F.No.Prn-SA/02(05)/2019-Admn
Cabinet Secretariat
Office of the Principal Scientific Adviser
to the Government of India

311, Vigyan Bhawan Annex, Maulana Azad Road, New Delhi-110011.
Dated 3rd July, 2020

VACANCY CIRCULAR

Subject: Recruitment to the post of Technical Staff in the Office of Principal Scientific Adviser, Government of India on contract basis.

An Empowered Technology Group (ETG) under the Chairmanship of the Principal Scientific Adviser to the Government of India was constituted in February, 2020. The ETG is mandated to advise the government in respect of (i) technology policy (ii) R & D priorities, direction and investments and (iii) technology aspects of procurement process and induction. The Office of Principal Scientific Adviser to Govt. of India is creating a Secretariat to service the ETG. Towards this, Office is looking for technical manpower on short term contract basis for a maximum period of two years subject to satisfactory annual performance review. The details of the post are as under:-

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of post of Consultant*</th>
<th>Number of posts</th>
<th>Remuneration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Technical Staff</td>
<td>4</td>
<td>In the range of Rs. 80000 to 145000/- per month depending on the experience and qualifications of the candidate selected.</td>
</tr>
</tbody>
</table>

*Officers appointed on contract basis would not be entitled to residential accommodation, official transport, leave encashment or any other allowances/facilities as admissible to a regular government employee. Leave rules applicable to a regular Government employee will not be applicable to a contractual appointee. However, a contractual appointee will be entitled to 8 days leave on pro-rata basis in a calendar year.

2. Essential Educational Qualification:
   A minimum of Bachelor's Degree in Science, Technology, Engineering or Mathematics fields.

3. Experience:
   At least 5 years of experience in areas of technology development or formulation, appraisal, execution/implementation, research, monitoring and evaluation of policy, program or projects.

4. Upper Age Limit:
   35 years (as on the date of the vacancy circular)
5. **Period of contract:**
   Initially for one year, which can be extended for the second year, depending on the requirement and periodic assessment of the work done.

6. **Crucial Dates:**
   The crucial date for determining the eligibility will be the date of this Circular. Crucial date for receipt of application in the office of PSA is 6 weeks from the date of this Vacancy Circular i.e. 13th August, 2020. The application are to be addressed to Head of Department, Office of PSA, Vigyan Bhawan Annex, New Delhi-110011.

7. **Job Description:**
   Please see Annexure - I

8. **Mode of Application:**

   Applicant shall apply in the prescribed form at Annexure-II along with supporting documents related to Educational qualification, Experience etc. by email at the following email ID:-

   hodofpsa@gmail.com

9. **Screening/Selection Committee:**
   All the applications will be scrutinized by a Screening Committee constituted for the purpose.

   Selection shall be made by the Selection Committee after holding a personal talk with the candidates shortlisted by the Screening Committee.

10. **Power to relax.**

    Where the competent authority is of the opinion that it is necessary or expedient so to do, it may, by order, and for reasons to be recorded in writing, relax any of the provisions of these guidelines with respect to any class or category of persons.

**Note:** Incomplete applications or applications without the supporting documents or Advance applications or applications received after the last date will be summarily rejected and no communication will be made/entertained in this regard.

(K. J. Sibichan)
Deputy Secretary to the Government of India
Tel. No.23022091/23022010
JOB DESCRIPTION (Technical Staff)

The Technical Staff will be a talented individual with a background in technical and policy making. The pool will be used by the Directors of the project specific assignments which would include, but not to be limited to, the following:

1. Specific Ministry/Department coordination on R&D, policy and procurement;
2. Creation of specific technology roadmaps for indigenous and development;
3. Managing public and private collaborations on specific technologies;
4. Analyzing R&D proposals from various Govt. Ministries/Departments and preparing briefs for the ETG members;
5. Supporting the ETG in the creation of an innovation index for evaluating various Govt. Ministries/Departments in terms of innovation.

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ANNEXURE-II

APPLICATION FOR THE POST OF TECHNICAL STAFF
IN
OFFICE OF THE PRINCIPAL SCIENTIFIC ADVISER
TO THE GOVT. OF INDIA.

Photograph

1. NAME & ADDRESS (IN BLOCK LETTERS)

<table>
<thead>
<tr>
<th>Mobile No.</th>
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<tbody>
<tr>
<td>E-mail id</td>
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</table>

2. Date of birth (in Christian era)

3. Educational Qualification

<table>
<thead>
<tr>
<th>Degree/Certificate</th>
<th>University/Board</th>
<th>Main Subject</th>
<th>Month &amp; Year of passing</th>
<th>% Marks/Division</th>
</tr>
</thead>
<tbody>
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<td>(ii)</td>
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<td>(iii)</td>
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</tr>
</tbody>
</table>

add row if required

4. Whether 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)

5. Qualification/Experience Required as mentioned in the advertisement/vacancy circular

<table>
<thead>
<tr>
<th>Qualification/experience possessed by the officer</th>
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<tbody>
<tr>
<td>Essential</td>
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</tbody>
</table>

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.
7. Details of employment in chronological order:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Office/Institution</th>
<th>Post Held</th>
<th>From</th>
<th>To</th>
<th>Nature of duties</th>
</tr>
</thead>
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</tbody>
</table>

8. Additional information, if any, relevant to the post you applied for in support of your suitability for the post:

(i) additional academic qualifications

(ii) professional training and

(iii) Work experience over and above prescribed in the vacancy circular/advertisement

9. Achievements: The candidates are requested to indicate information with regard to:
   i) Research publications and reports and special projects
      ii) Awards/Scholarships/Official Appreciation Affiliation with the professional bodies/institutions/societies and;
      iii) Patents registered in own name or achieved for the organization
      iv) Any research/innovative measure involving official recognition
      v) Any other information.

(Note: Enclose a separate sheet if the space is insufficient)

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 Qualifications/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 bearing on my selection has been suppressed/withheld.

Place:  
Date:  

(SIGNATURE OF THE CANDIDATE)  
Address: