

**Technology Development Board**  
**(A Statutory Body of Department of Science and Technology)**  
**Government of India**

**VACANCY NOTICE**

**File No: TDB-11017/1/2023- Admin**

**Dated: 19<sup>th</sup> August, 2023**

**Applications are invited from Indian citizens for filling up of following post in Technology Development Board: -**

<b>Sl. No.</b>	<b>Post</b>	<b>No. of Posts</b>	<b>Level of Pay</b>	<b>Mode of Recruitment</b>	<b>Eligibility Criteria</b>
2.	<b>Personal Assistant</b>	01	Level 6 (Rs. 35,400- Rs. 1,12,400) in the Pay matrix as per 7 CPC	Transfer on deputation / absorption	Officers of Stenographers' service in any Central Government / State Government / Autonomous body / Public Sector Undertaking holding  (i) analogous post or;  (ii) holding a post in pay level 5 of pay matrix or equivalent with minimum six years regular service in the post.

**Important Terms and Conditions**

1. TDB, reserves the right to cancel the recruitment process without assigning any reason.
2. **AGE:** Not exceeding 56 years as on 01 January 2023.
3. The prescribed essential qualifications are minimum and the mere possession of the same does not entitle candidates to be called for interview. If the number of applications received in response to Advertisement is large, the TDB may restrict the number of candidates to be called for interview to a reasonable limit through a shortlisting process based on a well-defined criterion which may include possessing of desirable qualifications and / or experience prescribed in the advertisement and/or qualifications / experience in a particular field as per the specific requirement of the organization. A panel of candidates may be prepared from the candidates called for interview which will remain valid for '01' year from the date of interview. The panel can be used to fill up vacancy arising as notified in this advertisement as well as vacancy arising subsequently due to non-joining of the selected candidates or any other reason till the date of validity of the panel. No correspondence will be entertained from candidates who are not called for interview / selected for appointment. **CANVASSING IN ANY FORM WILL RESULT IN DISQUALIFICATION OF CANDIDATURE.**
4. The selected candidates are liable to serve anywhere in India and outside
5. The candidate joining the Board on deputation basis will not be provided **NO OBJECTION CERTIFICATE** for applying for outside employment for initial 02 years.

**HOW TO APPLY:**

Applications should be neatly typed on thick plain paper (A-4 size 210 x 297 mm) in the prescribed format given below.

Candidates working in Government Department/Public Sector Undertaking / Autonomous Organisation should apply through proper channel and also submit an advance copy before the last date of receiving application if delay is anticipated in forwarding of application by the parent organization. Nominations should carry vigilance clearance, integrity certificate and attested copies of ACRs/ Performance Report for the last five years. **NO RELAXATION SHALL BE GIVEN IN THIS REGARD.**

(a) Copies of certificates in support of educational qualifications, date of birth and experience should be attached with the application. Candidates will have to produce the original certificates as and when required.

(b) Applications received after the closing date or received incomplete in any respect are liable to be summarily rejected. TDB shall not be responsible for any delay on the part of postal department for delivery of application even if posted before the last date. No representation against such rejection will be entertained.

(c) Completed applications should be sent to Under Secretary, Technology Development Board, Department of Science & Technology, Block II, Second Floor, Technology Bhawan, New Mehrauli Road, New Delhi- 110016 by Registered Post or through Speed Post in a cover superscribed "**APPLICATION FOR THE POST OF PERSONAL ASSISTANT**". The last date of submission of application is **21<sup>st</sup> April, 2023, 5.00 PM**. Candidates are also advised not to send applications by ordinary posts or through courier. Candidates desiring to deliver their applications by hand can do so only by delivering the application to Under Secretary, TDB, by obtaining a duly signed receipt bearing date of receipt. No claim shall be entertained in the absence of such a receipt from duly authorized officer.

**Under Secretary, TDB**



7. Employment Record:

(Details in chronological order, starting with the first job, enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient. Copies of work experience must be attached with the application form)

SL. NO	Name & Address of Employer / Instt.	Post / Fellowship / Associateship held	Ad-hoc / regular / temp. / permanent	Period		Total period of each employment in years, months & days	Scale of pay	Nature of duties
				From	To			

8. Total experience in years after Essential Qualification:

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

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10. Specialisation :  
(With reference to experience desired for the post)

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11. Professional Training:

SL. NO.	ORGANISATION	PERIOD		DETAILS OF TRAINING
		FROM	TO	

12. Present Employment Status :

UNDER CENTRAL GOVT.	UNDER STATE GOVT.	UNDER AUTONOMOUS BODY	PUBLIC UNDERTAKING	OTHERS

13. Nationality : .....

14. (i) Address for correspondence : .....  
(in BLOCK LETTERS) :

.....  
:  
:  
: Pin Code : .....

(ii) Telephone No.: (a) Office : (b) Residence :

(iii) Mobile No. (**mandatory**) : .....

(iv) E-mail ID (**mandatory**) : .....

15. Present Pay :

(i) Scale of Pay/Level of Pay : .....  
(Pre-revised/Revised)

(ii) Basic Pay : .....

(iii) Other allowances : .....  
(excluding HRA & CCA)

(iv) Total Salary : .....

[ (ii) + (iii) ].

16. (i) Service to which the candidate belongs:

(ii) Complete address of the cadre authority  
with phone No. :

17. Permanent Address : .....

(in BLOCK LETTERS) : .....

Pin Code : .....

Telephone Number : .....

18. Any other information you may wish to add :

[ Like list of publications, Membership of  
learned societies, awards and recognition, :  
etc. (in brief) ] :

19. Details of Enclosures:

20. DECLARATION:-

I 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**

**CERTIFICATE**

(Applicable for candidates already working in Government Departments / Ministries / Public Sector Undertaking / Autonomous Institutions)

**(TO BE GIVEN BY THE HEAD OF ORGANISATION / OFFICE)**

- (i) Certified that the particulars have been verified and found to be correct. It is also certified that no disciplinary / vigilance proceedings are either pending or contemplated against the officer. Integrity of the officer is also certified.
- (ii) The application of Sh. / Smt. / Ms.....is recommended. In case of his/ her selection, the Department / organization will relive him/ her.
- (iii) Copies of ACRs / APARs for the last five years are also enclosed.

**Place :**

**Date :**

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