

F. No.40001/09/2015/NSDA

**National Skill Development Agency**

(An Autonomous Body of the Ministry of Skill Development and Entrepreneurship, Govt. of India,  
New Delhi)

Kaushal Bhawan, B-2, Pusa Road, Metro Pillar 95, New Delhi - 110005

Application for following posts is invited from working officials to work in National Skill Development Agency (NSDA) on deputation basis on Foreign Service terms.

posts	Pay Band & Grade Pay	No of posts
Deputy Director	PB-3 + GP 6600/-	1
Protocol/Public Relation officer	PB-3+ GP 5400/-	1
Assistant Accounts officer	PB-2+GP 4600/-	1
Sr. PA/PS	PB-2 +GP 4600/-	3

The eligible candidates working in Central/State Govt. /PSUs/ Autonomous Bodies etc. who fulfil all terms and conditions prescribed for the posts and are desirous to be considered for appointment on deputation basis on foreign service terms, as may be applicable under FR/SR, may apply through proper channel so as to reach to "Director General, National Skill Development Agency, Kaushal Bhawan, B-2, Pusa Road, Metro Pillar 95, New Delhi - 110005", within 45 days from the date of publication of this advertisement in Employment News. For Terms and Conditions and format of application please see NSDA website [www.nsd.gov.in](http://www.nsd.gov.in) under link "Notices". Application received incomplete or after due date will not be entertained. NSDA reserves the right to reject any or all applications/post without assigning any reason thereof.

J. D. Barua  
Principal Consultant (NSDA)

## National Skill Development Agency

(An Autonomous Body of the Ministry of Skill Development and Entrepreneurship, Govt. of India,  
New Delhi)

Application for following posts are invited to work in National Skill Development Agency (NSDA) on deputation basis on “foreign Service terms”

**MODE OF APPOINTMENT:** Deputation basis on “foreign Service terms” as applicable under FR/SR.

Sl. No.	Post to be filled on deputation basis	No. of vacancy	Pay Band and Grade Pay
1	<b>Deputy Director</b>	1	PB-3 + Grade Pay Rs.6600/-
<p><b>Eligibility Criteria</b> Officers under the Central/State/UT Government and those from Autonomous Bodies/PSUs:-</p> <p>(i). holding analogous post on regular basis in the parent Cadre/ Department/Organisation; or</p> <p>(ii). with 5 years regular service in the grade rendered after appointment thereto on regular basis in the PB-3 Rs. 15600-39100 with Grade pay Rs.5400/- in the parent cadre or department; or</p> <p>(iii) with six years’ service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.9300-34800 with grade pay of Rs.4800 in Pay Band-2 or equivalent in the parent cadre/ Department/ organization.</p> <p><b>Qualification &amp; Experience:</b> Applicants must Graduate in any discipline with 60% marks, or Post Graduate in any discipline with 50% marks from a recognized Institute /University.</p> <p>Possessing five years experience in administration including two year experience in dealing technical and general education needed to understand skill development.</p>			
2	<b>Post to be filled on deputation basis</b>	<b>No. of vacancy</b>	<b>Pay Band and Grade Pay</b>
	<b>Protocol/Public Relation Officer</b>	1	PB-3 + Grade Pay Rs. 5400/-
<p><b>Eligibility Criteria</b></p> <p>1. Persons working in Central Autonomous Bodies or PSUs holding public relation work in analogous grade or in the grade equivalent to PB-2 (Rs.9300-34800) with Grade Pay of Rs.4800/- in Govt. of India with minimum five years of experience; or</p> <p>2. Officer under the Central Government</p> <p>(i) Holding analogous posts on regular basis in the parent Cadre or organization; or</p> <p>(ii) With 2 years regular service in grade rendered after appointment thereto on regular basis in the PB-2 (Rs.9300-34800) with Grade Pay of Rs.4800/- in the parent cadre department; or</p>			

	<p>(iii) With 8 years regular service rendered after appointment thereto on regular basis in the PB-2 (Rs.9300-34800) with Grade Pay of Rs.4200/- in the parent cadre department</p> <p><b>Qualification and Experience:</b>  Graduate with degree in any discipline from a University/Institute of repute. Degree in Journalism will be preferred.  Two years experience in handling protocol related work</p>		
3	<b>Post to be filled on deputation basis</b>	<b>No. of vacancy</b>	<b>Pay Band and Grade Pay</b>
	Assistant Accounts Officer	1	PB 2 + Grade Pay Rs. 4600/-
	<p><b>Eligibility Criteria</b>  Office Assistants/ Accountants in Grade pay of Rs.4200/- with five years of regular service and experience in Administration /Establishment matters.</p> <p><b>Qualification and Experience:</b>  Commerce Graduate with 60% marks, or MBA (Finance)/ Post Graduate degree/diploma with 50% marks in commerce from recognised University.</p> <p>Two years experience in maintenance of accounts in double entry system in Government sector, Autonomous Body/ PSU /Society.  Knowledge of Govt. of India rules governing finance and accounts, Tax laws and establishment matters will be preferred.</p>		
4	<b>Post to be filled on deputation basis</b>	<b>No. of vacancy</b>	<b>Pay Band and Grade Pay</b>
	Sr. PA/PS	3	PB 2 + Grade Pay Rs. 4600/-
	<p><b>Eligibility Criteria</b>  Stenographer who are working in the Pay Band of Rs. 9300-34800 + Grade Pay of Rs. 4200/- with five years regular service in the grade.</p> <p><b>Qualification and Experience:</b>  Graduate from a recognised University.</p> <p>Minimum speed of 100 w.p.m. in stenography in English and typing speed of 30 w.p.m. Knowledge of working on computer using MS office /Power point etc.  Persons who have experience in stenography and typing as required above and can also do typing work in Hindi will be given preference.</p>		

## GENERAL TERMS & CONDITIONS

1. The prescribed qualifications are the minimum requirement for the post applied for. Mere possession and fulfilment of the essential and desirable qualifications for a post does not entitle the candidate to be called for interview.
2. Application must be neatly typewritten on A-4 size paper in the prescribed proforma **(Annexure-I)**. Size of the rows and column may vary according to the information supplied by the candidate. However, the information called for should be supplied in the same order as provided in the format. Application in different format or not providing information as called for will make application ineligible for consideration.
3. Application complete in all respect must reach office of the Director General, National Skill Development Agency, B-2, Pusa Road, Near Karol Bagh Metro Pillar No. 95, New Delhi within 45 days of the publication of the advertisement in news paper.
4. Application must be forwarded by the forwarding authority along with photo copies of Annual Appraisal Report of previous five years duly attested with dated signature and office seal of the officer not below the rank of Under Secretary. Forwarding Authority is to ensure that the applications must be accompanied by ACRs for last five years, Integrity Certificate and Vigilance Certificate.
5. 4. One recent passport size photograph should be pasted on the top right hand corner of the application and be signed by self across.
6. Envelope containing application should be super-scribed with **“APPLICATION FOR THE POST OF \_\_\_\_\_ (Sl. No. \_\_\_\_\_).”** A candidate has to submit separate applications, if he/she desires to apply for more than one post.
7. The candidates short-listed for interview will be informed by e-mail on the e-mail ID furnished by the candidate. There will be no communication by post.
8. Original certificates should be produced only at the time of interview/test. However, attested photocopies of testimonials may also be attached with the application in support of their educational qualifications and experience etc.
9. Candidates may send an advance copy of application. However, advance application shall be entertained only when application **through proper channel (Forwarding Authority)** is received. It shall be necessary to furnish **“No Objection Certificate”** from the parent department/ present employer at the time of interview.
10. Applications received after expiry of the prescribed period and/or found to be incomplete in any manner or not submitted in prescribed proforma will not be entertained.
11. The decision of the Director General, National Skill Development Agency in respect of selections shall be final and no correspondence in this regard will be entertained. Canvassing in any type from any source will disqualify the candidature of the applicant.

12. The application complete in all respect must be sent through Proper **Channel to Director General, National Skill Development Agency, B-2, Pusa Road, Near Karol Bagh Metro Pillar No. 95, New Delhi** , latest by .....
13. The terms and conditions of deputation will be regulated in accordance with OMs/Orders issued by the Department of Personnel & Training and as amended from time to time.
14. The **maximum age limit for appointment by deputation shall not exceed 56 years** as on the closing date of receipt of application.

