



# ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

(A Statutory Body of the Government of India)

Nelson Mandela Marg, New Delhi-110070

Ph.No.011-29581000, Website : [www.aicte-india.org](http://www.aicte-india.org)



The All India Council for Technical Education (AICTE) invites online applications in the prescribed proforma from well qualified and experienced employees of Central/ State Governments/Universities/Autonomous Bodies/PSUs, for filling up vacancies on deputation basis. 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 its Regional Offices situated at (Bhopal, Bangalore, Chandigarh, Chennai, Kanpur, Kolkata, Hyderabad, Mumbai and Camp Offices at Guwahati, Thiruvananthapuram and Vadodara).

Online applications are invited from well qualified and experienced employees of Central/State Governments/Universities/Autonomous Bodies/PSUs, holding posts on substantive basis in the parent cadre or department, for appointment to the following posts on deputation basis for its headquarters in New Delhi and its Regional Offices located at Chennai, Mumbai, Kanpur, Kolkata, Bangalore, Bhopal, Chandigarh and Hyderabad and Camp Office Guwahati, Kerala and Vadodara, for a period of three years thereafter on early basis in terms of DOPT orders on the subject. The Pay Scale/ Grade Pay of substantive post would only be taken into account for deciding the eligibility for appointment/ selection to a higher post on deputation basis. Pay Scale and Grade Pay received on financial upgradation under ACP/MACP will not be considered for deputation). The details of posts are as under:

Sl. No.	Name of the post/ Pay Band (6 <sup>th</sup> CPC)	Pay Matrix Level as per 7 <sup>th</sup> CPC	No. of posts	Educational Qualifications and Experience prescribed for the post
1.	<b>Director</b> <b>PB 4, Rs. 37400-67000</b> <b>+ GP Rs. 8700/-</b>	<b>13</b>	<b>01</b>	<b>(a)</b> Officers from the Central or State Governments or Universities or Autonomous Bodies or PSUs: (i) Holding analogous posts on Substantive basis in the parent cadre or department, <b>OR</b> (ii) With four years service in the grade rendered after appointment thereto on substantive basis in PB-3, Rs.15600-39100 + GP Rs.7600 in the parent cadre/ department, and <b>(b)</b> Possessing the following Educational Qualifications: Masters Degree in any of the subject of Science or Mathematics or Computer Application or Management including Behavioural Science, Commerce and Business Economics or Economics or Pharmacy or Engineering and Technology or Architecture and Town Planning from a recognized university or equivalent, <b>Note:</b> Preference will be given to the persons with Doctorate Degree and /or published research work with evidence of writing technical reports.
2.	<b>Assistant Director</b> <b>PB-3 Rs.15600-39100 +</b> <b>GP Rs. 6600</b>	<b>11</b>	<b>09</b>	<b>(a)</b> Officers from the Central or State Governments or Universities or Autonomous Bodies or PSUs: (i) Holding analogous posts on Substantive basis in the parent cadre or department, <b>OR</b> (ii) With four years service in the grade rendered after appointment thereto on a Substantive basis in PB-3, Rs.37400-6700 + Grade Pay of Rs.5400 in the parent cadre/ department; and <b>(b)</b> Possessing the following Educational 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

