



# DELHI INSTITUTE OF TOOL ENGINEERING



(Govt. of NCT of Delhi)

Campus-I: Wazirpur Industrial Area, Delhi – 110052

Campus-II: Maa Anand Mayee Marg, Okhla Industrial Area, Phase-II, NewDelhi-110020

## Eligibility and Qualification

S. No.	Name of the Posts, No of posts	Eligibility
1.	Secretary  [One post]	<p><b>Deputation:</b></p> <p>Officers of Central/ State Government/ Union Territories/ Autonomous or Statutory organizations/ PSUs/ Universities/ Recognized Research Institution</p> <p>(a) (i) Holding analogous Post on regular basis in parent cadre.</p> <p>(ii) Officers with 05 years of regular service in the Pay Band -3, Rs. 15600-39100+Rs. 6600/- (Grade Pay)</p> <p>(iii) Officers with 10 years of regular service in Pay Band -3, Rs. 15600-39100+ 5400/- (Grade Pay).</p> <p>(b) Possessing the following qualifications:</p> <p>(i) Bachelor's Degree preferably with accounts/ commerce and Finance as a subject from a recognized University / Institute.</p> <p>(ii) 5 years' experience in Administration/ Establishment &amp; Accounts/Labour relation/Exposure to purchase procedures/ PF/ ESI/Labour welfare work in Central Government/ PSUs/ Autonomous Organization or equivalent cadre of the Govt. of India/NCT of Delhi.</p> <p>(iii) Knowledge of rules, regulations and procedures of the Central Government/ Autonomous Bodies.</p> <p><b>Desirable:</b></p> <p>A degree in law/ MBA/Public Administration or a post graduate degree in Finance &amp; Accounts.</p> <p><b>Note 1:</b> Period of deputation (Including short term contract) in another post held immediately preceding this appointment in the same or some other organization or any department of Government of NCT of Delhi,</p>

		<p>shall ordinarily not to exceed four years.</p> <p><b>Note 2:</b> The maximum age limit for appointment by deputation (including short term contract) shall not exceeding 56 years as on closing date of receipt of applications.</p> <p><b>Note 3:</b> For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January, 2006 or the date from which the revised pay structure based on the recommendations of the 6<sup>th</sup> Central Pay Commission has been extended, shall be deemed to be the service rendered in the corresponding grade pay or pay scale extended based on the said pay commission, except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any up gradation</p> <p><b>Please refer detailed RRs for other eligibility conditions for deputation at URL:<a href="http://dite.delhigovt.nic.in/rr/Secretary.pdf">http://dite.delhigovt.nic.in/rr/Secretary.pdf</a></b></p>
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- I. The deputation will be governed by DOPT OM No. 6/8/2009 óEstt (Pay-II) dated 17<sup>th</sup> June 2010 and as amended from time to time.
- II. DITE has two campuses at Wazirpur and Okhla Industrial Area and the incumbent can be posted in any of the campus of DITE depending upon organizational requirements.
- III. The application in the Prescribed Performa, annexed below as **Annexure –A** in respect of suitable, eligible and willing officers who can be relieved immediately, if selected, may please be sent to OSD (Admn), Delhi Institute of Tool Engineering, Wazirpur Industrial Area, Delhi-110052 along with up to date ACRs /APARs of last 5 years along with photocopies of certificates. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently. Application received after the last date or without the required documents will not be entertained.
- IV. The envelope containing the application should be super subscribed with “**Application for the post of Secretary on deputation**”.
- V. The indicative list of duties and responsibilities to the post of Secretary are as under.

- (i) He is responsible for the work of Administration/Accounts Section.
  - (ii) To maintain all the Establishment and personnel matters of the employees of the Society.
  - (iii) To organize various meetings organized by the DITE.
  - (iv) To supervise and manage buildings and properties of the DITE.
  - (v) Submission of BE/RE and Quarterly Expenditure Statements to Ministry of Finance Govt. of NCT of Delhi.
  - (vi) Work pertaining to the Governing Council of DITE.
- VI. The last date of receiving of duly filled application will be 45 days from the date of publication in Employment News. Application received after the due date or without ACRs/APARs, Vigilance clearance or otherwise found incomplete will not be considered. Delay in transit shall be the responsibility of applicant.
- VII. No column in the application format should be left blank. Strike out those columns, which are not applicable.
- VIII. In case of large numbers of applicants, DITE reserves the right to short-list applicants in any manner as may be considered appropriate and no reason for rejection shall be communicated.
- IX. The Educational qualification , age, experience and other conditions of eligibility as stipulated above against the post shall be determined as on the closing date of receipt of applications.
- X. DITE reserve the right of not filling the post without assigning any reason.
- XI. Full name be mentioned in application form. If there was change of name at any stage of time, original name may also be mentioned.
- XII. Incomplete/unsigned applications/application without photograph/application not in prescribed proforma and those received after closing date shall be rejected.
- XIII. No TA/DA shall be payable to applicant for any journey performed for attending the interview.
- XIV. Canvassing in any form shall attract disqualification.
- XV. No enquiry either personal or in writing shall be entertained.
- XVI. You are advised to visit the DITE website regularly for all updates for filling up of vacancies and no separate advertisement will be given for addendum/corrigendum, if any.
- XVII. Any dispute regards this recruitment will be subject to Courts/Tribunals having jurisdiction in Delhi.

