

भारत सरकार
Government of India
इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय
Ministry of Electronics & Information Technology
इलेक्ट्रॉनिक्स निकेतन, 6, सी जी ओ कॉम्प्लेक्स, नई दिल्ली-110003
Electronics Niketan, 6, C G O Complex, New Delhi-110003
Website: www.meity.gov.in

संख्या
No..... 2(4)/2021-Pers.I

दिनांक
Date..... 16.07.2021

OFFICE MEMORANDUM

Subject: Filling up of one post of Assistant Engineer (Civil) in the Ministry of Electronics and Information Technology (MeitY) on deputation basis (for ex-servicemen on re-employment basis) - regarding.

The undersigned is directed to say that Ministry of Electronics and Information Technology intends to fill up the post of **Assistant Engineer (Civil)** at Level-7 of the Pay Matrix (Rs.44,900-1,42,400) on **deputation basis (for ex-servicemen on re-employment basis)**. The appointment on deputation will initially be for a period of three years, extendable as per Government instruction. The complete details including eligibility conditions as per notified Recruitment Rules of the post are given in **Annexure-I** and are also available at www.meity.gov.in and www.dopt.gov.in.

2. Applications of eligible and willing persons who can be spared immediately may be forwarded through proper channel in the prescribed format (**Annexure-II**) to the undersigned at the above mentioned address so as to reach on or before 60 days from the date of publishing the advertisement in the Employment News. The application should also be accompanied by photocopies of ACRs/APARs 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 (**Annexure-III**). 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.
3. 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.
4. Candidates once selected will not be allowed to withdraw his/her name on a later date.


(P. Victor Albuquerque)
Joint Director (Pers.)
Tel. No. 011-24364757

To,

1. All Ministries/Departments in the Government of India.
2. The Chief Secretaries of all State Governments.
3. Department of Personnel & Training: For uploading on their web portal.
4. Department of Public Enterprises: For uploading on their web portal.
5. DG(NIC)/DG(STQC).
6. NIC Cell, MeitY: For uploading on the web portal of MeitY.



Annexure-I

Post	:	Assistant Engineer (Civil) (Group 'B'-Gazetted) (Non-Ministerial)
Number of Post	:	01 (One)
Pay Scale	:	Level-7 of the Pay Matrix (Rs.44,900-1,42,400).
Eligibility	:	Officers from the Central Government or State Government or Public Sector Undertakings or Autonomous Bodies-

- a) (i) Holding analogous post on regular basis in the parent cadre or department, **OR**
(ii) With five years experience in Level 6 in the Pay Matrix (Rs. 35,400-1,12,400) or equivalent in the parent cadre/department; and
- b) Possessing the qualifications and experience as follows:

Essential:

Degree or Diploma in Civil Engineering or equivalent and experience in construction and maintenance of residential and non-residential buildings, including designing estimating, contracts, supervision etc.

Desirable:

Experience of maintenance and upkeep of Air-conditioning system, lifts, interior decorations, architecture and electrical installation from recognised organisations.

Note 1: The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or in some other organisation or department of the Central Government shall not ordinarily exceed three years.

Note 2: The maximum age limit for appointment on deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

Deputation/Re-employment for Armed Service Personnel: The Armed Forces 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 shall be given deputation terms up to the date on which they are due for release from the Armed Forces. Thereafter they may be considered on re-employment.

ANNEXURE-II

BIO-DATA PROFORMA

1. Name of the Candidate (in Block Letters):
2. Address in Block Letters including :
Contact number
3. Date of Birth (in Christian era) :
4. Age as on closing date :
5. Date of retirement :
6. Educational Qualifications :
(with copies of certificate and mark-sheets)
7. 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	Pay Band & Grade Pay (Pay in Pay Matrix with level if applicable)	Nature of duties
1.						
2.						
3.						

**** Only service in regular scale will be considered and financial upgradation granted under ACP/MACPS will not be considered.**

8. Nature of present employment i.e. ad-hoc/temporary/permanent:
9. 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
10. Whether SC/ST/OBC/UR :
11. Additional information, if any, which you would like to mentioned in support of your suitability for the post.

Dated:

Signature of candidate _____
Name of the candidate _____
Address of the candidate _____
Mobile No.(if any) _____

Annexure-III

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 ACR 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 whichever is not applicable)

Dated:

Place:

Signature of Head of Office _____
Name and Designation _____

Seal

ANNEXURE-IV

PROFORMA FOR QUALIFICATIONS, EXPERIENCE FOR THE POST OF ASSISTANT ENGINEER (CIVIL)

MODE OF RECRUITMENT APPLIED FOR: (DEPUTATION/REEMPLOYMENT BASIS)

Sl. No.	Essential Qualifications	Please tick the relevant qualification	List of supporting documents enclosed for relevant qualification (Letter of appointment/promotion order etc.)
1.	Degree or Diploma in Civil Engineering or equivalent and experience in construction and maintenance of residential and non-residential buildings, including designing estimating, contracts, supervision etc.		
	Desirable Qualification		
2.	Experience of maintenance and upkeep of Air-conditioning system, lifts, interior decorations, architecture and electrical installation from recognised organisations.		
	EXPERIENCE (If any other relevant to the post)		List of supporting documents enclosed for relevant experience
5.			