



PONDICHERRY UNIVERSITY

(A Central University)

*Bharat Ratna Dr B.R. Ambedkar Administrative Building,
R.Venkataraman Nagar, Kalapet, Puducherry - 605 014*

PU/Estt/NT8/2011-12/ 199

Date: 12.08.2011

The notification received from DOEACC Society, Chennai regarding filling up of the post of Administrative Officer (Group 'A' Non-S & T) on deputation basis is hosted below for information. Last date is 30-08-2011.

[Handwritten Signature]
DEPUTY REGISTRAR (ADMN)



DOEACC Society, Chennai Centre

**Autonomous Scientific Society,
Department of Information Technology,
Government of India.**

RECRUITMENT Advt.No.REC/DC-CHE-01/11

ADMINISTRATIVE OFFICER (Deputation)

Applications are invited from eligible candidates for the following post on deputation basis through proper channel from Semi-Government organisations, Autonomous bodies, PSU etc.

Sr. No.	Post, Pay band & Grade pay	Number of post
01	Administrative Officer PB-3 , 15600-39100, GP-5400	01 (On Deputation Basis)

For further details please visit our website www.doeaccchennai.edu.in, www.doeacc.edu.in The interested candidates may download the form and submit the application along with crossed demand draft of Rs.100/- (for SC/ ST Rs. 50/- only & No fee for PH) of a nationalized bank in favour of "DOEACC Centre, Chennai", payable at Chennai. The application must reach to The Director, DOEACC Centre, ISTE Complex, 25 Gandhi Mandapam Road, Anna University, Chennai - 600 025 latest by 30 August 2011. For Enquiries: chennai@doeacc.edu.in Ph: 044-24421445

Detailed Information Advt.No.REC/DC-CHE-01/11

DOEACC Society Chennai Centre

Applications are invited for filling up of one post of **Administrative officer** through proper channel on deputation basis in the DOEACC Society Chennai Centre (*An autonomous Scientific Society of Department of Information Technology, Ministry of Communications and Information Technology, Government of India*) as per details given below:-

- 1. NAME OF THE POST:** Administrative Officer
- 2. SCALE OF PAY :** Rs 15600-39100 (PB-3) + Grade Pay Rs. 5400/-
- 3. MODE OF RECRUITMENT:** Deputation
- 4. PERIOD OF DEPUTATION :** Three years.
- 5. PLACE OF POSTING :** Chennai

6. Eligibility:

- a) Persons holding analogous post in Semi Government organisation, Autonomous bodies, Public Sector Undertaking etc.,
OR
- b) Persons working in the Pay scale Rs. 6500-10500 (**pre revised**) and having 04 years Experience in the grade and relevant field.
OR
- c) Persons working in the Pay scale Rs. 5500-9000 (**pre revised**) and having 08 years Experience in the grade and relevant field.

7. DESIRABLE QUALIFICATION:

Graduate / Post Graduate from a recognised University.

8. EXPERIENCE :

Working knowledge of autonomous bodies and exposure to central Government rules and regulations.. Worked in Personnel / HR, Establishment, Purchase & Stores , Service matter and Accounts.

Organising meeting's and preparation of agenda & minutes , working knowledge of computer & its applications.

9. AGE LIMIT :

Not exceeding 56 years as on the closing date for receipt of applications.

10. GENERAL

- a. The terms and conditions of appointment will be in accordance with the Department of Personnel & Training's O.M. No. 2/29/91-Estt. (Pay. II) dated 5th January, 1994, as amended from time to time.
- b. The candidates who apply for the posts will not be allowed to withdraw their candidature subsequently.
- c. Applications received after the closing date or received incomplete in any respect will not be considered. DOEACC Centre, Chennai will not be responsible for any delay in postal transit.
- d. Application should be submitted in the prescribed Format only, which may be down loaded from the website.
- e. Canvassing in any form will be a disqualification.
- f. No interim enquiry / correspondence whatsoever will be entertained regarding the recruitment.
- g. DOEACC Centre Chennai reserves the right to fill or not to fill the post advertised.
- h. The Centre will have the right to fix criteria for screening the applications so as to reduce the number of candidate to be called for interview. Mere fulfilling of requirements as laid down in the advertisement does not qualify a candidate for interview.
- i. **No TA/DA shall be reimbursed to candidates appearing for interview.**

In addition to total emoluments in the pay-band, other allowances are admissible as per the rules of DOEACC Society. Other benefits like CPF, LTC etc., shall also be as applicable to the employees of DOEACC Society. Age relaxation for SC/ST/OBC/PH/Ex-servicemen, Govt. employees etc. shall be as per Govt. of India rules.

The interested, eligible candidates may send their applications through proper channel giving details in the format provided in www.doeaccchennai.edu.in/ & www.doeacc.edu.in. Downloaded application duly typed / hand written with a recent passport size photograph and a crossed demand draft of Rs.100/- (for SC/ ST Rs. 50/- only) of a nationalized bank in favour of "DOEACC Centre, Chennai", payable at Chennai. The PH candidates need not to pay any application fee. The application complete in all respect covering above information super scribing the envelope post applied for should reach to the **The Director, DOEACC Centre, ISTE Complex, 25 Gandhi Mandapam Road, Anna University Campus, Chennai – 600 025** latest by **30th August 2011** along with photocopies of all testimonials.



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DOEACC Society, Chennai Centre

APPLICATION PROFORMA

Affix your recent passport size photograph

Name of Post	Administrative Officer (Deputation)
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01	Name of the candidate (In Block Letters)		
		SURNAME/ INITIAL	NAME

02	Father's/Husband's Name	
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03	Sex	MALE		FEMALE	
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04	A . Date of Birth	Year		Month		day	
	B . Age as on 1 st June 2011	Years		Months		Days	

05	Nationality		By Birth		By Domicile	
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06	Marital Status	Married		Unmarried	
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07	Whether SC/ST/OBC/General	SC		ST		OBC		PH		General	
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08	Address for Comm.										
Tel		Mobile		E. Mail		PIN					

09. DETAILS OF EDUCATIONAL / PROFESSIONAL QUALIFICATIONS : (Attach documentary proof)

Sr. No.	Degree	Year of Passing	Name of College & University	Regular / Distance mode / Part time	Main Subject/ Branch	% of Marks	Class/ Division
1.							
2.							
3.							

10. Details of Present employment :

i.	Organisation Name	
ii.	Address	
iii.	Designation & Nature of Duties	
iv.	Post , Pay Band & Grade Pay , Total Emoluments	
v.	Period (From)	
vi.	Nature of Post Held	Substantive / Officiating / Ad-hoc

11	Date of retirement (as per your service rules)	
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12	Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.	YES	NO
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13	Please tick whether working under			
	University	Public Sector Unit	Autonomous Organizations	Others.

14. Additional information, if any, which you would like to mention in support of your suitability for the post. (Enclose a separate sheet, if required.)

15. Details of past experience : (in chronological order)

(Indicate break in service, if any along with reason there off)

Sr. No.	Name & Address of the Employer	Post Held	Period		Pay Scale * & Total Emoluments	Nature of Duties	Reason For Leaving
			From	To			

(If revised, please indicate pre-revised scale also)

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post. I hereby solemnly declare that all the above statements are true and correct to the best of my knowledge and belief.

Date:

(Signature of the candidate)

VERIFICATION / CERTIFICATE TO BE FURNISHED BY THE EMPLOYER

(To be filled in by the Competent Authority where the candidate is presently working)

It is certified that the information furnished by Shri / Ms. _____ who has applied for the post of Administrative Officer, DOEACC Centre Chennai. has been checked as per the service record of the individual and found correct.

Neither any disciplinary proceedings are pending nor a decision has been taken to initiate disciplinary proceedings against Shri / Ms. _____

In the event of his / her selection Shri / Ms. _____ will be relieved of his / her duties in this Office.

(Signature with Office seal)

Name:
Designation:
Contact No.:

Date: _____

Note : Incomplete applications or applications not in accordance with the format / particulars will not be entertained.

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DOEACC SOCIETY



(सूचना प्रौद्योगिकी विभाग, संचार एवं सूचना प्रौद्योगिकी मंत्रालय, सरकार वैज्ञानिक संस्था)

(An Autonomous Scientific Society of Department of Information Technology,
Ministry of Communications & Information Technology, Government of India)

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चेन्नई केंद्र

Chennai Centre

Ref:- DC-CHE/11/2(10)

VACANCY CIRCULAR

To,
The Registrar
Pondicherry University,
Bharat Ratna Dr. B.R.Ambedkar Administrative Building,
R.V.Nagar, Kalapet,
Puducherry – 605014.

Sub: Filling up of Administrative officer (Group 'A' Non-S & T) post on deputation basis

Sir,

DOEACC Society is an Autonomous Scientific Society under Department of Information Technology, Ministry of Communications & Information Technology. The Centre at Chennai has been established recently and we have advertised for filling up of one post of **Administrative officer** through deputation basis vide Advt.No.REC/DC-CHE-01/11 in Employment News dated 16th July 2011. A copy of the same is enclosed along with detailed information and application form.

2. It is requested to give wide publicity to this advertisement and circulate the vacancy within the department / attached offices in your control and arrange to display on the notice board.
3. It is therefore requested that the application of suitable eligible officers who satisfy the eligibility criteria and who can be spared immediately in the event of selection, may kindly be forwarded to **The Director, DOEACC Centre, ISTE Complex, 24 Gandhi mandapam Road, Anna University, Chennai-25 latest by 30th August 2011.**
4. For more details log on to our website : www.doeaccchennai.edu.in, www.doeacc.edu.in

Yours Faithfully

M. P. Pillai
Dr. M.P.Pillai
Director i/c

Encl: As above

Copy to:

1. All Heads of Societies Under the Department of Information Technology.
2. All Institutions under MHRD.
3. Central Universities

२१, आय.एस.टी.ई. कॉम्प्लेक्स, गान्धी मण्डपम् (मार्ग), अण्ण पुस्तकालय के सम्मुख, अण्ण विरविद्यालय परिसर, चेन्नई - 600 025 / 25, ISTE Complex, Gandhi Mandapam Road, (Opp. to Anna Centenary Library), Anna University Campus, Chennai - 600025. दूरभाष/Telephone:044-24421445 फैक्स/Fax: 044-24421441 ई-मेल/E-mail: chennai@doeacc.edu.in

मख्यालय - इलेक्ट्रॉनिक्स निकेतन, 6, सीजीओ कॉम्प्लेक्स, लोधी रोड, नई दिल्ली - 110 003 / HQs - Electronics Niketan, 6, CGO Complex, Lodhi Road, New Delhi - 110 003
दूरभाष/Telephone:+91-11-24363330-1-2 फैक्स/Fax: +91-11-24363335 वेबसाइट/Website : www.doeacc.edu.in

with DOEACC Centres located at : औरंगाबाद/Aurangabad (0240-2400120), एजवाल्/Aizawl (0398-325081), कालीकट/Calicut (0495-2287123), चंडीगढ़/Chandigarh (172-2702265), गोरखपुर/Gorakhpur (0551-2273371), इम्फाल / Imphal (0385-2452231), कोलकाता / Kolkata (033-24146031), श्री नगर/जम्मू / Srinagar/Jammu (0194-243949), तेजपुर/गुवाहाटी / Tezpur/Guwahati (03712-223174) तथा कोहिमा / Kohima (0370-2241586)

www.doeaccchennai.edu.in