



Government of India
Ministry of Skill Development and Entrepreneurship
Directorate General of Training

NATIONAL SKILL TRAINERS' INSTITUTE (NSTI)

(Previously known as Advanced Training Institute for Electronics & Process Instrumentation)

(An ISO 29990:2010 Certified Institute)

Green Park, Niranjapur, P.O. – Majra, Dehradun – 248 171

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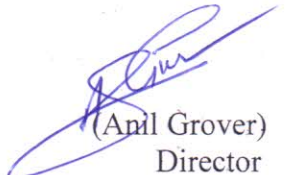
No. ATI-A-12011/7/2015-Estt.

Dated 29th June 2018

CIRCULAR

Subject: **Filling up of one(01) post of Upper Division Clerk-Cashier in Level-4 (Rs.25,500-81100) in Grade Pay of Rs.2400/- in NSTI, Dehradun a subordinate office under the Directorate General of Training(DGT), Ministry of Skill Development & Entrepreneurship through deputation basis .**

This is in continuation to this office letter of even no. dated 20-12-2017 on the subject cited above . It is intimated herewith that the **last date of receipt of the application to the post of UDC-Cashier is hereby extended to 28th September, 2018** . It is, therefore, requested that the application may be forwarded through proper channel to the Director, NSTI, Green Park, Dehradun before **28th September, 2018**.


(Anil Grover)
Director



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CIRCULAR

Sub: Filling up of the one (01) post of Upper Division Clerk-Cashier in **Level-4 (Rs. 25,500-81100) in Grade Pay of Rs. 2400/-** in NSTI, Dehradun under the Directorate General of Training(DGT), Ministry of Skill Development & Entrepreneurship through deputation basis a subordinate office.

It is proposed to fill up one (01) post of Upper Division Clerk-Cashier **Level-4 (Rs. 25,500-81100)) in Grade Pay of Rs. 2400/-** in NSTI, Dehradun, Directorate General of Training(DGT), Ministry of Skill Development & Entrepreneurship on deputation basis . The eligibility for appointment to the post will be as follows:-

1. LDC/UDC/Cashier under the Central Government Office:-
 - (a) (i) Holding analogous post on regular basis in the parent cadre or department:
or
 - (ii) Holding the post of Lower Division Clerk with eight years regular service in the grade on a regular basis.

Note:

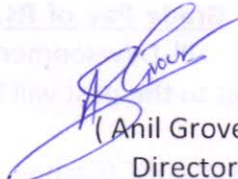
The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly deputationists shall not be eligible for consideration for appointment by promotion. (period of deputation including the period of 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. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of application)

.....2/-

3 It is requested that the application (in-duplicate) in the enclosed proforma(Annexure) in respect of the officer(s) who could be spared in the event of their selection may be forwarded to The Director, NSTI-Dehradun at the above mentioned address **on or before 28th September 2018**. The application must be forwarded through proper channel and must accompany the following documents/information;

- (i) A certificate that no disciplinary proceedings/vigilance case is either pending or contemplated and a certificate to the effect that no major/minor penalties were imposed on him during last 10 years.
- (ii) Complete and up to date ACRs/APARs(in original) from 2013-2014 to 2017-2018 (If original is not readily available, photocopies of the same duly attested by an officer not below the rank of Under Secretary to the Govt. of India).
- (iii) Integrity Certificate.
- (iv) Cadre Clearance Certificate.

Applications received incomplete and after the last date and otherwise without the above documents/information will not be entertained. The candidates, who apply for the post will not be allowed to withdraw their candidature subsequently.


(Anil Grover)
Director

APPLICATION FOR THE POST OF
UPPER DIVISION CLERK-CASHIER

BIO DATA PROFORMA

1. Name and Address in Block Letters
2. Date of Birth (in Christian era)
3. Date of retirement under Central/
State Govt. Rules
4. Educational Qualifications.
5. Whether educational and other
Qualification 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)

	Qualification/Experience Required	Qualification/Experience possessed by the officer
Essential	(1) (2) (3)	
Desired	(1) (2)	

6. Please state clearly whether in the light
of entries made by you above, you meet
the requirement of the post.
7. Details of Employment, in chronological
Order. Enclose a separate sheet, duly Authenticated
by your signature, if the space below is insufficient.

Office/Institute/ Organization.	Post held	From	To	Scale of Pay and Basic pay	Nature of duties
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8. Nature of present employment i.e. adhoc
Or temporary or quasi permanent or permanent.

9. In case 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/organisation to which you belong.

10. Additional details about present
Employment. Please state whether
working under:

- a) Central Govt.
- b) State Govt.
- 3) Autonomous Organisations
- 4) Government Undertakings
- 5) Universities

11. 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.

12. Total emoluments per month now drawn.

