



विज्ञान एवं इंजीनियरी अनुसंधान बोर्ड
(विज्ञान और प्रौद्योगिकी विभाग, भारत सरकार का एक सांविधिक निकाय)
SCIENCE & ENGINEERING RESEARCH BOARD
(A Statutory body of Department of Science and Technology, Govt. of India)
(No.SERB/Recruitment/01/2023)

ADVERTISEMENT NOTICE N0.03/2023

Science and Engineering Research Board, New Delhi, a statutory body under the Department of Science and Technology, Govt. of India, invites applications for filling up post of Section Officer on Deputation basis as per the details given below:

Name of the Post	Pay Scale	No. of Posts	Mode of Recruitment
Section Officer	Level-7 in the Pay Matrix (Rs.44900-142400)	01	By deputation basis

The post of Section officer is proposed to be filled up on deputation basis.

Deputation:

Officers of the Central Government or State Governments or Union Territories or Public Sector Undertakings or recognised Research Institutions or Universities or Semi Government or Statutory or Autonomous organisations.

- (i) holding analogous post on regular basis in the parent cadre or department; or
- (ii) with five years' regular service in the grade rendered after appointment thereto on regular basis in Level 6 (Rs.35400-112400) in pay matrix or equivalent.

Note-1: The period of deputation, including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization or Department of the Central Government shall ordinarily not exceed three years or superannuation, whichever is earlier.

Age limit: The maximum age limit for appointment by deputation shall not exceed 56 years, as on the closing date of receipt of application.

GENERAL INSTRUCTIONS

1. The prescribed essential qualifications are minimum and the mere possession of the same does not entitle candidates to be called for interview.
2. The Board also reserves the right to cancel the recruitment without assigning any reason.
3. Nature of duties: All matters relating to Finance, Budget & Accounts of SERB.
4. The Board may restrict the number of candidates to be called for interview to a reasonable limit based on the information/particulars provided in their applications, through an internal shortlisting process i.e. by forming a Screening Committee to scrutinize the applications and restrict the number of candidates to be called for interview, as per the requirement of the Board. The suitability of the applicant shall be adjudged by the committee **keeping in view the quality and nature of experience rendered by the candidate and as per the specific job requirements of the Board**, before being called for interview. **CANVASSING IN ANY FORM WILL RESULT IN DISQUALIFICATION OF CANDIDATURE.**
5. The selected candidates are liable to serve anywhere in India.
6. **HOW TO APPLY:**
 - (a) Applications should be neatly typed on thick plain paper (A-4 size 210 x 297 mm) in the prescribed format, as per Annexure, given below.
 - (b) No column of the application should be left blank. In case of no information, indicate as Nil against such column. In any case, no column is to be left blank.

Candidates working in Central Government or State Governments or Union Territories or Public Sector Undertaking or recognized Research Institutions or Universities or Semi Government or Statutory or Autonomous organizations in India should **apply through proper channel along with NOC of the competent authority within the prescribed last date of receiving applications. Applications received after the prescribed last date will not be considered, in any case. Kindly note that the applications not received through proper channel along with NOC will not be considered.**
 - (c) Copies of self attested certificates in support of educational qualifications, date of birth, experience and any other relevant information, if any, should be attached with the application. Applications without the supporting documents will be summarily rejected.
 - (d) Candidates will have to produce the original certificates at the time of interview for verification.
 - (e) Completed applications in the prescribed proforma only (as per Annexure) should be sent to the Director, Science and Engineering Research Board, Block-II, Technology Bhawan, New Mehrauli Road, New Delhi-110016 by Registered Post or through Speed Post in a cover super-scribed **“APPLICATION FOR THE POST OF SECTION OFFICER” within 45 days of the publication of the advertisement in Employment News (English Edition) by 5.30 PM.** (60 days for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh, Lahaul and Spiti District and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands and Lakshadweep) from the date of publication of this advertisement in Employment News (English Edition) **i.e. the last date of the week in which it is published.**
 - (f) **applications received after the closing date or received incomplete in any respect are liable to be summarily rejected. Board shall not be responsible for any delay on the**

part of postal department for delivery of applications even if posted before the last date. No representation against such rejection will be entertained.