**PROFORMA FOR APPLICATION****Application for the post of .....**

(Applicant may copy the proforma in words file and must fill the details duly typed in the same order as is given below. Application to be sent by registered post).

(Paste a self-attested photograph of the applicant).

1.	Name (in Block Letters)	
2.	Father's/Husband's Name	
3	Date of Birth (DD/MM/YY)	
4	Sex	
5	Postal addresses with telephone numbers and e-mail	
	(i) Office	
	(ii) Residence	
	(iii) E-mail ID	
6	Date of entry in Govt. Service	
7	Date of superannuation as per existing applicable rules in regular service of the applicant.	
8	<b>Post held in Parent Department on regular basis:</b>	
	(a) Name of post held by applicant	
	(b) Name of Organisation	
	(c) Status of Organisation Attached/subordinate office of Central Govt. or Central Autonomous Organisation/ or Central PS or State Govt etc.	
	(d) Name of Ministry/ Department or Organisation where working.	
	(e) Pay Band and Grade Pay (that is, pay scale) held on regular (substantive) basis and date since appointed to	

	this post				
	(f) Stage of Pay in Pay Band plus Grade pay presently drawn by applicant as on 01.07.2015 (show each item separately)				
	(g) Detail of duties performed by the applicant on present post				
<b>9</b>	<b>If the applicant is holding any post on deputation as on 01.07.2015 please furnish following information</b>				
	(a) Name of post held by applicant				
	(b) Date since appointed to this post.				
	(c) Name of Organisation				
	(d) Status of Organisation Attached/subordinate office of Central Govt. or Central Autonomous Organisation/ or Central PS or State Govt etc.				
	(e) Name of Ministry/ Department or Organisation where working.				
	(f) Pay Band and Grade Pay (that is, pay scale) held on deputation basis				
	(g) Stage of Pay in Pay Band plus Grade pay presently drawn by applicant as on 01.07.2015 (show each item separately)				
	(h) Detail of duties performed by the applicant on present post				
<b>10</b>	<b>Essential and other Qualifications</b>				
	Examination passed	Year of passing		Board/University	
<b>(i)</b>					
<b>(ii)</b>					
<b>(iii)</b>					
<b>(iv)</b>					
<b>11</b>	<b>Details of past service(s) in last 10-15 years if any (attach a separate sheet if required).</b>				
<b>(i)</b>	<b>Organisation served</b>	<b>Post held</b>	<b>Pay band/scale</b>	<b>Grade pay (if any)</b>	<b>Duties performed or responsibilities</b>
<b>(ii)</b>					
<b>(iii)</b>					

(iv)				
12	<b>Technical /Professional qualifications and relevant experience, including computer related experience</b>			
	<b>Type of Experience</b>	<b>Years /period of experience</b>	<b>Institution wherefrom such experience obtained</b>	
13	Have you ever been held guilty under any disciplinary proceedings? If yes please state briefly the facts and quantum of punishment awarded to you.			
14	Any other information considered necessary by the applicant which he/she may want to give.			

**Declaration:**

I declare that all the information in my application is true. I fulfil the criteria on essential qualification, experience and required number of qualifying years of service etc for the post as required in the advertisement.

Signature of candidate..... ;.....

Name.....

Place.....

Date.....





**Certificate to be issued by the Authorised officer of the Cadre Controlling Authority**

1. Certified that all the informations mentioned by the applicant in his application as mentioned above have been verified. The work experience has also been checked from the office records and found to be correct.
2. It is certified that Sh./Ms. .... has been working as ..... in the office of the ....  
.....  
.....  
..... and he/she is holding this post in substantive/officiating capacity/post wef . . . . . He is drawing pay on Pay Band..... and Grade pay of Rs. ....
3. Photo Copies of Annual Performance Appraisal Reports of previous five years that is from.....to.....is attached. (Please indicate clearly the period of reports attached with the application form. In the absence of this the application is liable to be rejected).
4. Certified that neither any vigilance case is pending nor is being contemplated against him/her in this department.

E mail ID:

Fax No.:

Phone Number

Signature .....

Name of authorised officer: .....

.....

Designation of the authorised officer... ..

... Seal of office