

**GOVERNMENT OF INDIA**  
**Ministry of Skill Development & Entrepreneurship**  
**Directorate General of Training**

Advertisement No.DGT-A-35017/03/2020-Estt.I(33974)

**Subject: Filling-up 19 vacant post of Deputy Director of Training Under Women Training Cadre in Pay Matrix Level-11, on deputation basis at Directorate General of Training, New Delhi-regarding.**

The Directorate General of Training is looking for the service of suitable Officers for appointment to the post of Deputy Director of Training, Women Training on deputation (including short term contract) for its Head Quarters at New Delhi and its various filed formations throughout the country. The details of post, tenure, eligibility criteria, job requirement, age limit, qualification and experience required for the post are indicated in Annexure-I below. The pay and other terms and conditions of deputation will be regulated in accordance with DOPT's OM No. 6/8/2009-Estt (Pay-1) dated 17.06.2010 as amended from time to time. Cadre Authorities/Head of Departments are requested to forward applications of the eligible and willing candidates whose services can be spared on deputation (including short term contract) basis immediately, so as to reach the Deputy Secretary (Establishment.), Directorate General of Training, Room No. 220, Second Floor, Kaushal Bhawan, New Moti Bagh, Delhi-110023, within 60 days from the date of publication of advertisement in the Employment News. The Application Form/Curriculum Vitae Proforma is at Annexure-II and for other necessary details, the candidates are advised to visit and download from the DGT website <http://dgt.gov.in>.

**LIST OF ENCLOSURES TO BE ACCOMPANIED WITH THE APPLICATION**

1. Application in prescribed format — Annexure-II duly completed signed by the candidate and countersigned with seal by the Cadre/Appointing authority.
2. Copies of ACRs for the last 5 (five) years duly attested, on each page with seal by an Officer with the rank of Under Secretary to the Government of India or above.
3. Integrity Certificate.
4. Vigilance Clearance.
5. NO major or minor penalty certificate for the last 10 years of his service.
6. A certificate from the parent office to the effect that the particulars furnished by the candidate have been verified and found correct as per service records.
7. Cadre Clearance Certificate.



(Sonu Bhatia)

Under Secretary to the Govt. of India

**Nineteen (19) Post of Deputy Director of Training (Women Training) in Pay Matrix**

**Level-11.**

**Method of Recruitment:** Deputation (including short term contract)

**Tenure:** Initially for one year (extendable as per norms)

**Eligibility criteria:** Deputation (including short-term contract):-

*Officers of the Central Government or State Government or Union Territories or Autonomous or Statutory Organization or Public Sector Undertakings or University or Recognized Research Institution:*

(A)(i) *Holding analogous posts on regular basis in parent cadre or department;*

*Or*

(ii) *with five years regular service in the grade rendered after appointment thereto on a regular basis in posts in Level-10 or equivalent in the parent cadre or department;*

*and*

(B) *Possessing the following educational qualifications and experience as under:-*

**Essential:**

(i) *A degree in Engineering or Technology (Electronics and Communication, Information Technology, Computer Science, Fashion Designing) from a recognized University or Institute;*

(ii) *Five years industrial or teaching experience in relevant field from any Government organization or University or Institution created by an act of Parliament or State legislature or autonomous bodies or PSUs of state or UT or Central Government.*


**Desirable:**

(i) *Master of Business Administration from a recognized University or Institute.*

**Note 1:** *The 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 or department of the Central Government shall ordinarily not exceed four years.*

**Note 2:** *The maximum age-limit for appointment by deputation shall be not exceeding fifty six years as on the last date of receipt of applications.*

**Note 3:** *The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation, similarly, the deputationist shall not be eligible for consideration for appointment by promotion.*


  
सोनू भटिया/SONU BHATIA  
अवर सचिव (प्र.प्र.) Under Secretary (Estt.)/HOO  
प्रशिक्षण महानिदेशक Director General of Training  
कौशल विकास एवं उद्यमशीलता मंत्रालय  
Ministry of Skill Development and Entrepreneurship  
भारत सरकार, नई दिल्ली/Govt. of India, New Delhi

**BIO-DATA/ CURRICULUM VITAE**

|  |   |   |
|--|---|---|
| 1.   | Name and Address<br>(in Block Letters)  |   |
| 1 (i)  | Contact No. & E mail  |   |
| 2.   | Date of Birth (in Christian era)  |   |
| 3(i).  | Date of entry into service  |   |
| (ii)   | 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 for the same.) |   |
| <b>Qualifications/Experience required as mentioned in the advertisement/vacancy circular</b>   |   | <b>Qualifications/experience possessed by the officer</b> |
| <b>Essential</b>   |   | <b>Essential</b>  |
| A) Qualification   |   | A) Qualification  |
| B) Experience  |   | B) Experience   |
| <b>Desirable</b>   |   | <b>Desirable</b>  |
| A) Qualification   |   | A) Qualification  |
| B) Experience  |   | B) Experience   |
| <p><b>5.1 Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p><b>5.2</b> In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.</p> |   |   |
| 6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.  |   |   |
| <p><b>6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.</b></p>  |   |   |

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

| Office/Institution | Post held on regular basis | From | To | *Pay Band and Grade<br>Pay/Pay Scale/Pay Level of the post held on regular basis. | Nature of Duties (in detail) highlighting experience required for the post applied for |
|--------------------|----------------------------|------|----|---|--|
|                    |                            |      |    |   |  |

  
 सोनु भाटिया / SONU BHATIA  
 अवर सचिव (स्थल) Under Secretary (Estt.)/HOO  
 प्रशिक्षण महाविद्यालय Directorate General of Training  
 अरमकोलता मंत्रालय

**\*Important:** Pay Band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade pay/Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:


| Office/Institution | Pay, Level, Pay Band, and Grade Pay drawn under ACP/MACP Scheme | From | To |
|--------------------|---|------|----|
|                    |   |      |    |

|   |  |   |  |
|---|--|---|--|
| 8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi- Permanent 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 the applicant belongs. | d) Name of the post and pay of the post held in substantive capacity in the parent organisation. |
|   |  |   |  |
| <p><b>9.1 Note:</b> In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p><b>9.2 Note:</b> Information under Column 9 (c) &amp; (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.</p> |  |   |  |
| 10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.   |  |   |  |
| <p><b>11. Additional details about present employment:</b></p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a. Central Government<br/>b. State Government<br/>c. Autonomous Organization<br/>d. Government undertaking<br/>e. Universities<br/>f. Others</p>   |  |   |  |



सोनू भाटिया/SONU BHATIA  
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कौशल विकास एवं उद्यमशीलता मंत्रालय  
Ministry of Skill Development and Entrepreneurship  
भारत सरकार, नई दिल्ली/Govt. of India, New Delhi

|  |  |                  |
|--|--|------------------|
| 12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.   |  |                  |
| 13. 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.  |  |                  |
| 14. Total emoluments per month now drawn   |  |                  |
| Basis Pay in the PB  | Grade Pay/Level  | Total emoluments |
|  |  |                  |
| 15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.  |  |                  |
| Basic pay with Scale of Pay and rate of increment  | Dearness Pay/ interim relief/ Allowances other etc., (with break-up details) | Total emoluments |
|  |  |                  |
| 16. A Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) Professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)<br>(Note: Enclose a separate sheet, if the space is insufficient)   |  |                  |
| 16.B Achievements:<br>The candidates are requested to indicate information with regard to:<br><br>i. Research publications and reports and special projects.<br>ii. Awards/Scholarships/Official Appreciation.<br>iii. Affiliation with the professional bodies/institutions /societies and;<br>iv. Patents registered in own name or achieved for the organization<br>v. Any research/innovative measure involving official recognition (vi) any other information.<br><br>(Note: Enclose a separate sheet, if the space is insufficient) |  |                  |

  
**सोनू भट्टिया / SONU BHATIA**  
 Under Secretary (Estt.)/HOO  
 प्रशिक्षण महाविभाग, Directorate General of Training  
 नौशाल विकास एवं उद्यमशीलता मंत्रालय  
 Entrepreneurship Development and Entrepreneurship  
 New Delhi

AITA...  
 ...  
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|  |  |
|--|--|
| 17. Please state whether you are applying for deputation (ISTC)/Absorption /Re-employment Basis. (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non- Government organizations are eligible only for Short Term Contract.) |  |
| (The option of 'STC'/'Absorption'/ 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").  |  |
| 18. Whether belongs to SC/ST   |  |

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

(Signature of the candidate)

Address

Date-----

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#### Certification by the Employer/Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. if selected, he/she will be relieved immediately.


#### 2. Also certified that;

- i. There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.-----
- ii. His/ Her integrity is certified.
- ii. His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iii. No major/minor penalty has been imposed on him/her during the last 10 years **Or** A list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

Countersigned

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(Employer/Cadre controlling Authority with Seal)

  
 सोनु भाटिया / SONU BHATIA  
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