				<p>recognized University or equivalent.  <b>Note:</b> Preference will be given to persons holding Doctorate Degree and/or published research work with evidence of writing the technical reports.</p>
3.	<p><b>Chief Administrative Officer</b>  <b>PB-3, Rs.15,600-39,100</b>  <b>+ GP Rs. 6600</b></p>	11	01	<p><b>(a)</b> Officers from the Central or State Governments or Universities or Autonomous Bodies or PSUs:  (i) Holding analogous posts on Substantive basis in the parent cadre or department, <b>OR</b>  (ii) With four years service in the grade rendered after appointment thereto on a substantive basis in PB- 3, Rs.15600-39100 + Grade Pay Rs.5400 in the parent cadre/ department; and  <b>(b)</b> Possessing the following Educational Qualifications:  (i) Degree from a recognized University or equivalent.</p>
4.	<p><b>Assistant Legal Advisor</b>  <b>PB-3 Rs. 15600-39100 +</b>  <b>GP Rs. 6600</b></p>	11	01	<p><b>(a)</b> Officers from the Central or State Governments or Universities or Autonomous Bodies or PSUs:  (i) Holding analogous posts on Substantive basis in the parent cadre or department, <b>OR</b>  (ii) With eight years service in the grade rendered after appointment thereto on a substantive basis in PB-2, Rs. 9300-34800 + GP Rs. 4600 in the parent cadre / department; and  <b>(b)</b> Possessing the following Educational Qualifications:  <b>Essential:</b> Degree in Law from a recognized University or equivalent. <b>OR</b>  <b>(c)</b> Officers in PB-2, Rs.9300-34800 + GP Rs.4200 and having following qualifications and experience:  (1) Master Degree in Law or equivalent from a recognized University or equivalent.  (2) Eight years experience in dealing with legal matters in supervisory capacity in Central or State Governments Organizations or PSUs. or Universities or Autonomous Bodies.  <b>Desirable:</b> Well versed with Administrative Laws, Constitutional Laws and other Civil Laws etc.</p>
5.	<p><b>Legal Officer</b>  <b>PB-2 Rs.9300-34800 +</b>  <b>GP Rs. 4600</b></p>	07	01	<p><b>Essential:</b>  (i) Degree in Law from recognized University of equivalent, and  (ii) Five years experience in dealing with legal matters in supervisory capacity in Central or State Government organization or PSUs or Universities or Autonomous Bodies in the pay scale of Rs. 9300-34800 + GP 4200 .  <b>Desirable:</b> Well versed with Administrative laws, Constitutional Laws and other civil laws</p>
6.	<p><b>Private Secretary</b>  <b>PB-2 Rs.9300-34800 +</b>  <b>GP Rs. 4600</b></p>	07	03	<p><b>(a)</b> Officers from the Central or State Governments or Universities or Autonomous Bodies or PSUs:  (i) Holding analogous posts on Substantive basis in the parent cadre or department, <b>OR</b>  (ii) With three years' service in the grade rendered after appointment thereto on a substantive basis in PB-2, Rs.9300-34800 + GP Rs.4200 in the parent cadre/ department.  <b>(b)</b> Possessing the following Educational Qualifications:  (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.</p>
7.	<p><b>Personal Assistant</b>  <b>PB-2 Rs.9300-34800 +</b>  <b>GP Rs. 4200</b></p>	06	03	<p><b>(a)</b> Officers from the Central or State Governments or Universities or Autonomous Bodies or PSUs:  (i) Holding analogous posts on Substantive basis in the parent cadre or department, <b>OR</b>  (ii) With five years' service in the grade rendered after appointment thereto on a substantive basis in PB-1, Rs.5200-20200/- +GP Rs.2400 with speed of 100 words per minute in Stenography; and  <b>(b)</b> Possessing the following Educational Qualifications:</p>

				<ul style="list-style-type: none"> <li>(i) Degree from a recognized University or equivalent.</li> <li>(ii) Speed of 100 words per minute in Stenography in English.</li> <li>(iii) Knowledge in Computer applications.</li> </ul>
<b>8.</b>	<b>Office Superintendent -Cum- Accountant PB-2 Rs.9300-34800 + GP Rs. 4200</b>	<b>06</b>	<b>09</b>	<ul style="list-style-type: none"> <li><b>(a)</b> Officers from the Central or State Governments or Universities or Autonomous Bodies or PSUs: <ul style="list-style-type: none"> <li>(i) Holding analogous posts on Substantive basis in the parent cadre or department, <b>OR</b></li> <li>(ii) With five years Regular service in the grade rendered after appointment thereto on a substantive basis in PB-1, Rs.5200-20200 + GP Rs.2800 in the parent cadre/ department; and</li> </ul> </li> <li><b>(b)</b> Possessing the following Educational Qualifications: <ul style="list-style-type: none"> <li>(i) Degree in Commerce from a recognized University or equivalent.</li> </ul> </li> </ul> <p><b>Desirable:</b> Training in cash and accounts work in the Institute of Secretariat Training and Management (ISTM) or equivalent.</p>

