

F.No.A-12034/1/2022-Admn.
OFFICE OF THE PRINCIPAL SCIENTIFIC ADVISER
TO THE GOVERNMENT OF INDIA

311, Vigyan Bhawan Annexe,
Maulana Azad Road,
New Delhi-110011
Dated: 13th April, 2023

VACANCY CIRCULAR

Subject: Recruitment of Officer of Special Duty (OSD) on contract basis in the Office of Principal Scientific Adviser, Government of India.

Office of the Principal Scientific Adviser to the Government of India functions, inter-alia as the Secretariat to the Prime Minister's Science Technology and Innovation Advisory Council (PM-STIAC). Further, this Office has been mandated to service the Empowered Technology Group (ETG). This office is looking for technical manpower on short-term contract basis for a maximum period of three years subject to satisfactory annual performance review. The details of the post are as under:-

S.No.	Name of post	Number of posts	Remuneration
1.	Officer on Special Duty(OSD)	One	Rs. 2,50,000/- per month (Fixed)

2. Candidate appointed on short term contract basis would not be entitled for allowances like House Rent Allowance (HRA), Dearness Allowance (DA), Transportation Allowance (TA), Honorarium etc. 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 prorata basis in a calendar year. He/She shall be entitled to undertake domestic/international travel for official work in the entitled class with the approval of Competent Authority and as per the extant rules and procedures of the Govt. of India.

3. Essential/Desirable Educational Qualification: -

Essential Academic Qualification

Master's Degree in Natural Sciences or Agricultural Sciences or Engineering or Technology or Medicine.

Experience

(a) Essential: 10 (Ten) Years in areas such as design and implementation of Technology Development Programmes. Technology Innovative Initiatives or R&D Programmes with Government Department/Institutes/ Agencies.

(b) Desirable:

- i. Professional experience in managing start-ups
- ii. Experience in contributing for Government policy formulation

Vikas Kumar

Contd...P.2/-

4. **Upper Age Limit:** 50 years.

5. **Period of contract:** Initially for a period of 1 year from the date of engagement, extendable by another 2 years, subject to satisfactory annual performance review. The engagement may be terminated any time during the tenure, with a prior notice of one month, based on the recommendations of the Competent Authority. The OSD may also resign with a prior notice of one month.

6. **Crucial Dates:** The crucial date for determining the eligibility will be the date of this vacancy circular. Crucial date for receipt of application in the office of PSA is 30 days from the date of this vacancy circular. The applications are to be addressed to Deputy Secretary (Admn.), Office of PSA, Room No. 328, Vigyan Bhawan Annexe, Maulana Azad Road, New Delhi-110011.

7. **Job Description:** - As per 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 post. The application can also be personally handed over at the Reception of Vigyan Bhawan Annexe, Maulana Azad Road, New Delhi-110011 on any working day between 9:00AM to 5:30 PM.

9. The selected candidate shall not be allowed to hold any other position, with any private company or any Govt. Organizations, while holding the said position.

10. **Screening &/Selection Committee:** All the applications will be scrutinized by a Screening/Selection Committee constituted for the purpose. Selection shall be made after holding a personal interaction with the shortlisted candidates to assess their suitability for the post.

11. **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.



(Vikas Srivastava)

Deputy Secretary to the Government of India

Tel. No. 23022010

To

1. The Technical Team, O/o PSA with the request to upload the vacancy circular in the website of the Office of PSA to Govt. of India.
2. Staff Officer to PSA to GoI, Office of PSA.
3. PSO to Sc. Secretary, Office of PSA.
4. PPS to Sc'G'(PB), O/o PSA

JOB DESCRIPTION

OFFICER ON SPECIAL DUTY (OSD)

To assist the PSA in the following: -

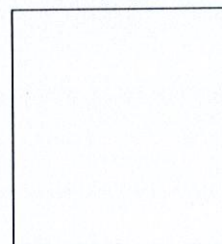
1. Co-ordination efforts with the concerned Ministries/Departments for inter-ministerial engagement, both for the implementation of the PM-STIAC Missions and for developing a dashboard for the continuous monitoring and decision support system.
2. Formulation and implementation of Science, Technology and Innovation related policies and decision through PM-STIAC.
3. Preparing a threshold for providing action-oriented and futuristic advice to the Government on Science, Technology and Innovation in a timely manner.
4. Drafting, on behalf of the PM-STIAC, a framework for enabling policy environment for commercial exploitation of indigenously developed technologies and innovations by both public and private sector industries and institutions.
5. Coordinating, through PM-STIAC, the realms of Science and Technology for application of Scientific Ministries/Departments, and their institutions & Programmes.
6. Coordinating Science and Technology application between the Department/Ministries and various Institutions/Organizations of the Government of India and the State Governments.
7. Evolving and imparting aid in the formulation and timely implementation of major science and technology missions to ensure the country's preparedness for meeting current and future challenges.
8. Drafting, of behalf the PM-STIAC, advice on developing Clusters of Excellence in Science including City based R&D Clusters, which bring together all S&T partners from academia to Institutes, to Industries to Start-ups near such centers/cities.
9. Any other work as assigned by PSA from time-to-time.

Vikas Shukla

**APPLICATION FOR THE POST OF OFFICER ON SPECIAL DUTY (OSD)
IN OFFICE OF THE PRINCIPAL SCIENTIFIC ADVISER TO THE GOVERNMENT OF INDIA**

Photograph

POST APPLIED FOR _____



1.	NAME & ADDRESS (IN BLOCK LETTERS)				
	Tel No./ Mobile No.				
	E-mail id				
2.	Date of birth (in Christian era)				
3.	Educational Qualification				
	Degree/Certificate	University/Board	Main Subject	Month & Year of passing	% Marks/Division
(i)					
(ii)					
(iii)					
	(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		Qualification/experience possessed by the officer		
	Essential		Desirable		
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:-

S.No.	Organization	Post Held	From	To	Duration	Nature of duties

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

<p>(i) additional academic qualifications</p> <p>(ii) professional training and</p> <p>(iii) Work experience over and above prescribed in the vacancy circular/advertisement</p>	
<p>9. Achievements: The candidates are requested to indicate information with regard to;</p> <p>i) Research publications and reports and special projects</p> <p>ii) Awards/Scholarships/Official Appreciation Affiliation with the professional bodies/institutions/ societies</p> <p>iii) Patents registered in own name or achieved for the organization</p> <p>iv) Any research/ innovative measure involving official recognition</p> <p>v) Any other information.</p> <p>(Note: Enclose a separate sheet if the space is insufficient)</p>	

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: