



Eligibility criteria for the Post of Additional Director (GARC, Chennai) to be filed on Deputation / Contract basis.

1. Post, Pay Scale & Nature of Appointment	
Designation: Additional Director/ OSD (GARC, Chennai)	Number of the post: 1
Location: Chennai	
PAY SCALE: Level 12/ 13	
Nature of Appointment	
Non-css deputation of Government officers till Project duration, i.e. 30 th June 2019, further extendable as per extension of project or as per requirement.	
2. Academic Qualification for incumbents competencies /skill	
Essential Qualification	
Bachelor's degree with good academic record from a recognized university/ institution or equivalent.	
Desirable Qualification	
MBA for recognized university/ institution or equivalent.	
A. Government Deputation:	
i. Candidate coming from Government deputation should be in analogous posts/ grade pay or in the level 12 for at least four years or at level 13 for at least two years.	
B. Private Contractual	
(i) Ex-defense officers having relevant experience can also apply.	
(ii) Candidates with proven record of project management with a company having a turnover of at least Rs. 250 Crore or a project implementation unit with a project size of at least Rs 1000 Crore.	
3. Age limit	
Not above 48 years- The age limit can be relaxed by 3 years in exceptionally deserving cases.	
4. Post qualification Experience	
Essential	
i. The incumbent for the post of Additional Director, GARC should have an experience of 10 years with experience in handling large projects.	
ii. Should have experience in managing overall project facility, utility planning, installation and commissioning with good negotiation, coordination and interpersonal skills.	
Desirable	
i. 15 years of experience out of which at least 5 years should be at a supervisory position in managing overall facility project, after acquiring the academic qualifications.	
ii. Formulation, implementation, monitoring and control of projects in Automobile Sector.	
5. Mode of Recruitment	

- i. Only "Indian Citizens" shall be eligible to apply
- ii. Job description and candidate's qualification and experience shall be the parameters for selection the candidate

Government Deputation

Deputation includes deputation from Central/ State Government/PSU's/ large Government infrastructure projects initially for the project period extendable as per extension of the project or as per requirement. The deputation would be treated as non-ccs deputation under the CCS rules.

Private Contractual

- i. Technically qualified and otherwise suitable incumbents from the automotive industry/ testing agencies may also apply on private contractual basis.
- ii. On initial employment the employee (except Government deputationists) will be on probation for a period of six months or any other period specified from time to time which may be extended, reduced or waived at the discretion of the appointing authority.
- iii. On successful completion of the probation period, the employee may be retained in regular service of NATIS. The employment may be terminated by either side at any time by giving three months notice or salary in lieu of.
- iv. The employee will be liable to transfer to any division of NATIS, on deputation for training or posting to any other centre for performing duties that may be assigned to him/her by NATIS

6. Job Responsibility

- i. Assisting the Chief Executive Officer & Project Director at the Project Headquarters/ sites in expedite implementation of the project at GARC as per timelines.
- ii. Managing the overall project site, utility planning, installation and commissioning and procurement of essential capital items especially test equipment's/ Instruments/ test tracks/ monitoring of proving grounds.
- iii. Any other work as assigned from time to time.

Note

1. Application in the prescribed Performa (as attached) should be forwarded through proper channel (where ever applicable). The advance copy may be forwarded before the last date of submission of application to *Sr. Administrative Officer, National Automotive Testing and R&D Infrastructure Project (NATRIP), 3rd Floor, NBCC Place, Pragati Vihar, Lodhi Road, New Delhi- 110003, by 5.00 pm on 18th September 2018.*
2. Application received after the last date or without the above mention documents, is liable to be summarily rejected.

APPLICATION FORM

(Form should be filled in Block letters in English)

Please affix
recent self
attested
photograph of
self

Name of the post: **Additional Director/OSD (GARC)**

1. CANDIDATE'S NAME

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2. Father/ Husband Name

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3. Date of Birth:

Date

Month

Year

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4. Age: as on date of publication of vacancy

Years

Months

Days

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5. Gender:

Male

Female

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6. Nationality:

Indian

Other

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7. Write complete mailing address with contact no and email ID:-

Street Address-1:

Street Address-2:

Town:

State:

Pin Code:

Email ID:1

Email ID: 2

Mobile No:

Telephone No:

8. Educational/Professional Qualification in reverse chronological order upto 10th std. onwards:-

Educational/Professional Qualification	Year of Passing	Grade/ % Marks	Division	Name of Board/ University

9. Computer Literacy: Details

10. Languages Known:

11. Experience:- (A brief bio-data may enclosed)

Sr. No.	Designation & Place of posting	Brief listing of responsibilities*	From	To	Duration (No. of years, Month)

12. Present Designation and Office Address:-

13. Present scale of pay and date of grant of/ empanelment to the level 12 or 13 (as per CCS Rule 2016):-

14. Details of awards, if any:-

15. Details of past penalties/warnings, if any:-

16. Self Certification and Declaration: I hereby certify and declare that:-

1. All statements made in this application form are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect, or ineligibility being detected before or after the interview/selection, my candidature may be cancelled and action can be taken against me.

2. I have read the provisions in advertisement carefully and I fulfill all the conditions of eligibility regarding age limits, educational qualifications etc. prescribed in the advertisement and other relevant rules and instructions.

3. I certify that there is no vigilance or any disciplinary proceedings pending against me.

Date:

SIGNATURE OF THE CANDIDATE

Place:

(UNSIGNED APPLICATION WILL BE REJECTED)

Forwarded by the Controlling Officer

(NOC and verification of the details by the Cadre controlling authority)

The Cadre controlling authority hereby gives its No Objection to Shri/Smt/Ms..... for applying and being considered against the vacancy of **Additional Director/OSD (GARC)**, NATRIP. Further, it is hereby certified that in the event of the office being selected for the said post, he/she shall be spared and relieved for taking up the assignment on deputation basis. In addition, the particulars furnished by the candidate as above are certified as being correct and true as per official records. It is also certified that there is no vigilance case or any disciplinary proceedings pending against the official. Past records of the officer as well as details of ACRs for the past five years along with the attested copies of the same are also being enclosed.

Signature & Designation of the Cadre Controlling Authority

Telephone Number:

Office Seal:

Appendix

**PAST RECORD OF THE OFFICIAL
(TO BE FILLED IN BY THE CADRE CONTROLLING AUTHORITY)**

1. Details of awards received by the officer, if any:-
2. Details of past disciplinary action/vigilance cases against the official, if any:-
3. Summary of ACRs for the past 5 years:-

Year	Overall Grading	Remarks, if any

The photocopy of the above mentioned ACRs should be duly authenticated and enclosed with the application form.

Signature & Designation of the Cadre Controlling Authority

Telephone Number:

Office Seal: