



Govt. of India

TECHNOLOGY DEVELOPMENT BOARD
Department of Science & Technology
Government of India

VACANCY CIRCULAR

Ref. No.: TDB/34/2011-Admn.

Date: 03.01.2012

Subject: Filling up the posts of Scientist 'G'/ 'F'/ 'E'/ 'D' on deputation/ short term contract basis

Government of India has constituted Technology Development Board (TDB), a statutory body under the Department of Science & Technology in the year 1996 to administer the Fund for technology development and application. TDB provides financial assistance in the form of loan, equity, and grant to industrial concerns and other agencies for development and commercialization of indigenous technology and adaptation of imported technologies for wider domestic application.

SCIENTISTS:

In order to fill up the vacancies of Scientist 'G'/ 'F'/ 'E'/ 'D' as per current status and that to be occurred in future, it is proposed to prepare a panel of eligible applicants for these posts. The pay scales of these posts of Scientists are as follows:

1. Scientist 'G': Pay Scale of Rs. 37400-67000 + Grade Pay Rs. 10000 (PB-4)
2. Scientist 'F': Pay Scale of Rs. 37400-67000 + Grade Pay Rs. 8900 (PB-4)
3. Scientist 'E': Pay Scale of Rs. 37400-67000 + Grade Pay Rs. 8700 (PB-4)
4. Scientist 'D': Pay Scale of Rs. 15600-39100 + Grade Pay Rs. 7600 (PB-3)

JOB PROFILE: The job involves appraisal and processing of technology commercialization project proposals, monitoring, steering till fructification of the projects.

NATURE OF POSTS: The above posts are to be filled on deputation/ short term contract for a period of three (03) years.

NUMBER OF VACANCIES: Variable, depending on the situation and work pressure. The vacancies against Scientists 'G'/ 'F'/ 'E'/ 'D' will be filled depending upon suitability of the applicants. The panel prepared for the purpose will be valid for one year.

ESSENTIAL QUALIFICATIONS:

I. Academic: Post Graduate in Science or Graduate in Engineering or Technology related subject.

II. Experience:

a. General requirement:

- i. Scientists working for 5 years in immediate lower grade on their substantive post shall be considered for next higher grade
- ii. Three years experience in responsible position on technology financing/ technology commercialization

b. For deputation:

- i. Scientist 'D' to Scientist 'E' having five years regular service in the grade
- ii. Scientist 'E' to Scientist 'F' having five years regular service in the grade
- iii. Scientist 'F' to Scientist 'G' having five years regular service in the grade

Note: 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.

c. For Short Term Contract:

Scientist/ Technologist holding analogous post in Central Government/ State Government/ Autonomous Bodies/ Industry are also eligible.

FACILITIES: The above posts on deputation carry usual allowances as applicable to the Central Government employees including benefits like Leave Travel Concession, Medical Facilities etc. The vacancies filled on short term contract shall be compensated with a consolidated monthly package in INR as deemed fit by the Selection Committee.

AGE LIMIT: Not exceeding 56 years as on date of application.

LAST DATE OF APPLICATIONS: The applications in the prescribed format complete in all respects should reach the given address **on or before 20th February, 2012 by 05.30 PM.**

HOW TO APPLY: The applications are to be sent as per the prescribed format.

The applicants working under Central Government/ State Government/ Public Sector Undertakings/ Autonomous Bodies/ Universities etc are required to submit their applications through the proper channel.

An advance application may be sent, which will be considered only if the application through proper channel is also received within the time period prescribed by the Selection Committee.

The parent institutions are required to enclose photocopies of the ACRs of the individuals for the last five years, duly attested by an officer not below the rank of Under Secretary to the Government of India and also the no-objection certificate, while forwarding the application.

Also, while forwarding the applications, certificate to the effect that the officer is clear from vigilance angle and there is no disciplinary case pending/contemplated against him/ her is to be given.

Applications received after expiry of the last date or otherwise found incomplete for want of ACRs/ No-Objection Certificate/ Vigilance Clearance Certificate will not be entertained.

The clearly filled in applications, clearly subscribing on the envelope 'Application for the Post of Scientist in TDB' are to be sent to the following address:

**THE SECRETARY
TECHNOLOGY DEVELOPMENT BOARD
DEPARTMENT OF SCIENCE AND TECHNOLOGY
VISHWAKARMA BHAWAN
WING-A, GROUND FLOOR,
SHAHEED JEET SINGH MARG,
NEW DELHI - 110 016**

For further details please refer our website www.tdb.gov.in

-sd-
(H.K. Mittal)
Secretary, TDB

Copy forwarded to:

1. All Ministries/ Departments of the Central Government
2. The Director, Department of Science & Technology, New Delhi – with a request for wide circulation in all the institutions under the Ministry of Science & Technology.
3. The Director General, Council of Scientific & Industrial Research, New Delhi – with a request for wide circulation in all the institutions under CSIR.
4. The Director General, Indian Council of Medical Research, New Delhi – with a request for wide circulation in all the institutions under ICMR.
5. The Director General, Indian Council of Agricultural Research, New Delhi – with a request for wide circulation in all the institutions under ICAR.
6. The Chairman, All India Council for Technical Education, New Delhi – with a request for wide circulation in all the institutions under AICTE.
7. The Chairman, University Grants Commission, New Delhi – with a request for wide circulation in all the institutions under UGC.
8. PPS to the Chairman, TDB, New Delhi
9. Website of TDB www.tdb.gov.in
10. Office Order File.
11. Guard File

