



ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

(A Statutory Body of the Government of India)

Nelson Mandela Marg, New Delhi-110067
Ph.No.011-26131576-78, 80 Extn. : 1039,
Website : www.aicte-india.org

The AICTE invites applications in the prescribed proforma from employees of Central or State Governments or Central Universities or Autonomous Bodies or PSUs, holding posts on regular basis in the parent Cadre, for appointment to the following posts on **deputation basis** for its **Hqr. at New Delhi and its 08 ROs** located at various parts of country for a period of three years in terms of DoP&T orders on the subject.

Sl. No.	Name /Group of the Post	Pay Band + GP	No of Posts
1.	Office Superintendent-Cum-Accountant / Group 'C'	PB-2 + 4200 GP (pre-revised)	07 (one in each Region - Chennai, Mumbai, Kanpur, Kolkata, Bangalore, Bhopal and Chandigarh)
2.	Upper Division Clerk / Group 'C'	PB-1 + 2400 GP (pre-revised)	07 (3 for Head Quarter at New Delhi and one in each Region - Mumbai, Bangalore, Bhopal and Hyderabad)

LAST DATE FOR RECEIPT OF APPLICATIONS : 30.06.2017

The details regarding the Qualifications, Experience and General Terms & Conditions of appointment on deputation basis, along with prescribed proforma is available at the AICTE Website: www.aicte-india.org>bulletin>jobs.

Advertisement No. : Admn. / Estt. / Deputation / 05 (03) / 2017

Member Secretary, AICTE



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ADVERTISEMENT FOR FILLING UP VACANCIES ON DEPUTATION BASIS

The All India Council for Technical Education (AICTE) was established by an Act of Parliament (No.52 of 1987) with a view to proper planning and coordinated development of the technical education system throughout the country, the promotion of qualitative improvements of such education in relation to planned quantitative growth and the regulation and proper maintenance of norms and standards in the technical education system and for matters connected therewith. The Council is a Statutory Body of Government of India with its headquarters in New Delhi and Regional Offices in **eight** States (Bhopal, Bangalore, Chandigarh, Chennai, Kanpur, Kolkata, Hyderabad, Mumbai and Camp Offices at Guwahati, Kerala and Vadodara).

Applications are invited from well qualified and experienced employees of Central or State Governments or Universities or Autonomous Bodies or PSUs, holding posts on regular basis in the parent cadre or department, for appointment to the following posts on **deputation basis** for its **08 Regional Offices** located at **Chennai, Mumbai, Kanpur, Kolkata, Bangalore, Bhopal, Chandigarh and Hyderabad**, for a period of three years thereafter on early basis in terms of DoP&T orders on the subject. The details of posts are as under:

Sl. No.	Name of the post/Pay Band	No. of posts (may vary)	Educational Qualifications and Experience prescribed for the post
1.	Office Superintendent - Cum- Accountant PB-2 Rs.9300-34800 + 4200 GP (Pre-revised)	07	<p>(a) (i) Officers from the Central or State Governments or Universities or Autonomous Bodies or PSUs holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) with five years regular service in the grade rendered after appointment thereto on a regular basis in PB-1, Rs.5200-20200 + GP Rs.2800 (pre-revised) in the parent cadre/ department; and</p> <p>(b) possessing the following educational qualifications and experience :</p> <p>(i) Degree in Commerce from a recognized University or equivalent.</p> <p>(ii) Possessing five years experience of Central or State Government offices or Universities or PSUs, or Autonomous Bodies in accounting / budgeting / Auditing / cash and general finance matters. Knowledge of Government rules and regulations.</p> <p>Desirable: Training in cash and accounts work in the Institute of Secretariat Training and Management (ISTM) or equivalent.</p>
2.	Upper Division Clerk	07	<p>(a) (i) Officers from the Central or State Governments or Universities or Autonomous</p>

	PB-1 Rs.5200 - 20200 + 2400GP (Pre-revised)		<p>Bodies or PSUs holding analogous posts on regular basis in the parent cadre or department, or,</p> <p>(ii) With five years regular service in the grade rendered after appointment thereto on a regular basis in PB-1, Rs.5200-20200 + GP Rs.1900 (pre-revised), in the parent cadre/ department with experience in Administration / Accounts matters and knowledge of Government of India rules/ regulations and noting and drafting; and</p> <p>(b) Possessing the following educational qualifications and experience:</p> <p>(i) Degree from a recognized University or equivalent.</p> <p>(ii) Knowledge in Computer applications.</p> <p>(iii) Five years work experience in general administration and accounts from Central or State Government Organizations or PSUs or Universities or Autonomous Bodies.</p>
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GENERAL TERMS AND CONDITIONS :

1. Number of posts is tentative, may vary and the Council reserves the right to increase or decrease number of posts and may or may not fill any post(s).
2. The prescribed qualifications are the minimum and mere possession and fulfillment of the essential and desirable qualifications for a post does not entitle the candidate to be called for interview/ test.
3. Application must be neatly typewritten on A-4 size paper in the prescribed proforma **(Annexure-I)**. The proforma can also be downloaded through the website **www.aicte-india.org**.
4. One recent passport size photograph should be pasted on the top right hand corner of the application and be signed by the applicant.
5. Envelope containing application should be super-scribed with "APPLICATION FOR THE POST OF _____ at _____ (Name of region) Advertisement No. _____ (Sl.No. _____)."
6. A candidate has to submit separate applications, if he/she desires to apply for more than one post.
7. The candidates short-listed for interview/ test will be informed by post. The Council will not be responsible for any postal delay.
8. Original certificates should be produced only at the time of interview/test. However, self attested photocopies of testimonials may also be attached with the application in support of their educational qualifications and experience etc.
9. Candidates may send an advance copy of application. However, such an application shall be entertained only when application through proper channel (Forwarding Authority) is received. It shall be necessary to furnish "**No Objection Certificate**" from the parent department/ present employer at the time of interview/test.
10. The decision of the Council in respect of selections shall be final and no correspondence in this regard will be entertained. **Canvassing in any type from any source will disqualify the candidature of the applicant.**
11. The Candidates who have not completed the prescribed "**cooling off**" period as per DoP&T regulations are not entitled to apply for any of the deputation posts as mentioned above.
12. The candidates who are already on deputation in any organization including AICTE on the third year of their deputation are not entitled to apply for any of the deputation post as mentioned above.

