

**ALL INDIA COUNCIL FOR TECHNICAL EDUCATION**

(A Statutory Body of the Government of India)

7<sup>th</sup> Floor, Chanderlok Building, Janpath, Connaught Place,

New Delhi 110 001

Ph. No. 011-23724151-57

Website : [www.aicte-india.org](http://www.aicte-india.org)**Advertisement No.:**

AICTE invites applications in the **prescribed format** from well qualified and experienced employees of Central or State Governments or Central/State Universities or Institutions of Higher Education or Autonomous Bodies or PSUs, for the following posts on **DEPUTATION BASIS** initially for the period of one year extendable upto three years on year to year basis or till the posts are filled up on regular basis, whichever is earlier:

Sl. No.	Name of Post	Pay Band	No. of Post(s)
1	Director, Group 'A'	PB-4 Rs.37400-67000+Grade Pay Rs.8700/-	02
2	Assistant Director Group , 'A'	PB -3 Rs.15600-39100+Grade Pay Rs.6600/-	08
3	Chief Administrative Officer, Group 'A'	PB -3 Rs. 15600-39100+Grade Pay Rs.6600/-	01
4	Assistant Legal Adviser, Group 'A'	PB -3 Rs. 15600-39100+Grade Pay Rs.6600/-	01
5	Sr. Accounts Officer , Group 'B'	PB -2 Rs. 9300-34800+Grade Pay Rs.5400/-	02
6	Legal Officer, Group 'B'	PB -2 Rs. 9300-34800+Grade Pay Rs.4600/-	01
7	Private Secretary, Group 'B'	PB -2 Rs. 9300-34800+Grade Pay Rs.4600/-	01
8	Accountant/ Office Superintendent-Cum-Accountant, Group 'C'	PB -2 Rs. 9300-34800+Grade Pay Rs.4200/-	05
9	Personal Assistant, Group 'C'	PB -2 Rs. 9300-34800+Grade Pay Rs.4200/-	02
10	Upper Division Clerk, Group 'C'	PB -1 Rs 5200-20200+Grade Pay Rs.2400/-	06

**LAST DATE FOR RECEIPT OF APPLICATIONS: October 21, 2011**

The details regarding Educational/Qualifications, Experience and General Terms & Conditions, along with prescribed format for application is available at the AICTE Website: [www.aicte-india.org](http://www.aicte-india.org). The number of posts may vary. Council reserves the right to cancel the filling of above vacancies without assigning any reason.

(Dr. Kuncheria P. Isaac)  
MEMBER SECRETARY

# ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

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7<sup>th</sup> Floor, Chanderlok Building, Janpath, Connaught Place, New Delhi 110 001

Tel : 011-23724159, 63-65, Fax – 011-23724183

Advt. No. Estt/03/2011

ICTE invites applications in the prescribed format from qualified and experienced employees of Central or State Governments or Central/State Universities or Institutions of Higher Education or Autonomous Bodies or PSUs for the following posts on DEPUTATION BASIS initially for a period of one year extendable upto three years on year to year basis or till the posts are filled up on regular basis, whichever is earlier.

**SL. NO. 01: DIRECTOR, SCALE OF PAY: PB-4 (Rs.37400-67000+Grade Pay Rs.8700), Posts: 02 (on deputation basis)**

Officers from the Central or State Governments or Universities or Autonomous Bodies or PSUs;

**(a) (i)** holding analogous posts on regular basis in the parent cadre or department; **or**

**(ii)** With four years service in the grade rendered after appointment thereto on a regular basis in the pre-revised pay scale of Rs. 12000-16500/- ( Revised- PB-3 -Rs.15600-39100+GP Rs.7600/-) in the parent cadre/ department; **and**

**(b)** Possessing the following educational qualifications and experience:

**Qualifications:** Master Degree in any of the subjects of Science or Mathematics or Computer Application or Management including Behavioral Science, Commerce and Business Economics or Economics or Pharmacy or Engineering and Technology or Architecture and Town Planning from a recognized University or equivalent.

**Experience:** Twelve years experience in teaching or research, Educational Planning or Administration, Training etc. in Central or State Government or University or other Institution of Higher Education or Autonomous Bodies or PSUs.

**Note:** Preference will be given to the persons with Doctorate Degree and /or published research work with evidence of writing the technical reports.

