

No.A-12011/1/2017-Admn.  
Government of India  
Ministry of Commerce & Industry  
Department of Industrial Policy & Promotion  
(Tariff Commission)

7<sup>th</sup> Floor, Lok Nayak Bhavan,  
Khan Market, New Delhi  
Dated: 9 October, 2018

**OFFICE MEMORANDUM**

**Subject:- Filling up the posts of Chief Adviser (S&T), Industrial Adviser, Director and Deputy Director on deputation (short term contract) basis.**

The Tariff Commission invites applications from eligible and interested officers of Central Government/State Government/Universities/Public Sector Undertakings/Recognized Research Institutions/Semi Government Autonomous or Statutory Organisations for filling up the following posts in the Tariff Commission on deputation basis.


S. No.	Name of the Post	No. of Post	Pay Matrix Level as per 7 <sup>th</sup> CPC
1.	Chief Adviser (S&T)	1	Level-14 Rs. 144200-218200/-
2.	Industrial Adviser	1	Level-13 Rs. 123100-215900/-
3.	Director	2	Level-12 Rs.78800-209800/-
4.	Deputy Director	2	Level-11 Rs.67700-208700/-

2. The appointment will be made on transfer on deputation basis initially for a period of three years extendable upto 5 years and will be governed by the instructions issued by DOPT vide OM No.6/8/2009-Estt(pay-II) dated 17/6/2010 as amended from time to time. The maximum age limit for appointment on deputation basis shall not be exceeding 56 years as on the closing date of receipt of application by Tariff Commission.
3. The eligibility criteria, educational qualification/experience etc. required for the posts are at Annexure I.
4. The applications of the eligible and willing officers and who can be spared immediately may be forwarded through proper channel in the prescribed proforma (Annexure-II) along with attested copies of ACR/APAR (Attested on each page) for the last five years, cadre clearance certificate, vigilance clearance certificate, Integrity certificate, details of major/minor penalty imposed during the last ten years in the enclosed proforma

(Annexure-III), and self-attested copies of all educational qualification and experiences within a period of 45 days from the date of publication of advertisement in The Employment News, to the Secretary, Tariff Commission, Room No.708, 7<sup>th</sup> Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110511. Applications received after the due date or without the confidential/Annual Performance Appraisal Reports, Integrity Certificate or Major or Minor Penalty statement or otherwise found incomplete will not be considered.

5. The candidates will not be allowed to withdraw their application after appointment unless they complete the deputation period.

6. The Departmental Officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. (Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/department of the Central Government shall ordinarily not exceed 5 years).

  
(P.K. Upadhyay)  
Secretary  
Tariff Commission  
Tel No.011-24694025

To

1. All Ministries/Departments of the Govt. of India
2. The DAVP, Ministry of Information and Broadcasting, Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi-110003- with the request to get the vacancy of the posts advertised in the 'Employment News'. It is requested that the advertisement may kindly be published immediately in the Employment News and the Final Bill may be sent to this Department, payment for which will be made immediately.
3. General Manager, Employment News, East Block IV, R.K. Puram, New Delhi.
4. All Sections in the Department of Industrial Policy & Promotion.
5. Office of the Economic Adviser, D/o IP&P, Udyog Bhawan, New Delhi.
6. Under Secretary (Admn.) Department of Heavy Industry, Udyog Bhawan, New Delhi.
7. Under Secretary (Admn.) Department of Public Enterprises, CGO Complex, New Delhi.
8. Under Secretary (Admn.) Ministry of Food Processing Industry, Panchsheel Bhawan, August Kranti Marg, Siri Fort, New Delhi.
9. E-1 Section (5 copies) D/o IP&P, Udyog Bhawan, New Delhi.
10. National Manufacturing Competitiveness Council, D/o IP&P, Udyog Bhawan, New Delhi.
11. National Productivity Council, Utpadakta Bhawan, 5-6 Institutional Area, Lodhi Road, New Delhi -110003
12. NIC, DIPP, Udyog Bhawan, with request to upload on the DIPP website.

