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ADVERTISEMENT NO.54/2024
UNION PUBLIC SERVICE COMMISSION
INVITES ONLINE RECRUITMENT APPLICATIONS (ORA*)
FOR LATERAL RECRUITMENT OF JOINT SECRETARY AND DIRECTOR/DEPUTY SECRETARY LEVEL POSTS
ON CONTRACT BASIS
(*: by using the website https://www.upsconline.nic.in**)**

VACANCY DETAILS

The Government of India has submitted the requisitions for Lateral Recruitment of **Joint Secretary and Director/Deputy Secretary level Officers**. Accordingly, on line Applications are invited from talented and motivated Indian nationals willing to contribute towards nation building to join the Government at the level of **Joint Secretary** or **Director/Deputy Secretary** in the under mentioned posts in different Ministries/Departments with Headquarters at New Delhi on Contract Basis (On Deputation for officers of States/UT Cadres, Public Sector Undertakings (PSUs), Autonomous Bodies, Statutory Organization, Universities, Recognized Research Institutes) for a period of three years (Extendable to five years depending upon performance) through website https://www.upsconline.nic.in by **17th September, 2024.**

JOINT SECRETARY

1. (Post ID No. 24085401317) One post of Joint Secretary (Emerging Technologies), Ministry of Electronics & Information Technology.

ESSENTIAL QUALIFICATIONS:

(A) EDUCATIONAL:

Post Graduate Degree in Technology, Management, Public Policy, Development Studies, Economics, Liberal Arts, Law from a recognised university/Institute.

(B) EXPERIENCE:

15 years of work experience in the field of Technology, with knowledge and experience of having worked in the field of New and Emerging Technology, and public policy with at least 10 years in a leadership role.

DESIRABLE:

Ph. D in Technology, Management, Public Policy, Development Studies, Economics, Liberal Arts, Law from a recognised university/Institute.

Knowledge of public policies, government regulations, and their implications on relevant sectors is preferred.

Proficient in the use of technology, including but not limited to Microsoft 365.

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Skills & Attributes

(i) Proven record of having led teams and undertaken project implementation.
(ii) Strong problem-solving skills to address complex challenges in policy and strategy development. Ability to connect policy issues across different sectors for holistic analysis.
(iii) Strong research and analytical skills, including the ability to collect, analyze, and interpret data to derive meaningful insights and recommendations.
(iv) Proficiency in using various research methodologies to gather information and conduct policy analyses is preferred.
(v) Understanding of Government organizations, systems of working, procurement processes, and Bid process management.
(vi) Excellent written communication skills to prepare reports, policy briefs, and other documents. Ability to articulate ideas and findings effectively, both internally and externally.
(vii) Capability to build and maintain effective relationships with internal teams, government agencies, industry stakeholders, and other partners.
(viii) Adaptability to changing priorities and the ability to work effectively in a dynamic environment.
(ix) Strong organizational skills to manage multiple projects simultaneously.
(x) Ability to meet deadlines and deliver high-quality work within specified timeframes.

JOB DESCRIPTION:

(i) **Policy Research:** Conduct thorough research and monitor policies relating to new & emerging technologies and identify high-impact projects that can be implemented and scaled up across States/UTs. Will also be required to identify global best practices and trends that can accelerate implementation in India.
(ii) **Analyze Issues** related to the implementation of projects related to new & emerging technologies and collaborate with internal and external stakeholders to derive insights that inform evidence-based policy recommendations.
(iii) **Strategy Development:** Work closely with senior team members to contribute to the development of policies related to new & emerging technologies as well as developing a regulatory framework for ensuring responsible and ethical use of new & emerging technologies. Plan, conduct, and facilitate policy consultation meetings with concerned government departments and States/UTs, industry partners, Startups, academia, civil society leaders, and other stakeholders. Support the team in creating the framework for the project implementation.
(iv) **Stakeholder Engagement:** Collaborate with State and Central Government officials, NGOs, and other relevant stakeholders to advocate for provisioning resources for taking up projects in new & emerging technologies. Collaborate with internal teams, including compliance, communications, and different project units, to align initiatives with project objectives.
(v) **Procurement Toolkit:** Create Model RFPs and procurement models for adoption and replication of projects in new & emerging technologies. Undertake Innovation Challenges and Hackathons for crowdsourcing solutions related to problem statements.
(vi) **Capacity Building & Content Creation:** Support the development of models and capacity-building modules for governments and other stakeholders in implementing

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projects relating to new & emerging technologies and develop training modules and programmes, including implementation toolkits and technical assistance partnerships.