**SL. NO. 02: ASSISTANT DIRECTOR, PB-3 (Rs. 15600-39100 + GP Rs. 6600), Posts: 08 (on deputation basis)**

Officers from the Central or State Governments or Universities or Autonomous Bodies or PSUs;

**(a)(i)** holding analogous posts on regular basis in the parent cadre or department; **or**

**(ii)** with four years service in the grade rendered after appointment thereto on a regular basis in the pre-revised scale of Rs. 8000-13500/- (PB -3 Rs. 15600-39100+Grade Pay Rs.5400/- revised) in the parent cadre/ department; **and**

**(b)** Possessing the following educational qualifications and experience:

**Qualifications:** Master Degree in any of the subjects of Science or Mathematics or Computer Application or Management including Behavioral Science, Commerce and Business Economics or Economics or Pharmacy or Engineering and Technology or Architecture and Town Planning from a recognized University or equivalent.

**Experience:** Eight years experience at supervisory level out of which, at least four years experience in Teaching or Research, Educational Planning or Administration, Training in Central or State Government or University or other Institutions of Higher Education or Autonomous Bodies or PSUs.

**Note:** Preference will be given to persons holding Doctorate Degree and/or published research work with evidence of writing the technical reports.

**SL. NO. 03: CHIEF ADMINISTRATIVE OFFICER, PB-3 (Rs. 15600-39100 + GP Rs. 6600), Post: 01(on deputation basis)**

Officers from the Central or State Governments or Universities or Autonomous Bodies or PSUs

**(a)(i)** holding analogous posts on regular basis in the parent cadre or department; **or**

**(ii)** with four years service in the grade rendered after appointment thereto on a regular basis in the pre-revised scale of Rs. 8000-13500/- (PB -3 Rs. 15600-39100+Grade Pay Rs.5400/- revised) in the parent cadre/ department; and

**(b)** Possessing the following educational qualifications and experience:

**Qualifications and Experience: Degree** from a recognized University or equivalent with Eight years experience in a supervisory capacity in Central or State Government offices or Universities or PSUs or Autonomous Bodies. Knowledge in Administration, Establishment matters, Financial Rules and procedures of the Government of India and Knowledge of Computer applications

**SL. NO. 04: ASSISTANT LEGAL ADVISOR, PB-3 (Rs. 15600-39100 + GP Rs. 6600), Post: 01 (on deputation basis)**

Officers from the Central or State Governments or Universities or Autonomous Bodies or PSUs

**(a)(i)** holding analogous posts on regular basis in the parent cadre or department; **or**

**(ii)** with eight years service in the grade rendered after appointment thereto on a regular basis in the pre-revised scale of Rs.6500-200-10500/- in the parent cadre / department; **or**

**(iii)** Officers in the pre-revised pay scale of Rs. 6500-10500 and

**(b)** possessing the following educational qualifications and experience:

**Qualifications:** Master Degree in Law or equivalent from a recognized University or equivalent.

**Experience:** Eight years Legal practice as an Advocate in High Courts or Supreme Court of India; or Eight years experience in dealing with legal matters in supervisory capacity in Central or State Government organizations or PSUs or Universities or Autonomous Bodies.

**Desirable:** Well versed with Administrative Laws, Constitutional Laws and other Civil Laws etc.

**SL.NO. 05: Senior Accounts Officer, PB-2 (Rs.9300-34800 + GP Rs.5400), Posts: 02 (on deputation basis)**

Officers from the Central or State Governments or Universities or Autonomous Bodies or PSUs

**(a)(i)** holding analogous posts on regular basis in the parent cadre or department; **or**

**(ii)** with Five years service in the grade rendered after appointment thereto on a regular basis in the pre-revised scale of Rs.6500-200-10500/- in the parent cadre / department; **or**

**(iii)** with Eight years regular service in the grade rendered after appointment there on a regular basis in the pre-revised scale of Rs. 5500-9000/- in the parent cadre /department; and

**(b)** possessing the following educational qualifications and experience:

**Qualifications:** Degree from a recognized University or equivalent.

**Experience:** Eight years experience in Accounts work in a Supervisory capacity in Central or State Government offices or Universities or PSUs or Autonomous Bodies and Knowledge in Financial Rules and procedures of the Government Establishments and adequate experience in dealing with Accounts, Audit, Budget and Financial matters. Knowledge in Computer applications.

**SL. NO. 06: LEGAL OFFICER, (PB-2 (Rs. 9300-34800+GP Rs. 4600), Post: 01 (on deputation basis)**

Officers from the Central or State Governments or Universities or Autonomous Bodies or PSUs

**(a)(i)** holding analogous posts on regular basis in the parent cadre or department **or**

**(ii)** with three years service in the grade rendered after appointment thereto on a regular basis in the pre-revised scale of Rs. 5500-9000/- in the parent cadre/ department; and possessing the following educational qualifications and experience:

**Essential qualification:** **i)** Degree in Law from a recognized University or equivalent;  
**ii)** Five years of legal practice in a reputed Law Company or five years practice as an Advocate in High Courts or Supreme Court of India; **or**  
**(iii)** Five years experience in dealing with legal matters in supervisory capacity in Central or State Government organizations or PSUs or Universities or Autonomous Bodies.  
**Desirable:** Well versed with Administrative laws, Constitutional laws and other Civil Laws.

**SL. NO. 07: PRIVATE SECRETARY, (PB-2 Rs. 9300-34800 + GP Rs. 4600), Post: 01 (on deputation basis)**

Officers from the State Governments or Universities or Autonomous Bodies or PSUs  
**(a)(i)** holding analogous posts on regular basis in the parent cadre or department; **or**  
**(ii)** with three years service in the grade rendered after appointment thereto on a regular basis in the pre-revised scale of Rs.5500-175-9000/- in the parent cadre/ department; **or**  
**(iii)** with five years regular service in the grade rendered after appointment thereto on a regular basis in the pre-revised scale of Rs.5000-8000 in the parent cadre/ department; **and**  
**(b)** Possessing the following educational qualifications and experience:  
**(i)** Degree from a recognized University or equivalent, **(ii)** Possessing speed of 120 words per minute in Stenography in English, **(iii)** Knowledge in Computer applications; **and (iv)** Eight years of relevant Experience in Central or State Government or Autonomous Bodies or equivalent.

**SL.NO.08: ACCOUNTANT/OFFICE SUPERINTENDENT-CUM ACCOUNTANT, (PB-2 Rs. 9300-34800 + GP Rs. 4200), Posts: 05 (on deputation basis)**

Officers from the Central or State Government or Universities or Autonomous Bodies or PSUs  
**(a)(i)** holding analogous posts on regular basis in the parent cadre or department; **or**  
**(ii)** with five years regular service in the grade rendered after appointment thereto on a regular basis in the pre-revised scale of Rs.4500-125-7000/- in the parent cadre / department; **and**  
**(b)** Possessing the following educational qualifications:  
**(i)** Degree in Commerce from a recognized University or equivalent.  
**(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.  
**(iii)** Knowledge of Government rules and regulations.  
**Desirable:** Training in cash and accounts work in the Institute of Secretariat Training and Management (ISTM) or equivalent.

**SL.NO.09: PERSONAL ASSISTANT, PB-2 (Rs. 9300-34800 + GP Rs. 4200), Posts: 02 (on deputation basis)**

Officers from the Central or State Governments or Universities or Autonomous Bodies or PSUs;  
**(a)(i)** holding analogous posts on regular basis in the parent cadre or department; **or**  
**(ii)** With five years service in the grade rendered after appointment thereto on a regular basis in the pre-revised scale of Rs. 4000-6000/- as Stenographer and  
**(b)** Possessing the following educational qualifications:  
**(i)** Degree from a recognized University or equivalent.  
**(ii)** Speed of 100 words per minute in Stenography in English.  
**(iii)** Knowledge in Computer Applications.

**SL. NO. 10: UPPER DIVISION CLERK, PB-1 (Rs.5200-20200 +GP Rs.2400), Post: 06 (on deputation basis)**

Officers from the Central or State Governments or Universities or PSUs or Autonomous Bodies;  
**(a)(i)** holding analogous posts on regular basis in the parent cadre or department, **or**  
**(ii)** with five years regular service in the grade rendered after appointment thereto on a regular basis in the pre-revised scale of Rs. 3050-4590/- in the parent cadre/ department with experience in

Administration/ Accounts matters and knowledge of Government of India rules/ regulations and noting and drafting; **and**

**(b)** Possessing the following educational qualifications:

**(i)** Degree from a recognized University or equivalent.

**(ii)** Knowledge in Computer Applications.

**(iii)** Five years work experience in general administration and accounts from Central or State Government organizations or PSUs or Universities or Autonomous Bodies.

