

NETAJI SUBHAS UNIVERSITY OF TECHNOLOGY

Formerly Netaji Subhas Institute of Technology

(Govt. of N. C. T. of Delhi)

Azad Hind Fauj Marg, Sector - 3, Dwarka, New Delhi - 110 078.

Tel: 25000290, Fax: 2509 9022 Website : <http://www.nsit.ac.in>

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F.No. 220(116)/2021/Estt./NSUT/2540-2541

Dated: 31/12/2021

To

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The Dy. Secretary (Services)
Services Department, GNCTD
Delhi Secretariat Complex
7th Level, B-Wing & 5th Level, A-Wing,
LP Estate, New Delhi-110002.

ser/21/26213
31/12/21

Sub: Filling up the post Administrative Officer (AO) (02 nos.) in the Pay Level 10, Rs. 56,100-1,77,500 by transfer on deputation basis in the University.

Sir/Madam,

Kindly refer to this office earlier letter vide no. F.No. 220(116)/2021/Estt./NSUT/1919-1920 dated 12.11.2021 on the above cited subject. Netaji Subhas University of Technology, a State University under Government of N.C.T. Delhi, proposes to fill 02 posts of "Administrative Officer" by transfer on deputation basis.

The notification containing details of the post, eligibility conditions and pay scale etc. as per Recruitment Rules of the University to the above post is enclosed herewith. The terms and conditions of the officer selected and appointed to the said post will be regulated in accordance with the terms and conditions of deputation as laid down by the NSUT/Govt. rules.

It is requested that this letter may be brought to the notice of all eligible officers working in various Offices/Departments/Autonomous bodies/PSUs under Govt. of NCT of Delhi. The applications of the willing and eligible officers may be forwarded through proper channel in prescribed attached proforma (as given in Annexure I), in duplicate alongwith relevant documents as mentioned in the notification.

The last date of submission of application is extended to **28th January, 2022**. Applications received after expiry of the prescribed date and/or found to be incomplete in any manner will not be considered.

Yours faithfully,

Encls: As Above

(MANISH KUMAR)
ASSTT. REGISTRAR (ADMN.)

Copy to:-

1. Co-ordinator, CUMS, NSUT – with the request to upload the Notification on the University website.
2. A.R. to Vice-Chancellor, NSUT
3. P.S. to Registrar, NSUT

(MANISH KUMAR)
ASSTT. REGISTRAR (ADMN.)

Mr. Yogesh
3.1.22

ML
31.12
SOCCN



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Netaji Subhas University of Technology, a teaching-cum-research University invites applications from the candidates of Central/ State Govt. Universities/ Departments/ Organization/Public Sector Undertakings for appointment to the post of Administrative Officer on deputation basis.

ADMINISTRATIVE OFFICER:

Pay Scale : Rs. 56,100-1,77,500 Level 10

No. of Post 2 (Two)

Educational Qualification & Experience :

Officers under the Central/State Governments/UTs/PSUs and similar organisations holding analogous posts or with at least 2/3 years service in the grade rendered after appointment thereto on a regular basis in posts in Pay Level 8/7 respectively or equivalent and possessing the administrative experience, qualifications. Employees presently working in the University may also apply for the same, if eligible.

Qualifications: Degree of a recognized University/Institute

Desirable : Good knowledge of Govt. Rules

Age Limit : 56 years

Period of deputation : The initial period of deputation shall be for 01 year which may be extended with mutual consent.

Eligible candidates may apply in the format at Annexure-I. Last date of submission of Application: 28th January, 2022 upto 5.00 p.m.

Other conditions:

1. The Department / organization concerned while forwarding the application may please enclose copies of Work & Conduct Report, Integrity Certificate, Annual Confidential Report for last 5 years along with Vigilance clearance certifying that no penalty is imposed or contemplated against the officer during the last 5 years.
2. Application not submitted in prescribed format or incomplete in any respect shall be liable for rejection.
3. If large numbers of applications are received, only those candidates who are short listed on the basis of qualification, experience, tenure and level of services in the relevant field shall be considered for selection/called for interview.
4. Candidates who are more than 56 years of age or those who are due to retire from their parent cadre within two years, as on closing date for receipt of applications need not apply.
5. The application without Work & Conduct Report, Integrity Certificate, vigilance clearance and attested copy of ACRs dossiers will not be entertained.

Application may be sent by Registered Post, through proper channel, to the following address so as to reach latest by 30th November 2021.

Assistant Registrar (Admn.)

Room No. 04

Administrative Block

Netaji Subhash University of Technology

Sector-3, Dwarka, New Delhi – 110078.


(MANISH KUMAR)
ASSTT. REGISTRAR (ADMN.)

PROFORMA FOR APPLICATION

APPLICATION FOR THE POST OF ADMINISTRATIVE OFFICER BY TRANSFER ON DEPUTATION BASIS AT NETAJI SUBHAS UNIVERSITY OF TECHNOLOGY, NEW DELHI.

1. Name of the Applicant
(in block capital letters)
2. Date of Birth
3. Father's/Husband's Name
4. Permanent Address
5. Present Postal Address with
Pin code number
6. Telephone No.
7. E-mail address
8. Date of retirement under
Parent Deptt. rules
9. Educational Qualifications: with the University/Board, year of passing and
Percentage of Marks/class (From 10+2 or equivalent onwards)

S.No.	Board/University	Degree/ Certificate	Subjects	Year of Passing	% of marks	Div./Rank
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10. Professional Qualifications/
Training Courses

S.No.	Board/University	Degree/ Certificate	Subjects	Year of Passing	% of marks	Div./Rank
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11. Details of present and previous employment in chronological order:

Organization (Chronological order)	Post held & address of employer	Experience till the last date application		Total Period	Scale of pay and present basic pay	Nature of Duties
		From	To			

- Specify date of revision of pay scale, if any.

12. Details of any other experience or
accomplishments relevant to the
above post

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13. Additional information, if any, you would like to mention in support of your suitability for the post.

(Additional sheets of paper may be used wherever necessary. Application must be neatly typed).

I hereby declare that the information furnish above is true and complete to the best of my knowledge and belief.

Date:

Place:

Signature of the applicant:

CERTIFICATE OF THE EMPLOYER

Certified that the particulars furnished by Sh./Smt./Km. _____ are correct and he/she possess education qualification and experience mentioned in the circular.

Also certified that :

- i) There is no vigilance case pending / contemplated against him/her
- ii) His/her complete CR dossier/ACRs for last five years duly attested on each page by an officer of the rank of Undersecretary to the Govt. of India are enclosed
- iii) His/her integrity is beyond doubt
- iv) No major/minor penalties has been imposed on him/her during the last 05 years
- v) List of major/minor penalties imposed on him/her during the last 05 years has been enclosed.
- vi) His/her Work & Conduct report is enclosed.

Signature

Name & Designation

Office Seal