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(H.K. Mittal)

Secretary, TDB

FORMAT FOR THE APPLICATION

1. Name and Address in BLOCK letters:
2. Date of Birth (in Christian era):
3. Date of retirement under Central/ State Government Rules:
4. Educational Qualifications:
5. Whether Educational and other qualifications required for the post are satisfied (if any qualification has been treated as equivalent to the one prescribed in the rules, state the authority of the same):

	Qualifications/ Experience required	Qualifications/ experience possessed by the Officer
Essential		
Desirable		

6. Please state clearly whether in light of entries made by you above, you meet the requirements of the post:
7. Details of employment in chronological order:

Office/ Institute/ Organisation	Post Held	From	To	Scale of Pay & Basic Pay	Nature of Duties

8. Nature of present employment, i.e. adhoc or temporary or permanent:
9. In case the present employment is held on deputation/ contract basis, please state:
 - a. The date of initial appointment
 - b. Period of appointment on deputation/ contract
 - c. Name of the parent office/ organization to which you belong
10. Additional details about present employment, please state whether working under:
 - a. Central Government
 - b. State Government
 - c. Autonomous Organizations
 - d. Government Undertakings
 - e. Universities
11. a. Are you in revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.
b. Whether belongs to IDA/ CDA pattern?

- 12. Total emoluments per month now drawn:
- 13. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if required.
- 14. Whether belongs to SC/ ST:
- 15. Remarks:

Date: (Signatures of the candidate)
Place: Address:

COUNTERSIGNED
(by the employer with SEAL)

10.0.

18. Seminars, Conferences, Workshops, and Training Courses etc., conducted: Provide the details of Seminars, Conferences, Workshops, Training Courses etc., conducted by the organization.

19. Presentation about the organization: Provide a Power Point presentation (not more than 15 slides) about the organization having details like origin, activities and major R&D achievements during the last 3 years.

CHECK LIST

1. Complete e-application and one hard copy (to be sent to DSIR with all necessary enclosures). Kindly ensure that all the details are properly filled. In case an entry in a table is nil, kindly indicate.
2. In case the applicant is a college, the affiliation letter issued to the college by the University to which it is affiliated along with the permission to carry out research in various discipline.
3. A copy of the certificate of registration (with the hard copy).
4. A copy of the Memorandum of Association with Rules and regulations/Trust Deed (with the hard copy).
5. Copies of the audited accounts for the last 3 years (with the hard copy).
6. A few reprints of the best publications made during the last 3 years (with the hard copy). Kindly note that weightage will be given to only those publications which have given credit to the applicant organization.
7. Copies of books/journals/news letters published during the last 3 years (with the hard copy).
8. A copy of the power point presentation given in the e-application, to be enclosed with the hard copy.

How to Submit

The application for recognition of SIROs should be submitted online in case of renewal of recognition. The hardcopy of the application should be signed by the Managing Trustee/Director/ CEO of the organisation, to DSIR along with all relevant enclosures, like:

- (i) Latest annual report of the SIRO,
- (ii) A note on the R&D activities of the SIRO, highlighting the on-going & proposed research activities, details of past achievements/completed research projects,
- (iii) A brief write-up on some of the major past achievements, ongoing and future projects,
- (iv) Details of scientific personnel working in the R&D unit(s) along with qualifications & designation
- (v) Details of infrastructure available for research giving the date of installation & value of all major facilities,
- (vi) A copy of the memorandum & Articles of Association of the company/society or Trust deed etc (in case of there are any changes, please highlight the same).

The applications for Recognition & registration must be sent to:

Shri K V S P Rao
Scientist 'G' and Head (RDI)
Department of Scientific & Industrial Research
Technology Bhavan, New Mehrauli Road
New Delhi-110016

DOWNLOAD

[Guidelines & Criteria for Recognition of Scientific & Industrial Research Organisations](#)

TO WHOM IT MAY CONCERN

Certified that Sh/Smt/Kum. _____ working as _____
_____ in the _____ is clear from vigilance
angle and there is no vigilance case either pending or contemplated against him/her, and no
major/minor penalty has been imposed on him during the last 10 years.

SEAL

(employer)
Signatures:
Name:
Designation:

Step 1 Instructions	Step 2 Organisation Details	Step 3 Financial Details	Step 4 R&D Details 1	Step 5 R&D Details 2	Step 6 Achievements	Step 7 Declaration & Final Submit
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INSTRUCTIONS FOR FILLING THE APPLICATION FORM FOR RENEWAL OF RECOGNITION OF SCIENTIFIC AND INDUSTRIAL RESEARCH ORGANISATIONS(SIROs)

Please download the Guidelines for the Scheme for Granting Recognition & registration to Scientific and Industrial Research Organizations (SIRO) on DSIR website / link given below and go through the requirements before filling up the online application.