### GENERAL TERMS & CONDITIONS

1. Number of posts is tentative, may vary and 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 self across.
5. Envelope containing application should be super-scribed with “**APPLICATION FOR THE POST OF \_\_\_\_\_ (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, attested photocopies of testimonials may also be attached with the application in support of their age, educational qualifications and experience etc.
9. Candidates may send an advance copy of application. However, advance 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. Applications received after expiry of the prescribed period and/or found to be incomplete in any manner or not submitted in prescribed proforma will not be entertained.
11. 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.
12. The application complete in all respect must be sent through Proper Channel to **Director (Admn.), All India Council for Technical Education, 7<sup>th</sup> Floor, Chanderlok Building, Janpath, New Delhi – 110001, latest by 21 October, 2011.**

13. The terms and conditions of deputation will be regulated in accordance with OMs/Orders issued by the Department of Personnel & Training and as amended from time to time.
14. Forwarding Authority is to ensure that the applications must be accompanied by ACRs for last five years, Integrity Certificate and Vigilance Certificate. In case of photocopies of A.C.R are sent, these may be attested by an officer not below the rank of Under Secretary of the Government of India.
15. The **maximum age limit for appointment by deputation shall not exceed 56 years** as on the closing date of receipt of application.

**DIRECTOR (ADMINISTRATION)**

**ANNEXURE-I**

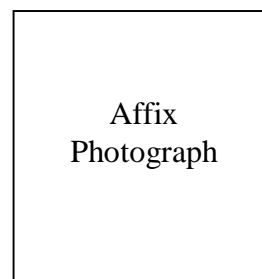
**PROFORMA**

**ALL INDIA COUNCIL FOR TECHNICAL EDUCATION, NEW DELHI.**

**PART-A**

1. Name of the Post \_\_\_\_\_
2. Name in Full (in block letters) \_\_\_\_\_
3. Father's / Husband's Name \_\_\_\_\_
4. Date of Birth \_\_\_\_\_ Age \_\_\_\_\_
5. Nationality \_\_\_\_\_
6. **a)** Address for correspondence (in block letters)

\_\_\_\_\_  
\_\_\_\_\_  
Pin Code \_\_\_\_\_  
Telephone \_\_\_\_\_  
E-Mail ID \_\_\_\_\_



- b)** Permanent Address (in block letters)
- \_\_\_\_\_  
\_\_\_\_\_  
Pin Code : \_\_\_\_\_

7. Whether you belong to (Please tick) SC\_\_\_\_ ST\_\_\_\_ OBC\_\_\_\_ PH\_\_\_\_ GEN\_\_\_\_  
**(Attach copy of certificate if you belong to SC, ST, PH or OBC)**

8. Educational Qualifications :-  
(In chronological order from the Bachelor's Degree and onwards)

Sl. No	Degree / Specialization	University / Institution	Division or equivalent	Percentage or Marks
S. No.	Organization	Period From                      To	Particulars of Training	

9 Professional Training:

S. No.	Organization	Period From                      To	Particulars of Training


10. Knowledge of working on PC/ work station and Familiarity with software Packages  
(Please specify) :

11. Employment Record (details in reverse chronological order, starting with the last job)

S. No.	Name & Address of the Employer	Period of service in each post (Duration in Months) From            To	Designation of post held & scale of pay	Nature of work and level of responsibilities

12. Publications and Report (Please enclose list under three separate heads: Journals, Conferences, Reports)

## PART-B

Additional details about present employment, if any.

Present Pay Scale	
(Central Govt. / State Govt. / PSU / Private Enterprises / Others)	
If pay scale has been revised recently, state the date of revision and also the pre - revised pay scale. <b>(kindly enclosed Last Pay Slip)</b> Basic Pay Pre- revised Revised Dearness Allowances Other Allowances (please specify) Total	
Basic pay expected Rs.	
Please state whether working under :  Central Government State Government Autonomous Organization Government Undertaking Universities Private Organisation	
Member / Fellowship of Professional Society	
Any other information you may wish to furnish (in brief and no annexure be enclosed)	
Name and address of 2 persons (not related to you) who are well acquainted with your academic record and professional work for reference.	

## **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.

Place \_\_\_\_\_

**SIGNATURE OF THE CANDIDATE**

Date \_\_\_\_\_

## **PART-D**

### **FORWARDING AUTHORITY / EMPLOYERS ENDORSEMENT**

This is to certify that Dr. /Sh./Smt..... is working as.....from..... on \*regular / contract / tenure appointment 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/direct recruitment and \*his / her lien \*will/will not be retained by this organization.

\* Strike out whichever is not applicable.

Signature of the Employer with Office Seal

Date \_\_\_\_\_

Place \_\_\_\_\_

**Note :** Attested copies of all the relevant documents must be attached with the application