(vii) **Documentation:** Prepare clear and concise policy briefs, reports, and other documents to communicate research findings and recommendations to internal and external audiences. Capture learnings on success and failures, impact stories, and lessons learned at regular intervals. Create knowledge products for internal and external documentation.

(viii) **Collaboration & Teamwork:** Proactively identify and execute additional activities to advance whole of Government approach to emerging technologies.

2. (Post ID No. 24085402317) One post of Joint Secretary (Semiconductors and Electronics), Ministry of Electronics & Information Technology.

ESSENTIAL QUALIFICATIONS:

(A) EDUCATIONAL:

BE/ B Tech in Electronics and Communication/Electronics/ Electrical/Mechanical/Chemical Engineering or Materials Science from a recognised University/Institute.

(B) EXPERIENCE:

15 years experience in a leadership role in the field of semiconductors and electronics/ technology/ public policy in Government/Public / Private sector organizations.

DESIRABLE:

MBA from a recognised University/Institute.

JOB DESCRIPTION:

(i) Overseeing various aspects of the electronics industry, including policy formulation, implementation, and promoting the growth of electronics manufacturing in India.

(ii) Leading key initiatives of the government of India in the Electronics manufacturing sector. These include Production Linked Incentive Scheme (PLI) for large scale electronics manufacturing and PLI scheme 2.0 for IT Hardware; scheme for promotion of manufacturing of electronic components and semiconductors (SPECS); modified electronics manufacturing clusters (EMC 2.0) scheme and modified special incentive package scheme (M-SIPS).

(iii) Heading the program for development of semiconductors and display manufacturing ecosystem which is an umbrella scheme for 4 sub-schemes namely modified scheme for setting up semiconductor fabs in India; modified scheme for setting up of display fabs in India; modified scheme for setting up of compound semiconductors/ silicon photonics/ sensors fab/ discrete semiconductors fab and semiconductor assembly, testing, marking and packaging (ATMP)/ OSAT facilities in India; Semicon India future Design: Design linked Incentive (DLI) scheme.

(iv) Other crucial work areas of MeitY such as Phased Manufacturing Programme (PMP), resolution of customs and Tariff issues, Compulsive Registration Orders (CRO), Public Procurement Order (PPO), FDI Matters and Visa issues & recommendations. All the functional areas pertaining to the above initiatives including conceptualization,

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processing of applications, disbursement, reporting are done under the supervision of JS (Electronics)

(v) Driving the Investment Promotion initiatives that MeitY undertakes for the electronics manufacturing ecosystem in India. These include stakeholders consultations, roadshows, outbound delegations and MeitY's participation in International and National Exhibitions.

3. (Post ID No. 24085403217) One post of Joint Secretary (Environment Policy and Environment Law), Ministry of Environment, Forest And Climate Change.

ESSENTIAL QUALIFICATIONS:

(A) EDUCATIONAL:

M. Sc. in Environmental Science from a recognized university/institute.

(B) EXPERIENCE:

15 years of post qualification experience in dealing with Environment Policy and Environmental law in Government/Private Organisations/Institutions.

DESIRABLE:

Ph. D. in Environmental Sciences from recognised university/ Institute.

JOB DESCRIPTION:

Joint Secretary shall be responsible for policy formulation, implementation and administration of various programmes/schemes/projects etc. in the area of work assigned to him/her.

4. (Post ID No. 24085404717) One post of Joint Secretary (Digital Economy, Fin Tech and Cyber Security), Department of Financial Services, Ministry of Finance.