## **GENERAL TERMS AND CONDITIONS:**

1. Number of posts is tentative, may vary and the Council reserves the right to increase or decrease the 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. Interested candidates may apply online in AICTE Web portal [www.aicte-india.org](http://www.aicte-india.org) on or before **19.10.2018**. Proforma for applying online will be available on the AICTE website **w.e.f. 14.09.2018**. Affix digital signature in the application wherever required.
4. A candidate has to submit separate online applications, if he/she desires to apply for more than one post.
5. The candidates short-listed for interview/ test will be informed by e-mail and/or by Post. The Council will not be responsible for any postal delay.
6. Original Educational Qualification, Experience and Caste certificate, etc. should be produced only at the time of interview/test. However, self-attested photocopies of testimonials may also be uploaded with the application in support of their educational qualifications and experience etc.
7. It shall be necessary to furnish Original "Part-D/No Objection Certificate" from the parent department/ present employer at the time of interview/test. They should also upload the same with the online application, if made available at the time of applying.
8. 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.
9. 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.
10. The candidates who are already on deputation in any organization including AICTE are not entitled to apply for any of the deputation post as mentioned above.
11. *Candidates working in Institutions/Universities/Organization which are private funded are not eligible for applying for any of the posts, as mentioned above.*
12. 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.
13. The candidates are required to bring the following documents at the time of interview in sealed cover, otherwise they are not entertained to attend the interview:
  - (i) Part-D/ NOC (As per Annexure-II)
  - (ii) ACRs/APARs for last five years **(In sealed Cover)**.
  - (iii) Integrity Certificate and Vigilance Clearance Certificate (As per Annexure-I) **(In Sealed Cover)**.
  - (iv) Latest Salary Slip.In case of photocopies of A.C.Rs/A.P.A.Rs, these may be attested by an officer not below the rank of Under Secretary/equivalent.
14. The **maximum age limit for appointment by deputation shall not exceed 56 years** as on the closing date of the receipt of application.
15. Applications received offline and/or found to be incomplete in any manner or not submitted in the prescribed proforma will not be entertained.
16. Candidates who do not bring original documents mentioned at Sl. No. 13 above will not be allowed to appear for the interview.

**ADVISOR (ADMINISTRATION)**



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**Advt. No.** Admn./Estt./09(01)/2018

**APPLICATION FOR THE POST OF .....**

**ON DEPUTATION BASIS**

## PART-A

Affix Recent  
Photograph  
(Digital)

1.	Name in Full (in block letters)	
2.	Father's/ Husband's Name	
3.	Date of Birth	
4.	Age	_____ Years _____ Months
5.	Sex	
6.	Marital Status	
7.	Nationality	
8.	Address for Correspondence (in block letters)	
(a)		
(b)	Pin Code	
(c)	Contact/Mobile No.	
(d)	E-Mail Id	
(e)	Permanent Address (in block letters)	
(f)	PIN Code	
9.	<b>Category (Attach copy of certificate if you belong to SC/ST/PwD/PH or OBC):</b>	
(a)	SC	
(b)	ST	
(C)	OBC	
(d)	PwD/PH/ Differently abled	
(e)	GEN	

10. Educational Qualifications (In chronological order from the Bachelor's Degree and onwards):								
Sr. No	Examination	Board / University	Year of Passing	Marks		% Marks	Division /Class	Subjects/ Courses
				Obtained	Out of			