At present online applications are being accepted for renewal of recognition to those SIROs which are already recognized by DSIR and whose recognition is valid up to 31.03.2012.

All attachments to the online applications must be in the .pdf file format only.

You may please note that even if you have sent the application already, you are requested to fill the online application.

After submitting the application online, one hardcopy of the application duly signed by CEO/Managing Trustee of the SIRO should be submitted along with latest Annual Report, statement of accounts, brief write-up on R&D activities & some good colour photographs of sophisticated R&D facilities/ products developed with caption list of key R&D personnel, major infrastructure available for research, product brochures/ literature, certificates of merit or awards received etc.

In case of any difficulty, you may kindly get in touch with DSIR on phone nos. 26863805 / 26521628 / 26590206 / 26590388.

INSTRUCTIONS FOR FILLING THE APPLICATION FORM

1 Organization Details: Details like organization name, renewal of recognition, recognition number with its validity has been uploaded through system and user is not allowed to change these details.

2 Details of Head of Organization: Provide name of the head of the organization, designation of the name of the head, telephone numbers (with STD code), Fax number/s and contact e-mail address of the head of the organisation.

3.1 Address of Registered Office: Details like address along with city, state and pin code has been uploaded through system and user is not allowed to change these details. Provide telephone numbers (with STD code), fax number/s and contact e-mail address for the Registered Office.

3.2 Address of Head Office / Correspondence Address: Provide the address, telephone numbers (with STD code), fax number/s and contact e-mail address for the Head Office / Correspondence Address.

3.3 Information about SIRO R&D Center: Provide name of the in-charge of the R&D center, address of the R&D center, telephone numbers (with STD code), fax number/s and contact e-mail address for the SIRO R&D Center.

4 Legal Status of the Organization: Indicate the legal status of the organization (whether a Registered Society/Registered Trust/University /Association/ College/Company incorporated u/s 25 of Companies Act, 1956).

5.1 Source of Income of the Organization: Indicate the various sources of income of the organization. For example : grants-in-aid, project fees, donations towards corpus funds, interest on investments, testing fees, training charges, fees for conducting courses, consultancy, royalty charges etc.

5.2 Provide the list of Donors: Provide the list of donors and the details of donations/grants received (Rs. 5000/- and above) and the specific purpose for giving the donation/grant.

5.3 Foreign Contributions: Provide the details of the foreign contributions received, if any.

5.4 Notified by the CBDT: Indicate whether the applicant organization is notified by the CBDT or not.

6.1 Separate account for R&D: Indicate whether the scientific research expenditure is shown in annual report by a separate schedule or not. Kindly note, the SIROs applying for recognition/renewal of recognition should show the research expenditure in the annual report as a separate schedule.

6.2 Details of Income and Expenditure: Please fill all the fields in the table. Do not keep any field vacant. Nil entries can be entered as 0.

7 Investment made so far: Provide complete details of investments under various heads. Kindly note that the investments should be strictly in accordance with the provisions contained in the I.T. ACT.

8 Audited accounts of the organization: Indicate whether accounts of the organisation are audited or not. Enclose audited statement of accounts of the organisation for the last three years with the hard copy.

9 R&D facilities available for research: Provide the details of R&D facilities available for research like

9.1 Land and building and area earmarked for R&D activities: Provide details of Land and building and area earmarked for R&D activities

9.2 Equipment: Indicate details with the total value.

9.3 Details of equipment procured: Give the details of equipment procured during the last 3 years.

10 Composition of Managing Board/Governing Board/Managing Committee: Give the details of the members of the Managing Board/Governing Board/Managing Committee. Please ensure that the designation and the complete official address of all the members is provided.

11 Composition of Research Advisory Board: Give the details of the members of the Research Advisory Board/Committee. Please ensure that the designation and the complete official address of all the members is provided (Furnish copies of letters of acceptance of the members with the hard copy).

12 Staff engaged in research: Give the details of the staff engaged in research along with the bio-data of top 5 R&D personnel.

13 Areas of Research Undertaken: Indicate the subject in which the organization undertakes research.

14 Details of on-going research programmes & research programmes undertaken: Provide the details of on-going research programmes and research programmes undertaken during the last 3 years. Also give a brief (not more than 250 words for each project) write-up of the R&D projects (not more than ten). Kindly note that in the absence of the above mentioned details, the application may not be considered.

15 Details of research programmes identified for the next three years: Provide the details of research programmes identified for the next three years indicating the financial implications (as per Annexure-II) . Also give a brief (not more than 250 words for each project) write-up of the R&D projects (not more than ten).

16 Technologies transferred, papers/reports/books published: Furnish details of technologies transferred, papers/reports/books published and enclose a few reprints of the publications made during the last 3 years, with the hard copy. Kindly note that weightage will be given to only those publications which have given credit to the applicant organization.

17 Scientific Research Achievements: Provide complete details of the scientific research achievements during the last 3 years, as asked for under point 16.1 –