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No.2(14)/2004-P.I  
Government of India  
Ministry of Communications & Information Technology  
Department of Information Technology  
Electronics Niketan  
6, CGO Complex



New Delhi- 110 003  
Dated: 18.05.2007

DA (K.F.)

**OFFICE MEMORANDUM**

**Subject:** Filling up of the post of Assistant Engineer (Electrical) in the scale of pay of Rs.6500-200-10,500/- on deputation basis in the Department of Information Technology - regarding

It is proposed to fill up a post of Assistant Engineer (Electrical) in the scale of pay of Rs.6500-200-10,500/- in Department of Information Technology on deputation basis. The particulars of post and other details/requirement are given in Annexure-I. The period of deputation will be one year in the first instance. The person selected will be entitled to draw pay in accordance with the Department of Personnel & Training OM no. 2/29/91-Estt. (Pay-II) dated 5.1.1994 as amended from time to time.

2. Applications of eligible and willing persons who can be spared immediately, in the prescribed format (Annexure-II) may be forwarded through proper channel to the undersigned at the above mentioned address within 45 days from the date of issue of this circular. The application should also be accompanied by photocopies of ACRs for the last five years duly attested by an officer not below the rank of Under Secretary or equivalent. While forwarding the applications, it may please be certified that the particulars furnished by the officer(s) are correct and that no disciplinary or vigilance case is either pending or contemplated against the officer. It may also be confirmed that in the event of selection the officer concerned will be relieved of his duties. The integrity of the officer may also be certified by an officer of the rank of Under Secretary or equivalent.

4. Applications, which are incomplete or are not accompanied with the photocopies of ACRs for the last five years will not be entertained and no correspondence will be made or entertained in this regard.

5. Candidates once selected will not be allowed to withdraw his/her name on a later date.

6. This may please be given wide publicity in various units of the Ministry/ Department, including attached and subordinate office.

(Girish Sahai)  
Deputy Director  
Tel.No.24361055

1. Name of post : *ASSISTANT ENGINEER (ELECTRICAL)*
2. Number of post : One
3. Classification: General Central Services Group 'B' Gazatted Non-Ministerial
4. Scale of pay: Rs.6500-200-10,500/-
5. Period of deputation: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organisation/Department of the Central Government shall ordinarily not exceed three years.
6. **Eligibility** Officers of the Central/State Governments/Government Organizations:
  - a) (i) holding analogous post on regular basis in the parent cadre/department/organization OR
  - (ii) with five years experience in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs.5500-175-9000/- or equivalent in the parent cadre/department, OR
  - (iii) with eight years experience in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs.5000-8000/- or equivalent in the parent cadre/department

Note: The length of service in respect of (ii) & (iii) is relaxable to three years and five years respectively at the discretion of the Central Government in case of inadequate response.

- b) Possessing the qualifications and experience as follows

**Essential:**

- Diploma in Electrical Engineering from recognized University/ Institution. Three years experience in construction and maintenance including designing, estimating, contracts, supervision etc of electrical installations, lifts, sub-station equipment, generating sets, telephone exchange, uninterrupted power supply system, air conditioning etc.

**Desirable:**

- Degree in Electrical Engineering from recognized University / Institution



**BIODATA PROFORMA**

1. Name of the post applied for:
2. Name & Address in Block letters:
3. Date of Birth ( in Christian era ) :
4. Date of retirement under Central/State Govt.
5. Educational Qualifications
6. Details of employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Sl.No	Office/Institution/ Organization	Post held	From	To	Scale of pay & Basic pay	Nature of Duties

7. Nature of present employment i.e adhoc /temporary, permanent
8. In case the present employment is held on deputation, please state:
  - (i) The date of initial appointment
  - (ii) Period of appointment on deputation
  - (iii) Name of the parent organization/office to which you belong
9. Whether SC/ST
10. Additional information, if any, which you would like to mention in support of your suitability for the post .

Date

Signature of candidate \_\_\_\_\_  
 Name of the candidate: \_\_\_\_\_  
 Address & Tel. No. \_\_\_\_\_  
 \_\_\_\_\_

Certificate to be furnished by the Employer/Head of Office/Forwarding Authority

Certified that the particulars furnished by \_\_\_\_\_ are correct and he/she possesses educational qualifications and experience mentioned in the circular.

Also certified that:

- i) There is no vigilance case pending/contemplated against him/her.
- ii) His complete CR dossier/ACRs for the last 5 years duly attested ( on each page) by an officer of the rank of Under Secretary or equivalent to the Government of India are enclosed
- iii) His integrity is beyond doubt.
- iv) No major/minor penalties have been imposed on him/her during the last 10 years/list of major/minor penalties imposed on him/her during the last 10 years is enclosed.

(strike out which is not applicable)

Dated:

Signature \_\_\_\_\_

Place:

Name & Designation