

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF TRAINING & TECHNICAL EDUCATION
MUNI MAYA RAM MARG, PITAMPURA, DELHI-110034.
(SECRETARIAT BRANCH)**

No.F.8(60)/2018-SB/ 1186

Dated: 31 / 5 / 2018

**RECRUITMENT TO THE POSTS OF CONTROLLER AND REGISTRAR, BOARD OF
TECHNICAL EDUCATION, GNCTD.**

Applications are invited to fill following **TWO** posts of Controller and Registrar, Board of Technical Education. The details are as under:

S.No.	Name of the Post	Total no. of Posts	Classification	Pay Band with Grade Pay	Mode of Recruitment
1.	Controller	01	General, Central Service Group 'A', Gazetted, Non-Ministerial	Level-12 (Rs. 78800-209200) as per 7 th CPC.	By Deputation (Including Short-Term Contract) failing which by Direct Recruitment.
2.	Registrar	01	General, Central Service Group 'A', Gazetted, Non-Ministerial	Level-12 (Rs. 67700-208700) as per 7 th CPC	By Deputation (Including Short-Term Contract) failing which by Direct Recruitment.

Eligibility Conditions: (educational qualifications, experience, etc.) for the post of Controller, Board of Technical Education:

Deputation (including short term contract)

Officers under Central Government/ State Governments / Union Territory Administrations/ Public Sector Undertakings / Universities / Recognized Research Institutions / Semi Government or Autonomous Bodies / Statutory Organizations:

- A. (i) Holding analogous post on regular basis in the parent cadre/ department; OR
(ii) With five years service in the grade rendered after appointment thereto on a regular basis in posts in PB-3, Rs. 15600-39100 with grade pay of Rs. 6600 or equivalent in the parent cadre or department; OR
(iii) With ten years service in the grade rendered after appointment thereto on a regular basis in posts in PB-2, 9300-34,800 with grade pay of Rs. 5400 or equivalent in the parent cadre or department.

AND

- B. Possessing the following educational qualifications and experience:

Essential:

(I) A Master's Degree in any Discipline from a recognized University / Institute.

(II) Ten years administrative experience in a Government Department / Public Sector Undertaking / Statutory or Autonomous Body / University / Institute; OR

Ten years experience as Assistant Professor / Lecturer in AGP of Rs. 6000 and above Or with Eight years service in the AGP of Rs. 7000 and above including as Assistant Professor / Lecturer along with educational administration in academic institutions like University, Or in an Institute of Higher Learning of which five years must be in a University of an institute of post graduation study.

Note 1: Qualifications are relaxable at the discretion of the Union Public Service Commission for reasons to be recorded in writing, in the case of candidates otherwise well qualified.

Note 2: The qualification(s) regarding experience is/are relaxable at the discretion of the Union Public Service Commission for reasons to be recorded in writing in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

(Period of deputation (Including Short Term Contract) including period of Deputation (Including Short Term Contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization / department of the Central Government shall ordinarily not to exceed four years. The maximum age limit for appointment by deputation (Including Short Term Contract) shall be not exceeding fifty six years as on the closing date of receipt of applications).

Eligibility Conditions: (educational qualifications, experience, etc.) for the post of Registrar, Board of Technical Education:

Deputation (including short term contract)

Officers under Central Government/ State Governments / Union Territory Administrations/ Public Sector Undertakings / Universities / Recognized Research Institutions / Semi Government or Autonomous Bodies / Statutory Organizations:

- A. (i) holding analogous post on regular basis in the parent cadre/ department; OR
(ii) with five years service in the grade rendered after appointment thereto on a regular basis in posts in PB-2, Rs. 9300-34,800 with grade pay of Rs. 5400 or equivalent in the parent cadre or department; OR
(iii) With six years service in the grade rendered after appointment thereto on a regular basis in posts in PB-2, 9300-34,800 with grade pay of Rs. 4800 or equivalent in the parent cadre or department.
- B. Possessing the following educational qualifications and experience:

Essential:

- (I) Post Graduate Degree from a recognized University/Institute.
- (II) Five Years experience in administrative / establishment work in a Government office / public sector undertaking / autonomous or statutory body / recognized institutes / universities.

Desirable:

Bachelor's degree in Law from a recognized University / Institute.

Note 1: Qualifications are relaxable at the discretion of the Union Service Public Commission for reasons to be recorded in writing, in the case of candidates otherwise well qualified.

Note 2: The qualification(s) regarding experience is/are relaxable at the discretion of the Union Service Public Commission for reasons to be recorded in writing in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Union Service Public Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

(Period of deputation (Including Short Term Contract) including period of Deputation (Including Short Term Contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization / department of the Central Government shall ordinarily not to exceed four years. The maximum age limit for appointment by deputation (Including Short Term Contract) shall be not exceeding fifty six years as on the closing date of receipt of applications).

Nature of Duties for both the posts:

Controller, BTE

1. Overall Incharge of Board of Technical Education and he shall be responsible for all necessary arrangements for smooth and efficient conduct of examinations and declaration of results.
2. Conduct of examination work through different Committees and affiliated Institutions.
3. Bring in Examination reforms and update the examination process from time to time with the help of suitable expert committees.
4. The Controller shall exercise such other powers and performs such other duties as may be prescribed or assigned to him, from time to time.