## Eligibility conditions for deputation

Name of the post & Pay scale	No of posts	Classification	Qualification Requirement	Eligibility and Experience
1	2	3	4	5
Chief Adviser (S&T)  Pay scale 4 <sup>th</sup> CPC Rs 5900-200-6700  5 <sup>th</sup> CPC Rs 18400-500-22400  6 <sup>th</sup> CPC Pay Band - 4 + Grade pay of Rs. 10000/.  7 <sup>th</sup> CPC Level-14 Rs.144200 218200	1	General Central Service Group 'A' Gazetted Non-Ministerial.	<b>Essential :</b> (i) Bachelor's degree in Engineering (Electrical, Mechanical, Metallurgy or Chemical)/ Electronics/ Industrial Engineering/ Technology  OR Master's degree in Organic Chemistry/ Bio-Chemistry/ Bio-Technology/ Pharmacy from a recognised University or equivalent.  (ii) 15 years' Experience in technology audit,- techno-economic studies/research and development/policy formulation in any area of industry/ industrial development out of which 8 year's should be in industrial production/efficiency and technological upgradation.  <b>Desirable :</b> Post Doctorate degree in relevant science subject or Master's degree in Engineering or Technology of a recognised University or equivalent.	Officers under the Central/State Government/ Universities/Public Sector Undertakings/ Recognised Research Institutions/Semi-Government/Autonomous or Statutory Organisations :  (A): (i) holding analogous posts on regular basis; or (ii) with three years regular service in posts in the pay matrix level-13 or equivalent; or (B): Possessing the educational qualifications and experience given in col 4.
Industrial Adviser(S&T)  Pay scale 4 <sup>th</sup> CPC Rs 4500-100-5700  5 <sup>th</sup> CPC Rs 14300-400-18300  6 <sup>th</sup> CPC Pay Band - 4 + Grade pay of Rs. 8700/.	1	General Central Service Group 'A' Gazetted Non-Ministerial.	<b>Essential :</b> (i) Bachelor's degree in Engineering (Electrical, Mechanical, Metallurgy or Chemical) Electronics/Industrial Engineering/Technology.  OR Master's degree in Organic Chemistry/Bio-Chemistry/Bio-Technology/Pharmacy from a recognised University or equivalent.  (ii) 12 years experience in technology audit/techno-	Officers under the Central /State Governments/Universities/Public Sector Undertakings/recognised research Institutions/Semi-Government Autonomous or Statutory Organisations :  (A): (i) holding analogous posts on regular basis; or (ii) with three years regular service in posts in the pay matrix level-13 or equivalent; or (iii) with five years regular service in posts in the pay matrix level-12 or

Name of the post & Pay scale	No of posts	Classification	Qualification Requirement	Eligibility and Experience
7 <sup>th</sup> CPC Level 13 Rs 123100 - 215900			<p>economic studies/research and development/policy formulation in any area in industry/industrial development out of which 6 years should be in industrial production/efficiency and technological upgradation.</p> <p><b>Desirable :</b> Post Doctorate degree in relevant science subject or Master's degree in Engineering or Technology of a recognised University or equivalent.</p>	<p>equivalent; and</p> <p>(b) possessing the educational qualification and experience prescribed for direct recruits under column 4.</p>
<p>Director (S&amp;T)</p> <p>Pay scale</p> <p>4<sup>th</sup> CPC Rs. 3700-125-4700-150-5000</p> <p>5<sup>th</sup> CPC Rs 12750-375-16500</p> <p>6<sup>th</sup> CPC Pay Band – 3 + Grade pay of Rs. 7600/.</p> <p>7<sup>th</sup> CPC Level-12 Rs.78800 - 209200</p>	2	General Central Service Group 'A' Gazetted Non-Ministerial.	<p><b>Essential :</b></p> <p>(i) Bachelor's degree in Engineering (Electrical, Mechanical/Metallurgy or Chemical)/Electronics/Industrial Engineering/Technology.</p> <p><b>OR</b></p> <p>Master's degree in Organic Chemistry/Bio-Chemistry/Bio-Technology/Pharmacy from a recognised University or equivalent.</p> <p>(ii) 10 years' experience in technology audit/techno-economic studies/research and development/policy formulation in any area of industry/industrial development, out of which 4 years should be in industrial production/efficiency and technological upgradation.</p> <p><b>Desirable :</b> Doctorate degree in relevant science subject or Master's degree in Engineering or Technology of a recognised University or equivalent.</p>	<p>Officers under the Central/State Governments/Universities/Public Sector Undertakings/ recognised research institutions/Semi Government/ Autonomous or Statutory organisations :</p> <p>(A).</p> <p>(i) holding analogous posts on regular basis; or</p> <p>(ii) with five years regular service in posts in the pay matrix level-11 or equivalent; and</p> <p>(B). Possessing the educational qualifications and experience prescribed for direct recruits under column 4.</p>
Deputy Director (S&T)	2	General Central Service Group 'A' Gazetted Non-	<p><b>Essential :</b></p> <p>(i) Bachelor's degree in Engineering (Electrical, Mechanical/Metallurgy or</p>	Officers under the Central/State Governments/Universities/Public Sector Undertakings/ recognised research institutions/Semi

