> <li>- Assist in speedy resolution to service delivery related issues escalated by the UAs; Ensure that the issue is forwarded to the competent authority; Follow-up to ensure timely resolution.</li> <li>- Manage the requests for changes to baseline requirements through effective application of change control processes and tools.</li> <li>- Collect regular feedback from the POs and pass the same on to the internal teams for action.</li> <li>- Assist in evaluation of PO's responsiveness and assimilate relevant feedback from POs, run analysis to generate stakeholder responsiveness assessment.</li> <li>- Ensure effective and speedy resolution of the identified issues by POs; Ensure that the issue is forwarded to the concerned authority.</li> </ul>
14.	<p>(a) Name of Post: Assistant Director (Capacity Building).</p> <p>(b) No. of Post: 01 (One)</p> <p>(c) Place of posting: Delhi [Bengaluru]</p> <p>(d) General Central Service, Group 'B', Gazetted, Non-Ministerial.</p>	<p>Deputation (including short-term contract): Officers of the Central Government or State Government or Union territories or autonomous bodies or statutory organisations or public sector undertakings or recognised Universities or recognised research institutions, -</p> <p>(a)(i) holding analogous post on regular basis in the parent cadre or department; or (ii) with two years' service in the grade rendered after appointment thereto on a regular basis in posts in level-</p>	<p>Drive a culture of continuous learning at NATGRID through facilitation of training &amp; development programs aligned with rapidly evolving technical and behavioural competency needs. Responsible for designing and administering change management initiatives across various stake holder groups &amp; administration of external &amp; internal communication. Identification, design, development, coordination, collaboration &amp; execution of training programmes.</p>



<p>(e) Pay Scale: Level-8 in the pay matrix (Rs.47,600-1,51,100).</p> <p>(f) Mode of Recruitment:  1. By deputation (including short-term contract).  2. For Armed Forces Personnel: Deputation/re-employment.</p>	<p>7 (Rs. 44,900-1,42,400) in the pay matrix or equivalent in the parent cadre or department; and</p> <p>(b) possessing the following educational qualifications and experience, namely: -  (i) Bachelor's degree from a recognised university or institute; and  (ii) one-year experience in coordinating trainings and related documentation.</p> <p>Deputation/re-employment (for Armed Forces Personnel): The Armed Forces Personnel due to retire or who are to be transferred to reserve, within a period of one year and having the requisite experience and qualifications prescribed above shall also be considered. Such persons would be given deputation terms up to the date on which they are due to release from the Armed Forces; thereafter, they may be continued on re-employment. In case such eligible officers have retired or have been transferred to reserve before the actual selection to the post is made, their appointment will be on re-employment basis (re-employment up to the age of superannuation with reference to civil posts).</p> <p><b>Note 1:</b> The period of deputation (including short-term contract) including the period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed five years.</p> <p><b>Note 2:</b> The maximum age-limit for appointment by deputation shall be not exceeding fifty-four years as on the last date of receipt of applications.</p>	<p><b>Key Roles &amp; Responsibilities:</b></p> <ul style="list-style-type: none"> <li>-Develop strategic advice on change management and communications, and function as an enabler to support the achievement of NATGRID's strategic goals and objectives.</li> <li>-Design and lead the implementation of various change management initiatives across various stake holder groups.</li> <li>Develop tracking metrics for monitoring the effectiveness of the change management initiatives.</li> <li>- Lead identification of training needs (technical &amp; behavioural, change management and contingent trainings), design, development, coordination, collaboration and evaluation of training programmes through proactive coordination with Functional Heads and external stakeholders.</li> <li>- Ensure the delivery of Induction Training to all the new employees</li> <li>- Organise mid-career &amp; customized training programmes.</li> <li>-Design, develop, communicate and update NATGRID's Competency Framework to ensure that the employees have the requisite knowledge, skills and attitude to effectively perform the functions they are entrusted with.</li> <li>-Establish external tie-ups with national and international organizations and Academic Institutes to provide best in class trainings to its employees</li> <li>-Ensure all trainings delivered to employees are effective from both delivery and cost perspective.</li> </ul>
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			<p>-Develop internal trainers for training programs and identify means of utilizing pre-existing Training programs effectively in future.</p> <p>-Create content for internal and external communication.</p>
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2. Pay for the selected officer will be regulated in accordance with extant guidelines issued by Government of India, as amended from time to time.
3. Maximum age limit for appointment on deputation shall be 54 years. Accordingly, persons who will be crossing the age of 56 years, on the last date of receiving of application as indicated above need not apply. 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 organisation or department of the central government shall ordinarily not exceed five years.
4. Applications in **duplicate**, in the prescribed *pro forma* (**Annexure-I**) given below, including **cadre clearance** (signed and stamped), **attested copies** of complete and up-to-date APARs of last five years (signed and stamped on each page) and supporting certificates/documents in support of qualification and experience (signed and stamped on each page) of the officers who can be spared if selected may be sent to **Under Secretary (Estt.), NATGRID, Ministry of Home Affairs, 1, Andheria Mor, Vasant Kunj Road, New Delhi-110074**, within a period of **45 days from the date of publication of this vacancy circular in the Employment News**.
5. It may be noted that applications without duly attested cadre clearance/APARs/supporting documents signed and stamped on each page **or** applications received after the last date **or** applications received without the copies of cadre clearance/APARs/supporting documents **or** other-wise found incomplete will not be considered. Further, it may be noted that candidates who apply for the post will not be allowed to withdraw their candidature subsequently.
6. While forwarding the applications, the Cadre Controlling Authority may certify all the points provided in the prescribed *pro forma* (last page of **Annexure-I**), including the correctness of facts provided by the candidate in the application and that in case candidate gets selected, he/she would be relieved immediately.