13. ***Candidates working in Institutions/Universities privately funded and managed or funded by the Government but privately managed, are not eligible for applying for any of the posts, as mentioned above.***
14. The terms and conditions of deputation will be regulated in accordance with the Department of Personnel & Training OM No.6/8/2009-Estt.(Pay) dated 17th June, 2010, as amended from time to time. **A person in higher Grade Pay shall not be eligible for appointment to a post carrying a lower Grade Pay.**
15. Forwarding Authority is to ensure that the applications must be accompanied by ACRs for last five years, Integrity Certificate and Vigilance Clearance Certificate. In case of photocopies of A.C.Rs are sent, these may be attested by an officer not below the rank of Under Secretary/equivalent.
16. The **maximum age limit for appointment by deputation shall not exceed 56 years** as on the closing date of the receipt of application.
17. The application complete in all respect must be sent through proper channel to Director (Admn.), All India Council for Technical Education, Nelson Mandela Marg, New Delhi-110 067, **latest by 30.06.2017.**
18. Applications received after the last date (expiry of the prescribed period) and/or found to be incomplete in any manner or not submitted in the prescribed proforma will not be entertained.

DIRECTOR (ADMINISTRATION)

11.	Professional Training, if any :										
	Sl.No.	Designation	Name of Organization		Period of service			Particulars of training			
					From	To					
12.	Knowledge of working on PC / work station and familiarity with software packages (Please specify):										
13.	Employment Record (details in reverse chronological order, starting with the last job)										
	Sl. No.	Designation	Name of organization	Address of organization	*Type of organization	Pay Scale/Pay in Pay Band+ GP/AGP	**Nature of Appointment	Period of Service			Nature of work and level of responsibilities
								From	To	Period	
<p>*Central Government /State Government/ Government aided Department or Central Government /State Government/ Government aided Institute or Central Government /State Government/ Government aided University or Central Government /State Government Autonomous Institute or Central Government /State Government Autonomous body or Any other (please specify)</p> <p>** Regular/ Contractual / Adhoc / Any other (please specify).</p> <p>Note: Please indicate your total experience for eligibility to the post applied for _____ year _____ months</p>											

PART-B

		Additional details about present employment, if any.																
1.	a	Present Pay Scale: (Central or State Governments or Central/ State Govt. Universities or Autonomous Bodies set up by Government) <i>(Please specify whichever is applicable)</i>																
	b	If pay scale has been revised recently, state the date of revision and also the pre-revised pay scale.																
		<table style="width: 100%;"><thead><tr><th></th><th style="text-align: center;">Pre-Revised</th><th style="text-align: center;">Revised</th></tr></thead><tbody><tr><td>1 Basic Pay</td><td></td><td></td></tr><tr><td>2 Dearness Allowances</td><td></td><td></td></tr><tr><td>3 Other Allowances (Please</td><td></td><td></td></tr><tr><td>specify) Total Gross Salary:</td><td></td><td></td></tr></tbody></table> <i>Attach copy of Last Pay Slip in support of above)</i>		Pre-Revised	Revised	1 Basic Pay			2 Dearness Allowances			3 Other Allowances (Please			specify) Total Gross Salary:			
	Pre-Revised	Revised																
1 Basic Pay																		
2 Dearness Allowances																		
3 Other Allowances (Please																		
specify) Total Gross Salary:																		
2.		Any other information you may wish to furnish (in brief and no annexure be enclosed)																
3.		Name and address of 2 persons (not related to you) who are well acquainted with your academic record and professional work for																
	a	Reference-1																
	b	Reference-2																

PART - C

DECLARATION

I certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed /distorted. At any time I am found to have concealed/distorted any material information, my appointment shall be liable to be summarily terminated without notice/compensation.

Date :

Signature of Candidate

Place :

PART - D

FORWARDING AUTHORITY / EMPLOYERS ENDORSEMENT

This is to certify that Dr./Sh./Smt. is working as..... from **on regular basis** in our department / institute / organization. The above details given by him/her are verified and found correct as per our records. It is further certified that no vigilance / disciplinary case and departmental enquiry is either pending or contemplated against him / her. The integrity of the officer is also certified. In case of his / her selection, he / she will be relieved on deputation basis and his / her lien will / will not be retained by this organization.

Date :

Signature of employer with Office Stamp

Place :

CHECK LIST

Sl. No.		Tick Yes or No	
		Yes	No
1	Signature on the Application	Yes	No
2	Affixed the photograph	Yes	No
3	Attested Copies of all the Educational Certificates/ Testimonials/Experience Certificates are enclosed	Yes	No
4	Last Pay Slip – enclosed	Yes	No
5	Age proof – enclosed	Yes	No
6	SC/ST/OBC/Differently abled Certificate – enclosed	Yes	No
7	Forwarding form the employer	Yes	No
8	Any other (Please Specify)	Yes	No

Note : Self attested copies of all the relevant documents must be attached with the application.