Registrar, BTE

1. He will be the custodian of all records, the common seal and such other property of the Board of Technical Education as the competent authority shall commit to his charge.
2. Responsible for certification and monitoring of training in institutions as per laid down norms under the supervision of Controller, BTE.
3. To represent the BTE in suits or proceedings by or against the BTE and verify pleadings or depute his reprehensive for the purpose.
4. To perform such other duties as may be prescribed or assigned to him from time to time.

The application of eligible officers along with following documents should reach through proper channel within 60 days from the date of publication of this item in "Employment News".

- a) Bio-Data in prescribed proforma as per Annexure-I duly countersigned by the Competent Authority.
- b) Up to date APAR / PBAS as applicable from the year 2012-13 to 2016-17 (in case photocopies are being sent, it may be ensured that the same are attested on each page with rubber stamp by an officer not below the rank of Under Secretary to the Government of India).
- c) Vigilance Clearance and Integrity Certificate issued by the respective department.
- d) The details of major/minor penalties imposed on the officer during the last 10 years.

IMPORTANT: CANDIDATES WHO WISH TO APPLY FOR BOTH THE POSTS HAVE TO APPLY SEPERATELY FOR EACH POST.

General Instructions

1. The candidate must be a citizen of India.
2. Prescribed application form can be downloaded from the Departments website i.e. <http://tte.delhigovt.nic.in>.
3. Application form must also be accompanied by attested copies of Educational & Professional Qualifications and Experience etc.
4. Application must be sent in the prescribed format only.
5. The Educational Qualifications, age, experience and other conditions of eligibility as stipulated above against the post shall be determined as on the closing date of receipt of application.
6. All columns must be filled in the application form. No column should be left blank, instead it should be marked "N.A." wherever not applicable.
7. The persons already in employment in Government Department/Autonomous Bodies under Central/State Government should apply through proper channel.
8. Incomplete/unsigned application / application without photograph/application not in prescribed performa and those received after closing date shall be rejected.
9. Candidates must ensure that their application must reach the Department well in time. The Department will not be responsible for any postal delay or loss.
10. No documents will be accepted or considered by the Department after submission of application form by the candidate and no subsequent request for its change will be considered or granted.
11. Any dispute with regard to this recruitment will be subject to the Court/Tribunals having jurisdiction over Delhi.

The complete application, on the prescribed form, duly filled in alongwith all the desired documents should be submitted in the Department at the reception counter on any working day OR sent by post so as to reach the Deputy Director (SB), Department of Training and Technical Education, Muni Maya Ram Marg, Pitam Pura, Delhi-110034 within 60 days from the date of publication of this item in "**Employment News**".



(V.K. TRIPATHI)
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ANNEXURE-I

BIO-DATA/ CURRICULUM VITAE PROFORMA

**Recent
photograph of
the applicant**

1. Name and address (in Block Letters)	
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)	
Qualifications/ Experience required as mentioned in the advertisement / vacancy circular	Qualification / experience possessed by the Candidate
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience

Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the	
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.	
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.	

7. Details of Employments, 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 Pay/ Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

***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, Pay Band and	From	To

	Grade Pay drawn under ACP/MACP scheme		

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 application belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organization
<p>9.1 Note: 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>9.2 Note: Information under Column 9 (C) & (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. In any post held on Deputation in the past by the applicant, date of			

return from the last deputation and other details.		
<p>11. Additional details about present employment:</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others</p>		
<p>12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.</p>		
<p>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</p>		
<p>14. Total emoluments per month now drawn</p>		
Basic Pay in the PB	Grade Pay	Total Emoluments
<p>15. In case the application belongs to an Organization which is not following the Central Government Pay-Scale, the latest salary slip by the Organization showing the following details may be enclosed.</p>		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/ Interim relief / other Allowances etc (with break-up details)	Total Emoluments

<p>16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post.</p> <p>(This among other things may provide information with regard to (i) additional academic qualification (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>			
<p>16 B Achievements:</p> <p>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.</p> <p>(iii) Affiliation with the professional bodies / Institutions / Societies and;</p> <p>(iv) Patents registered in own name or achieved for the organization.</p> <p>(v) Any research/ innovative measure involving official recognition</p> <p>(vi) Any other information</p> <p>(Note: Enclose a separate sheet if the space is insufficient)</p>			

<p>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)</p>	
<p># (The option of 'STC' / Absorption / Re-employment are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>	
<p>18. Whether belongs to SC/ST</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 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 bearing on my selection has been suppressed / withheld.

(Signature of the Candidate)
Address: _____

Date _____

Certificate by the Employer/ Cadre Controlling Authority

This information / details provided in the above application are true and correct as per the facts available on record. He / She possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he / she will be relieved immediately.

Also certified that;

- i) There is no vigilance or disciplinary case pending / contemplated against Shri/ Smt._____.
- ii) His / Her integrity is certified.
- iii) 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.
- iv) 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

(Employer / Cadre Controlling Authority with Seal)