Name of the post & Pay scale	No of posts	Classification	Qualification Requirement	Eligibility and Experience
Pay scale 4 <sup>th</sup> CPC Rs 3000-100-3500-125-4500  5 <sup>th</sup> CPC Rs 1000-325-15200  6 <sup>th</sup> CPC Pay Band - 3 + Grade pay of Rs. 6600/-  7 <sup>th</sup> CPC Level-11 Rs.67700 - 208700/-		Ministerial.	Chemical)/Electronics/Industrial Engineering/Technology. <b>OR</b> Master's degree in Organic Chemistry/Bio-Chemistry/Bio-Technology/Pharmacy from a recognised University or equivalent.  (ii) 5 years' experience in technology audit/techno-economic studies/research and development/policy formulation in any area of industry/industrial development, out of which 2 year's should be in industrial production/efficiency and technological upgradation.	Government/ Autonomous or Statutory organisations :  (A): (i) holding analogous posts on regular basis; or (ii) with five years regular service in posts in the pay matrix level-10 or equivalent; or  (B) Possessing the educational qualifications and experience prescribed for direct recruits under column 4.

FORMAT OF APPLICATION

Affix recent  
photograph

1.	Name in Full (IN BLOCK LETTERS)					
2.	Post Applied for (Separate applications are to be sent for different posts)					
3.	Date of Birth (DD/MM/YYYY)					
4.	Date of Superannuation (DD/MM/YYYY)					
5.	Service to which you belong					
6.	Office address with Telephone no.					
7.	Residential Address with Telephone no.					
8.	Present Post held, along with Pay Level and present Basic pay/Pay Scale/Pay Band and Grade Pay of the post held.					
9.	Educational Qualifications (Matric Onwards)					
	Exam Passed	Name of University/ Institute/ Board	Year of Passing	Duration of Course	Subjects	Percentage of Marks (Mention Distinction, if any)
10	Qualification/Experience required		Qualification/Experience possessed by			
	Essential	A) Qualification	A)Qualification			
		B) Experience	B)Experience			
Desirable	A) Qualification	A)Qualification				
11.	Details of employment in chronological order (if needed, enclose a separate sheet duly authenticated by					

your signature in the format given below) :							
	Name of the Office/ Instt/Organisations	Post Held (Designation)	Period of Service		Nature of Appointment (Regular/ Ad-hoc)/ Deputa- tion	Scale of Pay ie Pay Level/Pay Band and Grade Pay	Nature of Duties
			From	To			
12.	Nature of present employment i.e. Permanent/ Ad-hoc Temporary)						
13.	In case the present employment is held on deputation, please state :  a) Name of the organization b) The date of initial appointment c) Period of appointment on deputation/contract d) Name of the parent Office/Organisation						
14.	Additional details about present employment: Please state whether working under(indicate the name of your employer against the relevant column)  a) Central Government b) State Government c) Autonomous Organization d) Government Undertakings e) Universities f) Others						
15.	Please state whether you are working in the same department and are in the feeder grade or feeder to feeder grade						
16.	Total emoluments per month now drawn						
17.	Additional information, if any, which you would like to mention in support of your suitability for the post this among						

7/-

	other things may provide information with regard to a) Additional academic qualifications b) Professional training and c) Work experience over and above prescribed in the Vacancy Circular/Advertisement) Note: enclose separate sheet if the space is insufficient	
18	Whether belong to SC/ST	
19	Remarks (The candidate may indicate information with regard a) To reports and special projects b) Awards/Scholarship/official Appreciation c) Affiliation with professional bodies/institutions/ societies and d) Any other information Note: enclose separate sheet if the space is insufficient	

# Applicants not holding the post in the new Pay Matrix /Pay Scales/Pay Band and Grade Pay pertaining to Central Government should indicate the equivalence of their pay scale vis-à-vis the Central government's pay scales and also furnish supporting documents in this regard.

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post. It is also certified that the information furnished above is correct and true to the best of my knowledge. In the event of my selection, I shall abide by the terms and conditions of services attached to the post.

Place :

Date :

(Signature)

Name : \_\_\_\_\_



(Certificate to be furnished by the employer/Head of Office/Forwarding Authority)

Certified that 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 vacancy circular. If selected, he/she will be relieved immediately.

2. It is also certified :
- i) That there is no vigilance/disciplinary case or criminal case pending or contemplated against Sheri/Smt./Ms \_\_\_\_\_
  - ii) That his/her integrity is certified.
  - iii) That his/her CR/APAR dossier in original is enclosed/photocopies of the ACRs/APAR for the last five years duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed.
  - iv) That no major/minor penalty has been imposed on him/her during that last two years or a list of major/minor penalties imposed on him/her during the last ten years is enclosed (as the case may be.)
  - v) That the cadre controlling authority has no objection to the consideration of the applicant for the post mentioned in this advisement.

Signature \_\_\_\_\_

Name and Designation \_\_\_\_\_

Tel No. \_\_\_\_\_

Place :

Office Seal

Date :

List of Enclosure

- 1.
- 2.
- 3.