## APPLICATION FOR THE POST OF SECRETARY ON DEPUTATION

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.	<b>Educational Qualification</b>	
5.	Whether Educational and other qualifications required for the post are satisfied <b>(If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)</b>	
	<b>Qualifications/Experience required as mentioned in the advertisement/vacancy circular</b>	<b>Qualifications/experience possessed by the officer</b>
	<b>Essential</b>	<b>Essential</b>
	A) Qualification	A) Qualification
	B) Experience	B) Experience
	<b>Desirable</b>	<b>Desirable</b>
	A) Qualification	A) Qualification
	B) Experience	B) Experience
	<p><b>5.1 Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs <b>by the Administrative Ministry /Department/Office</b> at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p><b>5.2</b> In the case of Degree and Post Graduate Qualifications Elective /main subjects and subsidiary subjects may be indicated <b>by the candidate</b>.</p>	
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.	
	<b>6.1 Note: 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.</b>	

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 &Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties(in detail) highlighting experience required for the post applied for

<b>*Important:</b> Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay Scale 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, Pay Band and Grade pay drawn under ACP/MACP Scheme	From	To
8.	Nature of present employment (i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent)		
9.	In case the present employment is held on deputation/contract basis, please state-		
<b>a) The date of initial appointment</b>	<b>b) Period of appointment on deputation/contract</b>	<b>c) Name of the parent office /organization to which the applicant belongs</b>	<b>d) Name of the post and pay of the post held in substantive capacity in the parent organization</b>
<p><b>9.1 Note:</b> In case of officers already on deputation, the applications of such officer should be forwarded by the parent cadre/Department along with Cadre clearance, Vigilance Clearance and Integrity certificate.</p> <p><b>9.2 Note:</b> Information under Column 9 (c) &amp; (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</p>			

10.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
11.	<b>Additional details about present employment:</b> Please state whether working under (indicate the name of your employer against the relevant column)		
	a) Central Government	b) State Government	
	b) Autonomous Organization	d) Government Undertaking	
	e) Universities	f) Others	
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 the Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.		
14.	<b>Total emoluments per month now drawn</b>		
	<b>Basic Pay in PB</b>	<b>Grade Pay</b>	<b>Total Emoluments</b>
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.		
	<b>Basic pay with Scale of pay and rate of increment</b>	<b>Dearness Pay/interim relief/other Allowances etc., (with break – up details)</b>	<b>Total Emoluments</b>
16.	<b>Additional information</b> , 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, work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)		

<b>16.B Achievements</b>		
<p>The candidates are requested to indicate information with regard to:</p> <p>(i) Research publications and reports and special projects</p> <p>(ii) Awards / Scholarships / Official Appreciation</p> <p>(iii) Affiliation with the professional bodies/ institutions/ societies</p> <p>(iv) Patents registered in own name or achieved for the organization</p> <p>(v) Any research / innovative measure involving official recognition and;</p> <p>(vi) Any other information</p> <p><b>(Note: Enclose a separate sheet, if the space is insufficient)</b></p>		
17.	<p>Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis #</p> <p>(Officers under Central /state Governments are only eligible for "Absorption" . Candidates of Non Government Organizations are eligible only for Short Term Contract).</p>	
	<p># (The option of "STC" / "Absorption" / "Re-employment" are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment")</p>	
18.	Whether belongs to SC/ST	

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.

**(Signature of the candidate)**

**Date Address:.....**

.....  
**Email ID :.....**

**Mobile No. -.....**

**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 possesses 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/ Smtí í í í í í í í í í í í .
- (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 of the Govt. of India or above are enclosed
- iv) No major/ minor penalty has been imposed on him/ her during the last 10 years OrA list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

**Countersigned:**

**(Employer/Cadre Controlling Authority with seal)**