7. **Age limit:** The crucial date for determining the age limit shall be closing date for receipt of application from candidates in India (and not the closing date prescribed for remote areas).
8. **Entitlements and Allowances:** As per Central Government Rules/ SERB Rules and Regulations.
9. **PLEASE NOTE:**
 - (i) **The officers/staff of Science and Engineering Research Board are not covered by the Central Government Health Scheme (CGHS). However, the officers of SERB will be governed by the Regulations of SERB in so far as the Medical facilities are concerned.**
 - (ii) **The officers/staff of Science and Engineering Research Board are not eligible for allotment of residential accommodation, out of the General Pool of the Directorate of Estates, Ministry of Housing and Urban Affairs. However, the officers/staff of SERB will be entitled for House Rent Allowance as per the provisions contained in the Regulations of SERB.**

Annexure

FORMAT OF APPLICATION

Diary Number		2023
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(FOR OFFICIAL USE)

Affix coloured Passport size Photograph (Not more than three months old)

1. Post for which applied :
2. Name in full (BLOCK LETTERS) :
3. Father's / Spouse Name :
4. (a) Date of Birth :

DATE	MONTH	YEAR
- (b) Age as on closing date :

YEARS	MONTHS	DAYS
- (c) Date of superannuation :
5. Educational Qualifications :
 (In chronological order from matriculation onwards. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

S. No.	Examination passed	University / Institution / Board	Year of Passing	Main Subjects	Division / Class / Percentage Of Marks

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6. Details of Employment:

(Details in chronological order,
starting with the first job)

(Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

S. No.	Name of the Ministry / Department / Organisation	Post held	Regular/ adhoc/ temporary	Period			Scale of pay	Nature of duties/work performed
				From	To	Total (in years, months & days)		

7. Present Employment Status :

(a).

Central Government	State Government	Central/State Governments			
		Autonomous Body/Statutory Body	Public Sector Undertakings	Universities, Academic Or Research Institutions	Others

- (b). Nature of present employment i.e.
Ad-hoc or temporary or quasi-permanent or permanent:
- (c). In case the present employment is held on deputation/
Contract basis please state:

8.	Training, if any:			
Sl No.	ORGANIZATION	PERIOD		DETAILS OF TRAINING

9. (i) Address for Correspondence
(In BLOCK LETTERS)

(ii) Telephone No. (a) Office: _____
(b) Residence: _____
(c). Mobile No. _____

(iii) Email Address. _____

10. Present Pay (Revised/Pre-revised)

(i) Level & Pay Matrix/
Pay Band + Grade Pay

(ii) Basic Pay
(Pay in Pay Matrix/
Pay in PB +GP)

(iii) Other allowances
(excluding HRA)

(iv) Total Salary
[(ii) + (iii)]

11. Complete address of the cadre authority with phone no.

12. Nationality:

13. Whether belong to SC/ST/OBC/PH.

14. Permanent Address :
(in BLOCK LETTERS)

Pin Code:

Telephone No:

Landline (With Code) : _____

Mobile No: _____

15. Nearest Railway Station:

16. Any other information you may wish to add:

17. Details of Enclosures

18. DECLARATION:-

I hereby certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed /distorted. If at any time I am found to have concealed/distorted any material information, my appointment shall be liable to be summarily terminated without notice/compensation.

Place:
Date:

Signature of the candidate

P.T.O

Certificate to be furnished by the Employer/ Head of organisation/office/forwarding authority:

Certified that the information/particulars provided by the applicant in his/her application are true and correct as per the facts available on records. He/She possess educational qualifications and experience mentioned in the advertisement. If selected, he/she will be released immediately.

1. It is also certified that :-

- (i) there is no vigilance/disciplinary case or criminal case pending or contemplated against the officer;
- (ii) Integrity of the officer is certified;
- (iii) attested copies of ACRs/APARs dossier for the last five years of the officer are enclosed;
- (iv) no major/ minor penalty has been imposed on the officer during the last 10 years.
- (v) The cadre controlling authority has no objection to the consideration of the applicant for the post mentioned in the advertisement. If selected, he/she will be relieved.

Place:
Date:

Signature :
Name and designation:
Tel Phone:

List of enclosures:

Office seal:
