

SUB: FILLING UP THE POST OF SECRETARY IN DITE ON DEPUTATION-REG.

Applications are invited for filling up one post of Secretary in the Pay scale PB-3(15600-39100) with GP Rs 7600/- in Delhi Institute of Tool Engineering (a registered Society under the Societies Registration Act 1860 and functioning under the administration control of Office of the Commissioner of Industries, Govt. of NCT of Delhi) on deputation on Standard terms and conditions amongst Officers from Delhi Government or its Autonomous Bodies or local bodies or from Central Govt./its attached subordinate office or public undertakings as per the details given below:

1. Incumbents holding on analogous posts on regular basis, or
2. Officers with 5 year regular service in the post in PB-3(15600-39100) with GP Rs 6600/- as per the qualification and experience given below:
 - A. **Essential:** Graduate in Arts/Science/Commerce/Engineering with 5- years experience at senior position in Govt. undertaking/organization of repute in handling Administration and /or Account, should have exposure to Purchase procedures, Labor Laws, PF, ESI & Labor Welfare.
 - B. **Desirable:** A Post Graduate degree in Business Administration (MBA) with a specialization preferably in Personnel Management.

For prescribed application format and other details kindly visit the DITE website:
www.dite.delhigovt.nic.in

Director-cum-Principal

APPLICATION FOR THE POST OF SECRETARY

BIO-DATA PROFORMA

Affix one recent
Passport Size
photograph

1. Name of the Candidate and address of the organization :

(in block letters and Present Designation)

2. (i) State : _____ (ii) Mobile No. -----

(iii) Telephone No. / _____

(iv) E-mail ID _____

3. Date of Birth (in Christian Era) : _____ -

4. Date of Retirement under Central/ : _____

State Government

5. Educational Qualification : _____

6. Whether educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to those prescribed in the rules, state the authority for the same).

Particulars	Qualifications/Experience required	Qualifications/Experience possessed by the officer
Essential		
Desired		

7. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.

8. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/Institute/ Organisation	Post Held	From	To	Scale of Pay	Nature of duties

9. Nature of present post held, Whether held on :

- (a) Adhoc:-----
- (b) Regular or temporary:-----
- (c) Permanent:-----
- (d) Pay Band/Basic Pay/GP drawn at present:-----
- (e) Total emoluments per month now drawn:
Rs.....

10. In case the present employment held on deputation / contract basis, please state:

- (a) The date of Joining-----
- (b) Period of appointment on deputation/contractual
Appointment-----
- (c) Name of the parent office/organisation you belong

11. Additional details about present employment. Please state whether working under :

- (a) Central Government-----
- (b) State Government-----
- (c) Autonomous Organization-----
- (d) Government Undertaking-----
- (e) Universities-----

12. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.

13. Whether belongs to SC/ST/OBC:-----

14. Details of Enclosure-----

15. Remarks

DECLARATION:-

I Mr./Mrs./ Ms. ----- certify that the foregoing information is Correct and complete to the best of my knowledge and belief and nothing has been concealed /distorted. If at any time I am found to have concealed / distorted any material information, my appointment shall be liable to be summarily terminated without notice / compensation.

Place:

Date

SIGNATURE OF THE CANDIDATE
AND ADDRESS:

CERTIFICATE
(TO BE FORWARDED BY THE HEAD OF ORGANISATION)

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. The application of Mr./Mrs./ Ms----- is recommended. In case of his/ her selection, the Department / organization will relive 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

TERMS AND CONDITIONS

1. The duties and responsibility of Secretary are given at Annexure – ‘A’.
2. The pay of the officials selected will be regulated with No. 6/8/2009-Estt. (Pay II) New Delhi dated the 17th June, 2010 (amended from time to time) and the maximum age limit for appointment on deputation shall be 56 years on the date of closing of the applications.
3. Mere fulfillment of educational qualifications and experience does not entitle a candidate to be called for interview. The Screening Committee will adopt its own criteria for holding the interview.
4. It shall be necessary to furnish "No Objection Certificate"/waiver of cooling off, as the case may be, from the parent department/ present employer at the time of interview. No TA/DA shall be paid to the short-listed candidate for attending interview.
5. The period of initial appointment will be one year extendable for three years on year to year basis.
6. Mere fulfilling the qualifications does not entitle a candidate to be necessarily considered or called for the interview.
7. DITE reserves the right not to fill up the vacancy as advertised, if the circumstances so warrant.
8. Candidates are required to send their applications through proper channel, however, an advance copy of the application may be sent but NOC will be required at the time of appearing for interview in case the application through proper channel is not received.
9. Applications which do not meet the qualifications given in this advertisement and / or incomplete applications will be liable to be summarily rejected.
10. Candidates should possess the essential qualifications as on the closing date of application.
11. Age will be determined on the last date of receipt of applications.
12. No interim correspondence will be entertained with the candidates who are not screened in for test / personal interview / appointment. A list of screened candidates will be posted at DITE website for the notice of candidates besides sending the intimation through post.
13. Canvassing in any form will be a disqualification.
14. Deputationist appointed to the post is not eligible for absorption.

15. Applicants must super scribe the envelope with '**Application for the post of Secretary (On deputation)**' and an advance copy may be sent to Director-cum-Principal.

16. The application duly completed in all respects should reach the **Director-cum-Principal, Delhi Institute of Tool Engineering (DITE), Wazirpur Industrial Area, Delhi – 110052** alongwith **Bio-data (in duplicate)** in the **prescribed proforma of the eligible candidates whose services can be spread immediately on selection, together with the certificate from the forwarding Authority alongwith the following documents:**
 - (i) Integrity Certificate;
 - (ii) Departmental Enquiry / Vigilance Clearance Certificate; and
 - (iii) Attested photocopies of the ACRs / APARs for the last five years.

17. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

Last date for receipt of application is within 30 days from the date of publication of this advertisement in the Employment News. The date of publishing this advertisement in the Employment News will be notified on DITE website.

DIRECTOR-CUM-PRINCIPAL

DELHI INSTITUTE OF TOOL ENGINEERING

DUTIES AND RESPONSIBILITIES OF SECRETARY

Secretary will be the overall In charge of Administration, Security, and Accounts. He will be responsible for all administrative, accounting, purchasing, and security functions as per details given hereunder:

ADMINISTRATION/SECURITY

- Recruitment of employees at different levels
- To maintain personnel records including ACRs
- Time Office
- Planning various training and development programmes for employees of DITE
- Preparation of replies of Parliamentary Questions
- To supervise legal matters
- To sort out day to day officials problems of employees
- To maintain liaison with the offices of the Chief Inspector of Factories, NDPL, Delhi Jal Board, Labor Department, MCD, Industries Department, Ministry of Industry, DC(SS) Office, DSIIDC etc.
- To fulfill statutory requirements of the Institute
- General upkeep of the Institute/Maintenance activities related to building and surroundings and precaution for upkeep of firefighting equipment
- Construction of new building , if any
- Canteen matters
- Maintenance of Office vehicles
- Safety measures and overall security, General Discipline and other administrative functions of the Institute

ACCOUNTS

- Budget
- Balance Sheet/Annual Accounts
- Submission of Annual reports to CI Office, DC (SS) Office
- Invoicing
- To deal with Income Tax & Sales Tax, Excise, Custom cases
- Clearance of imported goods from warehouses/Ports
- Grant-in-aid from Govt. of NCT of Delhi/Govt. of India
- To fulfil statutory requirement of accounting matters
- Clearance of bills of suppliers and other agencies
- To clear the payments of employees pertaining to medical claims, LTC claims, Children Education Allowance and other allied payment
- Disbursement of salary/wages and other miscellaneous payments, EPF, ESI, Sales Tax, Income Tax, Chartered Accountants etc.
- To organize audit of annual accounts and internal auditing on quarterly basis

He will perform other work/duties as assigned by the Director-cum-Principal from time to time. He will look into and solve the problem of employees such as leaves, welfare activities, day to day problem, discipline etc.

He will be submitting the Monthly report on the activities of his departments to the Director-cum-Principal for onward submission to the Office of the Commissioner of Industries, Govt. of NCT of Delhi. He will also be preparing the Monthly Report compiling all the data furnished by various departments for submission to CI office.

GOVERNING COUNCIL

Secretary shall be responsible for preparation of Agenda and circulation of Agenda/Minutes of the Governing Council to the Members. He will also be maintaining records of all the meeting of the Governing Council