

**Government of India
Ministry of Communications & IT
Department of Telecommunications
Sanchar Bhawan, 20, Ashoka Road,
New Delhi - 110001.**

No.02-01/2011-SEA-I (Pt.)

Dated: /6/04.2012

OFFICE MEMORANDUM

Subject: Filling up of the post of Deputy Directors in the NICF on deputation basis in the STS grade of IP&T AFS.

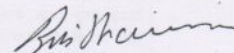
Three posts of Dy. Directors in the office of the Director General, NICF, Ghaziabad/ New Delhi are proposed to be filled amongst the regular officers working in various Ministries/ Departments PSUs of Government of India purely on deputation basis.

2. The eligibility conditions for selection to the posts of Dy. Director are given in the Annexure-I.

3. The period of Deputation will initially be for three years. The pay, terms & conditions of deputation of the officers selected shall be regulated in accordance with the provisions of DOP & T O. M. No. 06/08/2009-Estt. (Pay-II) dated 17.06.2010 shall be applicable.

4. The Head of the Departments, are requested, to forward the applications of only those eligible & willing applicants who can be spared on their being selected. No withdrawals after their selection on deputation will be entertained. Personal data may be sent (i) in the enclosed proforma (Annexure-II), (ii) along with attested copies of ACRS for the previous 5 years and (iii) Vigilance/ disciplinary Clearance certificate in the format (Annexure-III) to the undersigned by name so as to reach positively by **15.05.2012**.

Encls.: As above



**[B. M. Sharma]
Assistant Director General [SEA]
Ph.2303 6126**

To

1. All Ministries/ Departments
2. The Controller General of Accounts, Ministry of Finance, Lok Nayak Bawan, Khan Market, New Delhi.
3. The Controller and Auditor General of India, New Delhi.
4. The Controller General of Defence Accounts, Ministry of Defence, West Block-V, R. K. Puram, New Delhi - 110065.
5. Finance Commissioner, Ministry of Railways, Railway Board, New Delhi.
6. DoP&T (Cadre Controlling Authority of Central Secretariat Service), North Block, New Delhi.
7. Director (IT), DoT Hqrs. for posting the O. M. on DoT Website.

**Qualifications, Experience and other terms for the Posts of
Dy. Director, Training & IT in the NICF**

1.	Name of the Post	: Deputy Director, NICF
2.	Number of posts	: Three: Training-2 and IT& Trg.-1
3.	Classification	: Central Civil Service Group 'A' (Gazetted)
4.	Pay Band	: PB-3:15600-39100
5.	Grade Pay	: Rs.6600/-
6.	Training Allowance	: 30% of Basic Pay (Basic Pay is defined as Pay in the Pay Band plus grade pay)
7.	Period of Deputation	: Three years
8.	Duties & Responsibilities of the Post	<p>For Dy. Director (IT & Trg.)- One post</p> <p>(i) To maintain the NICF website, assist in development & knowledge management portal.</p> <p>(ii) To conduct training needs analysis on periodical basis, design, develop and conduct computer/ IT related courses for Group A, B & C officers of the IP&TAFS with subsequent follow up.</p> <p>(iii) To set up and maintain the computer lab, networking & IT infrastructure in NICF.</p> <p>(iv) To effectively harness IT for increasing effectiveness and efficiency of NICF in particular and P&TAFS officers/officials in general.</p> <p>(v) For acquiring mastery over departmental computer package being run in Department of Post and Telecom especially those related to Accounts and Finance and act as a key resource for providing support to officers/officials in P&T Accounts and Finance offices.</p> <p>(vi) To be on lookout for newer IT applications that could be useful in efficiency of P&TAFS officers/officials and introduce those applications through training from time to time.</p> <p>For Dy. Director (Trg.)- Two posts</p> <p>(i) To conduct surveys, training needs analysis and to train and develop officers of the IP&TAFS group 'A' & 'B' with subsequent follow up programme.</p> <p>(ii) To study books and periodicals and other resources and produce training materials, case studies and practical exercise. To analyze, schedule and direct at least ten training programme in a year.</p> <p>(iii) To assist the Directors and Director General of the institute in Administrative and training/accounts matters relating to NICF/HRD of IP&TAFS Cadres.</p> <p>(iv) Setting up of physical infrastructure of NICF.</p> <p>(v) Provide assistance in conducting Mid Career Training.</p>
9.	Eligibility	<p>(i) Regular officers of organized Accounts and Finance Service in STS Grade.</p> <p>(ii) Officers of organized Accounts and Finance service in the Junior Time Scale (Pay scale 15600-39100 + Grade Pay</p>

		<p>Rs.5400) who have completed four years of approved service as on 1st Jan. of this year.</p> <p>(iii) Officers of organized Accounts and Finance Service in Group B' who have completed seven years regular service (in the scale Rs.9300-34800 + Grade Pay Rs.4800 and Grade Pay Rs.5,400/-) as on 1st January of this year.</p> <p>(iv) Employees of PSUs in the equivalent grade.</p> <p>(v) While selecting the candidates due consideration would be given to –</p> <p>(a) Sound knowledge and experience of Government Rules in Accounting, Financial management and Auditing in Government.</p> <p>(b) For IT Posts – Experience in maintenance of computer lab/networking/ LAN/ website.</p> <p>(c) A successful tenure as a training faculty in training centre or considerable experience of serving as guest faculty or trainers training programme undergone.</p> <p>(d) Capability to make effective presentations/deliver lectures to middle & senior level officers.</p>
10.	Pay & Allowance	<p>A deputationist shall be entitled to</p> <ul style="list-style-type: none"> • his basic pay (pay in the parent cadre plus grade pay) drawn in his parent cadre/organization and deputation allowance as admissible <p style="text-align: center;">or</p> <ul style="list-style-type: none"> • basic pay of the post of Dy. Director as shown above plus training allowance as admissible <p>as per para 7.3 of DOPT on the 17.06.2010.</p>

PROFORMA

Application for Deputation in the grade of Dy Director in the office of Director General,
National Institute of Communication Finance.

1. Name of the officer
2. Date of birth and age
3. whether belongs to SC/ST
4. Educational qualifications
5. Details of present post held:
 - a) Designation of the post held.
 - b) Scale of pay/ pay band & grade pay with present pay drawn.
 - c) Date of appointment to the post
 - d) Nature of appointment to the post
 - e) Name of the Ministry/Department where presently employed with full Address and telephone number.
6. **Details of employment/ experience:**

Office/Inst/Org	Post held	Period	Scale of pay/pay band & grade pay with present pay	Nature of duties
(1)	(2)	(3)	(4)	(5)

7. Experience / association in training activities- Training experience of P&T Accounts and Finance Service or in organized cadre of Accounts and Finance Service in other Departments will be taken as additional experience.
8. Details of deputation held previously, if any, with full particulars.
9. Knowledge of computer, details of qualification in computer & experience, if any.
10. Remarks, if any

Signature of the candidate

Certificate to be recorded by the Office/Departmental while forwarding the Application

1. Certified that the particulars given by the applicant are true and have been verified from the office record.
2. The applicant, if selected, will be relieved immediately.
3. Up-to-date ACR Dossiers for the last five years are enclosed.
4. It is certified that no vigilance case is pending or contemplated against him/her. There is nothing against the candidate which makes him/her ineligible for consideration for appointment to the post applied for.
5. No major/minor penalty is in force or current against the official.

Date:

Signature of Head of Office/Department

Official Seal

Telephone No.