

**RECRUITMENT NOTICE****NATIONAL TECHNICAL RESEARCH ORGANISATION**

Applications are invited to fill up vacancies in the following post in National Technical Research Organisation on **Deputation/Absorption (For ex-serviceman: Deputation/Re-employment) basis** :-

Sl No.	Name of the Post	No. of Vacancies*	Level in the Pay Matrix#	Method of Recruitment
(i)	Motor Transport Assistant, Grade 'A'	18 (Eighteen)	Level - 2	Deputation/Absorption (For Ex-serviceman: Deputation/Re-employment)

\*Number of vacancies may increase or decrease.

#In addition, Special Allowance @ 20% of the Basic Pay will be admissible. However, no Deputation Duty Allowance will be paid.

**2. Eligibility Criteria:-**

- (a) Personnel of the Central Government or Defence Service personnel:-
- (i) **Holding** analogous posts on regular basis in the parent cadre or department ;and
- (b) Possessing the following essential educational qualifications and experience :-
- (i) 10<sup>th</sup> pass or equivalent from a recognized Board; **and**
- (ii) Possession of a valid driving license for Heavy **or** Light Motor Vehicles; **and**
- (iii) Knowledge of motor mechanism (the candidate should be able to remove minor-defects in vehicle)

**Note-1:** The departmental candidates in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment on promotion.

**Note-2:** 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 organization/department of the Central Government shall ordinarily not exceed three years.

**Note-3:** The maximum age limit for appointment on deputation shall be not exceeding fifty-six (56) years as on the closing date of the receipt of the application.

**For ex-Serviceman: Deputation/re-employment**

The Armed Force 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 shall also be considered. Such persons would be given deputation terms upto the date on which they are due for release from the Armed Forces; thereafter, they may be continued on re-employment.

**Note:- Only the applications of serving candidates (Armed Forces) routed through proper channel would be entertained.**

3. The candidates possessing valid driving license for Heavy Motor Vehicle with experience in "Towing Trailers" shall be given preference for selection keeping in view the requirement of the organisation.

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4. **How to apply** – The application duly filled in by willing and eligible personnel in the prescribed proforma (Annexure-I) and Certification by Employer/Cadre Controlling Authority (Annexure-II) be forwarded through proper channel along with attested photocopies of APARs for last 05 years so as to reach on the following address:-

**Deputy Director (R)**  
**National Technical Research Organisation**  
**Block-III, Old JNU Campus,**  
**New Delhi -110067**

5. The last date of receipt of application is **30 days** from the date of publication of this recruitment advertisement in the Employment News. The recruitment notice and the application form are also available at the website **ntro.gov.in** for information. The extension of last date of receipt of application, if any, will be notified in the said website.

6. Incomplete applications and/or those received late and/or not accompanied by supporting certificates/documents, in support of qualification and experience claimed by the candidates, may not be processed for determining the eligibility for selection. **No correspondence in this regard would be entertained.**

7. **Self-signed photocopies** of the following certificates/documents are to be enclosed with the application. Candidates, however, may be required to produce original certificates for verification at the time of interview/selection.

- (i) 10<sup>th</sup>/High School/Matriculation pass certificate.
- (ii) Valid driving license for Heavy and Light Motor vehicles including Motor Cycles.
- (iii) For those Defence Services personnel yet to retire – they are required to submit the certificate in the enclosed format (**Appendix- A**)

8. In case of large number of applicants, suitable criteria as decided by the Competent Authority would be adopted for shortlisting of candidates for further selection process.

9. NTRO reserves sole right to relax/modify any of the above criteria and also to cancel the selection process without intimation or assigning any reason.

10. The candidates on their selection and appointment as Motor Transport Assistant 'A' in NTRO, are liable to serve anywhere in India. **The candidates willing to serve anywhere in India shall only need to apply.**

11. Canvassing in any form will disqualify the candidate.

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**ANNEXURE-I****BIO-DATA / CURRICULUM VITAE PROFORMA**

**(For Deputation/Absorption)**  
**(For Ex-Serviceman: Deputation/Re-employment)**

Affix recent passport  
size colour  
photograph duly  
signed across the  
application form

Reference No: **V(A)/36/02/Rectt./NTRO/2022**Post: **Motor Transport Assistant, Grade 'A'**

1.	Service No. and Rank		
	Name (in CAPITAL letters)		
	Trade		
	Address (in CAPITAL letters) for correspondence		
	Mobile Number:		
	Email ID:		
2.	Date of Birth (in Christian era)		
3.	i) Date of entry into Government service		
	ii) Date of retirement/ discharge		
4.	10 <sup>th</sup> pass from a recognized board (Yes/ No)		
5.	Educational Qualifications		
6.	<b>Details of valid driving license possessed</b>	<b>License Number</b>	<b>Valid upto</b>
	Heavy Motor Vehicle (HMV)		
	Light Motor Vehicle (LMV)		
7.	<b>Details of Experience</b>	<b>Yes / No</b>	
	i) Heavy Motor Vehicle driving		
	ii) Towing Trailer driving		
	iii) Light Motor Vehicle driving		

	iv) Knowledge of motor mechanism (the candidate should be able to remove minor-defects in vehicle)					
8.	Details of Employment, in chronological order.					
	Office/institution	Post held on regular basis	From	To	* Level in the Pay Matrix/Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for
<p><b>*Important:</b> Level in the Pay Matrix/ Pay Band and Grade Pay/Pay Scale granted under ACP/MACP are personal to the candidate and therefore, should not be mentioned. Only Level in the Pay Matrix /Pay Band and Grade Pay/Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Level in the Pay Matrix /Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:</p>						
	Office/institution	Level in the Pay Matrix / Pay Band and Grade Pay drawn under ACP/MACP Scheme		From	To	
9.	Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent or permanent					
10.	<p><b>Additional details about present employment:</b>                  Please state whether working under (indicate the name of your employer against the relevant column)</p> <ul style="list-style-type: none"> <li>a) Central Government</li> <li>b) State Government</li> <li>c) Autonomous Organisation</li> <li>d) Government Undertaking</li> <li>e) Universities</li> <li>f) Others</li> </ul>					

11.	<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 qualification (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement. (iv) Awards/Scholarships/Official Appreciation <b>(Note: Enclose a separate sheet <u>duly signed</u>, if the space is insufficient)</b>	
12.	Please state whether you are applying for Deputation/ Absorption <b>or</b> Deputation/Re-employment.	
13.	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 Bio data/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.

In the event of selection and appointment to the post of Motor Transport Assistant, Grade 'A' in NTRO, I am willing to serve anywhere in India.

(Signature of the candidate)

Date: \_\_\_\_\_

Address: \_\_\_\_\_

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ANNEXURE-II

Certification by the Employer/Cadre Controlling Authority

The information/details provided in the above application (Annexure-I) 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/Smt. \_\_\_\_\_.
- ii) His/ Her integrity is certified.
- iii) His/ Her APAR dossier in original is enclosed/photocopies of the APARs/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 **OR** A list of major/ minor penalties imposed on him/her during the last 10 years (as the case may be) is enclosed.

**Countersigned**

\_\_\_\_\_  
(Employer/Cadre Controlling Authority with Seal)



Form of Certificate for serving Defence Personnel

I hereby certify that, according to the information available with me No. \_\_\_\_\_,  
(Rank) \_\_\_\_\_, (Name) \_\_\_\_\_ is due to complete  
the specified term of his engagement with the Armed Forces on the (Date)  
\_\_\_\_\_.

Place/ Unit:

Date:

(Signature of Commanding Officer)

Office Seal