11. Professional Training:					
Sr. 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):	
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13. Employment Record (details in reverse chronological order, Starting with latest job):										
S. No	Designation	Name of Organization	Address of Organization	*Type of Organization	Pay Scale/ Pay in Pay Band+ GP/ AGP as per 7th CPC	Nature of Appointment	Period of Service			Nature of work and level of responsibilities
							From	To	Period	

\*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)

**Note: Please indicate your total experience for eligibility to the post applied for \_\_\_\_\_ Year \_\_\_\_\_ Months**

14.	Publications and Report (Please enclose list under three separate heads: Journals, Conferences, Reports)	
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**PART-B**

1.	<b>Additional Details about Present Employment, If any.</b>		
(a)	Present Pay Scale with GP as per 6 <sup>th</sup> CPC (On substantive post): (Central or State Governments or Central/ State Govt. Universities or Autonomous Bodies set up by Government) <b><i>(Please specify whichever is applicable)</i></b>		
(b)	Pay Matrix Level as per 7 <sup>th</sup> CPC if Pay Scale has been revised as per 7 <sup>th</sup> CPC		
(c)	State the date of revision and also the pre- revised pay scale.		
2.	1. Pay 2. Basic Pay 3. Dearness Allowances 4. Other Allowances (Please specify) Total Gross Salary:  <b>Attach copy of Last Pay Slip in support of above)</b>	Pre-Revised (6 <sup>th</sup> CPC)	Revised (7 <sup>th</sup> CPC)
3.	Member / Fellowship of professional society		
4.	Any other information you may wish to furnish (in brief and no annexure be enclosed)		
5.	<b>Name and address of 2 persons (not related to you) who are well acquainted with your academic record and professional work for reference:-</b>		
(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 anytime I am found to have concealed/distorted any material information, my appointment shall be liable to be summarily terminated without notice/compensation.

\_\_\_\_\_  
**Digital Signature of Candidate**

**Dated:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**CHECK LIST**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Tick Yes or No</b>	
		Yes	No
1.	Digital signature on the Application	Yes	No
2.	Affixed the Digital Photograph	Yes	No
3.	Attested Copies of all the Educational Certificates/ Testimonials/ Experience Certificates	Yes	No
4.	Copy of latest Pay Slip	Yes	No
5.	Age Proof Certificate	Yes	No
6.	SC/ST/OBC/PwD/Differently abled Certificate	Yes	No
7.	Any other (Please Specify):	Yes	No

**Note: Self-attested copies of all the relevant documents must be uploaded with the application.**



**VIGILANCE CLEARANCE CERTIFICATE AND INTEGRITY CERTIFICATE**

This is to certify that Dr./Sh./Smt. .... is presently holding the post of ..... on substantive basis in our Organization/Department/Institute in the Pay Scale of ..... (Level ..... as per 7<sup>th</sup> CPC) w.e.f. ....

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.

\_\_\_\_\_  
**Signature of employer with office stamp**

**Dated:**\_\_\_\_\_

**Place:**\_\_\_\_\_

**PART – D**

**FORWARDING AUTHORITY / EMPLOYERS ENDORSEMENT**

This is to certify that Dr./Sh./Smt. .... is presently holding the post of ..... on substantive basis in our Organization/Department/Institute in the Pay Scale of ..... (Level ..... as per 7<sup>th</sup> CPC) w.e.f. ....

It is further certified that the details given by him/her in the online application no. .... against the AICTE advt. no. **Admn/Estt./09(01)/2018** are verified and found correct as per our records.

This Organization/Department/Institute has no objection to him/her applying for the post of ..... in AICTE. In case of his / her selection, he / she will be relieved on deputation basis immediately and his / her lien will / will not be retained by this organization.

\_\_\_\_\_  
**Signature of employer with office stamp**

**Dated:**\_\_\_\_\_

**Place:**\_\_\_\_\_