  
06/3/2016

(V Srinivasan)  
Under Secretary (Estt.)  
Tel. No.26757155

**BIO-DATA/CURRICULUM VITAE PROFORMA**

**Post Applied For .....**

1.Name and Address (in Block Letters)	
2.Date of Birth (in Christian era)	
3.i) Date of entry into service	
ii) Date of retirement under Central/State Government Rules	
4.Educational Qualifications	
5.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)	
<b>Qualification/Experience required as mentioned in the advertisement/vacancy circular</b>	<b>Qualification/experience possessed by the officer</b>
<b>Essential</b>	<b>Essential</b>
A) Qualification	
B) Experience	
<b>Desirable</b>	<b>Desirable</b>
A) Qualification	
B) Experience	
5.1 <b>Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.	
5.2 In the case of Degree and Post Graduate Qualifications Elective/main subject and subsidiary subjects may be indicated by the candidate.	
6.Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
6.1 <b>Note:</b> Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.	

7. 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 on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experiences required for the post applied for

**\*Important:** Pay Level/ Pay Scale/ Pay Matrix Level granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Level/ Pay Scale/ Pay Matrix Level of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:

Office/Institution	Pay Level/ Pay Scale/ Pay Matrix Level drawn under ACP/MACP Scheme	From	To

8. Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent or Permanent			
9. 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/contract	c) Name of the parent office/organization to which the applicant belongs.	d) Name of the post and pay of the post held in substantive capacity in the parent organization
9.1 <b>Note:</b> In case of officers already on deputation, the application of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.			
9.2 <b>Note:</b> Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
11. Additional details about present employment: Please state whether working under (Indicate the name of your employer against the relevant column)			
a) Central Government			
b) State Government			
c) Autonomous Organization			
d) Government Undertaking			
e) Universities			
f) Others (Inc. Union Territory)			
12. Please state whether you are working in the same department and are in the feeder grade or feeder to feeder grade			
13. 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			
14. Total emoluments per month now drawn			
Pay Level/ Pay Scale/ Pay Matrix			Total Emoluments
15. In case the applicant belongs to an Organization which is not following the Central Government Pay-Scales, the latest salary slip issued by the Organization showing the following details may be enclosed/			
Basic Pay with Scale of Pay and rate of increment		Dearness Pay/ interim relief/ other allowances etc., (with break-up details)	Total Emoluments

<p>16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post.          (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)  <b>(Note:</b> Enclose a separate sheet, if the space is insufficient)</p>	
<p>16.B Achievements:          The candidates are requested to indicate information with regard to:          (i) Research publications and reports and special projects          (ii) Awards/Scholarships/Official Appreciation          (iii) Affiliation with the professional bodies/institutions/societies and;          (iv) Patents registered in own name or achieved for the organization          (v) Any research/innovation measure involving official recognition          (vi) Any other information  <b>(Note:</b> Enclose a separate sheet if the space is insufficient)</p>	
<p>17. Please state whether you are applying for deputation/Absorption/Re-employment Basis.# (Only officers under Central Government are eligible for "Absorption"/Re-employment).</p>	
<p># (The option of 'Absorption'/Re-employment' are available only if the vacancy circular specially mentioned recruitment by "Absorption" or "Re-employment").</p>	
<p>18. Whether belongs to SC/ST</p>	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

Date .....

(Signature of the Candidate)

Address .....

.....

**Certification by the Employer/ Cadre Controlling Authority**

The information /details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possess educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

2. Also certified that: -

- i. There is no vigilance or disciplinary case pending / contemplated against Shri/Smt.....
- ii. His /Her integrity is certified.
- iii. His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary or the Government of India or above are enclosed.
- iv. No major/minor penalty has been imposed on him/her during the last 10 years or a list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

Countersigned

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 (Employer/Cadre Controlling Authority with Seal)