

No. A-12034/2/2022-Admn
Office of the Principal Scientific Adviser
to the Government of India

328, Vigyan Bhawan Annexe
Maulana Azad Road
New Delhi, the 22nd October, 2024

VACANCY CIRCULAR

Subject: Recruitment to the post of Senior Technical Staff in the Office of Principal Scientific Adviser to 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. To service the ETG Secretariat, 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:

S.No.	Name of post*	Number of posts	Specialisation/ Area of Work	Remuneration
1.	Senior Technical Staff	1	Energy	In the range of ₹1,20,000/- to ₹1,45,000/- per month depending on the experience and qualification of the candidate selected.
		1	Critical Technology and Security	

**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. 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.*

2. **Leave:** Leave rules applicable to a regular Government employee will not be applicable to a contractual appointee. However, a contractual appointee shall be entitled to leave at the rate of 1.5 days of each completed month with no accumulation of leave beyond a calendar year on pro-rata basis. Unavailed leaves cannot be carried forward to the next year. Further, leave up to one month may be considered without remuneration with the approval of Competent Authority.

3. The number of posts to be filled may vary. This office reserves the right to fill vacancies arising subsequent to this advertisement under this recruitment process till the validity date of the panel of recommended candidates in the main list or waiting list. This office also reserves the right to cancel the recruitment without assigning any reason.

4. **Essential Educational Qualification:** A minimum of Master's Degree in Science, Technology, Engineering or Mathematics Field.

5. **Experience:** At least 6 years of experience in industry, academia, research, policy making and other related expertise in the relevant areas.

6. **Upper Age Limit:** - 45 years (as on date of Vacancy Circular)

7. **Period of Contract:** - Initially for a period of one year, which is further extendable by another one year depending on the requirement and annual assessment of the work done. The engagement may be terminated at any time during the tenure, with a prior notice of one month, based on the recommendations of the Competent Authority. The Senior Technical Staff may also resign with a prior notice of one month.

8. **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 i.e. **by 05:00 P.M. of 21st November, 2024**. 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.**

9. **Job Description-** Please see Annexure-I

10. **Mode of Application:** - Applicant shall apply as per the prescribed form at Annexure –II along with supporting documents related to Educational Qualification, Experience etc. Applicant shall mention the **Specialisation/ Area of Work (Energy or Critical Technology and Security)** while applying otherwise application will be considered as incomplete.

11. **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 interaction with the candidates shortlisted by the Screening Committee.

12. **Power to Relax:** - Where the Competent Authority is of the opinion that it is necessary or expedient so to do, by order, and for reasons to be recorded in writing, relax any of the provisions of this Vacancy Circular with respect to any class or category of persons.

Note: Incomplete application or application without supporting documents or Advance application or application 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 Govt. of India

Tel: 011-23022010

To

- 1) The Technical Team, O/o PSA with the request to upload the Vacancy Circular on the website of the Office of PSA to Govt. of India, Official 'X' (Twitter) account and LinkedIN profile
- 2) Staff Officer to the PSA
- 3) Sr. PPS to Sc. Secretary

JOB DESCRIPTION

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

1. Preparation of policy papers and research briefs relating to the latest technological developments in the areas important for national interests.
2. Scanning reports, preparation of specialized databases, including patent and commercial databases to prepare scientific advisory note in any technical subject.
3. Interaction with the Members of the Consultative Groups and other committees for expert advice and specific inputs as necessary.
4. Coordination of taking up of policy studies and special studies as required by the office of the PSA from time to time.
5. Coordinating meetings of panels and Consultative Groups created by the Office of PSA towards implementing specific tasks/projects, preparation of minutes and follow up of action plans.
6. Facilitating preparation of specialized databases towards robust data in identified sectors.
7. Coordinating activities related to implementation of projects under the Synergy Programme of the Office of PSA.
8. Any other matter as assigned by the Scientific Secretary/Senior Scientists.

ANNEXURE-II

**Application for the post of Senior Technical Staff
(Contractual Basis) in office of The Principal Scientific
Adviser to the Government of India**

Serial Number :-
(For office use only)

<p>AFFIX COLORED PASSPORT SIZE PHOTOGRAPH (NOT MORE THAN THREE MONTHS OLD)</p>

1.	Name (in Block Letters)				
	Address				
	Please ✓ the area of specialization	i. Energy ii. Critical Technology and Security			
	Tel No./Mobile No.				
	E-mail ID				
2.	Date of Birth (in Christian Era)				
3.	Age as on the date of Vacancy Circular				
4.	Educational Qualification				
	Degree/Certificate	University/Board	Main Subject	Month & Year of Passing	% Marks/ Division
(i)					
(ii)					
(iii)	(add row if required)				
5.	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)				

6.	Essential Qualification/ Experience Required: -	Desirable Qualification/experience possessed by the Candidate: -
7.	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.	

8. Details of employment in chronological order: -

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

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

<ul style="list-style-type: none"> i. additional academic qualifications ii. professional training iii. Work Experience over and above prescribed in the vacancy circular/ advertisement 	
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10. **Achievements:** The candidates are requested to indicate information with regard to:

<ul style="list-style-type: none"> i. Research publications and reports and special projects ii. Awards/Scholarships/Official Appreciation Affiliation with the professional bodies/institutions/societies iii. Patents registered in own name or achieved for the organization iv. Any research/innovative measure involving official recognition v. Any other information <p>(Note: Enclose a separate sheet if the space is insufficient)</p>	
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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)