ESSENTIAL QUALIFICATIONS:

(A) EDUCATIONAL:

B.E/B. Tech in Electronics/Computer Science/Information Technology/ Master's Degree in Computer Application Or MBA (Finance)/ PGDM (Finance) from a recognised university/Institute.

(B) EXPERIENCE:

15 years post qualification experience in Financial Services Sector (Banking, Insurance, Pension) including 7 years' experience in Cyber/Information Security/Information Technology/Digital/Fin Tech related functions.

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DESIRABLE:

Certification in Cyber security such as Certified Information Security Auditor (CISA), Certified Information System Security Professional (CISSP).

JOB DESCRIPTION:

Strengthen the Fin Tech and Digital Economy Ecosystem and Cyber Security Measures in Banking, Insurance and Pension sectors. Managing Project and coordinating with multiple stakeholders in Government, Financial Services Sector regulators, National and Global agencies on various issues related to Digital Economy, Fin Tech and Cyber Security. Providing inputs on strategic and policy matters. Function as CSIO of the Department. Framing of Cyber Crisis Management Plan and other Cyber Security related policies of the Department. Matters related to identification of Critical Information Infrastructure in Financial Sector. The candidate will also be responsible for monitoring sectoral efforts in financial sector towards maintaining dynamic and modern digital solutions and cyber security resilience and will undertake additional functions as may be called for given the specific requirements of the financial sector and prospective changes that may evolve in future.

5. (Post ID No. 24085405917) One post of Joint Secretary (Investment), Department of Economic Affairs, Ministry of Finance.

ESSENTIAL QUALIFICATIONS:

(A) EDUCATIONAL:

Master's Degree in Economics or Finance or Business Administration (Finance)/ M. Tech/ M.E. from a recognized University/Institution/ PG diploma in management/ Business administration.

(B) EXPERIENCE:

15 years of experience in dealing in matters related to Domestic and Foreign Investment.

JOB DESCRIPTION:

(i) Rules and Regulations pertaining to Foreign and Domestic Investment in India including but not limited to Government of India (GoIs) Foreign Direct Investment (FDI) policy, Foreign Exchange Management Act (FEMA), Overseas Investment Rules and Regulations and SEBI (Alternate Investment Fund) Regulations.

(ii) Foreign Investment policy issues relating to Foreign Venture Capital Investment (FVCI), Alternative Investment Fund (AIFs) (exceptinfrastructure funds) including Venture Funds, Angel Funds, Private EquityFunds, etc. India's Private Equity and Venture Capital (PEVC) ecosystem,its role and contribution, and challenges.

(iii) India's current Investment scenario including its sectoral allocation andrequirements going forward from the point of view of Viksit Bharat by 2047. India's specific requirement for infrastructure investment and greentransition, including its challenges, national priorities in infrastructure, andglobal best practices.

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(iv) Fund management, project life cycle and knowledge of technical aspects of designing, operationalizing, and managing Funds and Investment proposals. Company balance sheets including for structures joint venture and subsidiaries with multiple layers.

(v) India's National Investment and Infrastructure Fund (NIIF), including its vision and performance. Bilateral engagements of NIIF in key sectors of national importance. Bilateral engagements in the domain of enhancing investment collaboration. Special Window for Affordable and Middle-Income Housing (SWAMIH) Fund, its objective, activities, and performance.

(vi) Global examples of Sovereign backed structures to facilitate investment across sectors in the economy. Key global Investors, Sovereign Wealth Funds (SWFs), Multilateral Development Banks (MDBs) and DFIs, and theirscope and level of investment engagement across sectors in India.

(vii) Scope and scale of India's Digital Public Infrastructure [including DigitalPayments, India Stack, Account Aggregator], investment framework forfacilitating national and global digital economy, and India's Fintech landscape. India's global partnership and connects in the DPI spaceincluding recent initiatives and policies and interventions to take India's DPIto the World.

6. (Post ID No. 24085406617) One post of Joint Secretary (Policy & Plan), NDMA, Ministry of Home Affairs.

ESSENTIAL QUALIFICATIONS:

(A) EDUCATIONAL:

Degree in Geography/Geology/Environment/ Economics/Environmental Sciences/ Water Resources Management/ Hydrology/ Flood Risk Management,/Disaster Management or Civil/Geo-technical Engineering from a recognized University/Institute.

(B) EXPERIENCE:

15 years experience in Disaster Management.

DESIRABLE:

M.Phil/ Ph.D in Disaster Management.

JOB DESCRIPTION:

(i) To process for consideration and approval of the NDMA of the National Plan as prepared by the NEC.

(ii) To progress mainstreaming of DM into development Plans.

(iii) To consider the plans prepared by the various Ministries/Departments of the Govt. of India on disaster management.

(iv) To coordinate the enforcement and implementation of policies and plans for disaster management in the country.

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(v) To analyse existing policies, government regulations, and legislations so as to develop new policies/ revise existing policies, wherever required.

(vi) To formulate various disaster management guidelines.

(vii) To maintain and analyse statistical data and reports to identify and determine the gaps and to make recommendations for improvement in policies and plans of various Central Ministries/ Departments.

(viii) To consult and interact with central and state govt. officials, civic bodies and research agencies for a constant feedback on policies laid down by NDMA for their continual update.

7. (Post ID No. 24085407817) One post of Joint Secretary (Shipping), Ministry of Ports, Shipping & Waterways.

ESSENTIAL QUALIFICATIONS:

(A) EDUCATIONAL:

B.E./ B.Tech/M.Tech in Marine Engineering or Naval Architecture from a recognised university/institution.

(B) EXPERIENCE:

15 years experience in Ship Building/Ship Repair/Ship Ownership/ Ship Management and Financing/Shipping and navigation.

DESIRABLE:

Masters in Business Administration (MBA) in Port and Shipping Management or International Transportation and Logistics Management or M.Sc in Commercial shipping & Logistics from a recognised university or Institute.

JOB DESCRIPTION:

(i) Matter related to promotion of shipbuilding under Make in India initiative and improvement in global ranking of India in shipbuilding.

(ii) Matter related to promotion of Ship-repair under Make in India initiative and improvement in global ranking of India in Ship-repair.

(ii) Matter related to Ship Ownership, Management and Financing, and to increase India's Tonnage.

(iv) Matter related to Shipping and Navigation

8. (Post ID No. 24085408617) One post of Joint Secretary (Science & Technology), Department of Science & Technology, Ministry of Science & Technology.

ESSENTIAL QUALIFICATIONS:

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(A) EDUCATIONAL:

Doctorate Degree in Science or Technology or ME/MTech.

(B) EXPERIENCE:

15 years experience in the areas of science or technology or innovation.

DESIRABLE:

5 years experience in International Organization related to scientific research, technology development, innovation management.

JOB DESCRIPTION:

(i) Contribute to the formulation, implementation and monitoring & evaluation of policies and programmes to foster scientific research and technological innovation.

(ii) Formulate globally competitive research agenda for development of R & D ecosystem of the country.

(iii) Lead and collaborate on scientific research projects in the emerging fields/ technologies by identifying and implementing best practices and policies ensuring adherence to international benchmark and standards.

(iv) Cultivate and maintain relationships with various stakeholders, including research institutions, industry partners and funding agencies to facilitate collaborative research efforts in emerging technologies.

(v) Provide scientific insight and advice to bolster decision-making processes within the department, emphasizing forward-looking perspectives and trends in emerging fields.

(vi) Drive research and development activities, focusing on developing innovative solutions and technologies poised for commercial viability.

(vii) Stay abreast of the latest developments in emerging technologies globally and integrate relevant advancements into departmental initiatives.

9. (Post ID No. 24085409617) One post of Joint Secretary (Economic/Commercial/Industrial), Ministry of Steel.

ESSENTIAL QUALIFICATIONS:

(A) EDUCATIONAL:

Degree in Engineering OR Technology in Metallurgy/Materials Science/Mechanical or Master's Degree in Physics/Chemistry from a recognized University/Institution.

(B) EXPERIENCE:

15 years of experience in areas of production/operation in steel sector.

DESIRABLE:

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EDUCATIONAL:

MBA/PG Diploma in Management or Business Administration from a recognized University/Institution.

EXPERIENCE:

Three years experience in monitoring, management and execution of projects in steel sector.

JOB DESCRIPTION:

(i) Raw material availability for Indian Steel Sector including iron ore, coking coal, Manganese, etc.

(ii) Facilitation of Greenfield and brown field projects in Indian Steel Sector.

(iii) Different type of production processes and current trends in technological advancements relevant to Iron and Steel industry.

(iv) Measures related to raw materials/ downstream products industry.

(v) Analysis of Steel Production.

(vi) Pricing and technical/technology measures to promote steel usage in the country.

(vii) Green Steel and CO2 reduction measures in steel sector.

10. (Post ID No. 24085410917) One post of Joint Secretary (Renewable Energy), Ministry of New And Renewable Energy.

ESSENTIAL QUALIFICATIONS:

(A) EDUCATIONAL:

M.Sc. in Renewable Energy or Environment Science or BE/B.Tech in Electrical/Electronics/Mechanical from a recognized university/Institute.

(B) EXPERIENCE:

15 years experience in electrical engineering or renewable energy industry.

DESIRABLE:

Ph.D in Electrical Engineering/Environmental Sciences from recognised University/ Institute.

JOB DESCRIPTION:

Joint Secretary shall be responsible for policy formulation, implementation and administration of various programmes/schemes/projects etc. in the area of work assigned to him/her.

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DIRECTOR/DEPUTY SECRETARY

11. (Post ID No. 24085411117) One post of Director/Deputy Secretary (Climate Change & Soil Conservation), Department of Agriculture & Farmers Welfare, Ministry of Agriculture & Farmers Welfare.

ESSENTIAL QUALIFICATIONS:

For Director level post:

(A) EDUCATIONAL:

M.Sc in Soil Conservation & Water Management/ environmental science or Bachelors degree in Agricultural engineering from a recognized university/institute.

(B) EXPERIENCE:

10 years of experience in dealing with Environment Policy and Environmental law in Government/PSUs/Private organizations/Recognized Institutions.

For Deputy Secretary Level post:

(A) EDUCATIONAL:

M.Sc in Soil Conservation & Water Management/ environmental science or Bachelors degree in Agricultural engineering from a recognized university/institute.

(B) EXPERIENCE:

07 years of experience in dealing with Environment Policy and Environmental law in Government/PSUs/Private organizations/Recognized Institutions.

DESIRABLE QUALIFICATIONS AND JOB DESCRIPTION FOR BOTH LEVEL OFFICERS

DESIRABLE:

Ph.D in Soil conservation & water management/ soil & water conservation Engg./ Environmental Sciences/ MTech in Soil & water conservation Engg. from recognised university/ Institute.

JOB DESCRIPTION:

(i) To review relevant literature, existing documents and current management technologies for Integrate Farming System including Climate change interventions & mitigation efforts for sustainable Agriculture.

(ii) Handling of technical examination of matter relating to rainfed/dryland farming system for Climate change interventions & mitigation efforts for sustainable Agriculture.

(iii) Technical matter relating to National Mission for Sustainable Agriculture including Climate change interventions & mitigation efforts for sustainable Agriculture.

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(iv) Coordination of matter relating to international cooperation and supervision of implementation of externally funded projects in the area of Climate change interventions & mitigation efforts for sustainable Agriculture.

(v) To undertake fie1d surveys, investigation and to bring out suitable field manuals/ guidelines for proper planning, design, implementation and monitoring of programmes of Climate change interventions & mitigation efforts for sustainable Agriculture.

(vi) Identify needs of different watersheds/ block and established a detailed assessment of the practices and recommendations of how and where improvement can be adopted for efficient conservation & Management of Natural Resources.

(vii) Formulation of project proposals, EFC Memo, conducting seminars & zonal meetings etc. for Climate change interventions & mitigation efforts for sustainable Agriculture.

(viii) Coordination with Central Ministries/ Departments on various technical matters in Natural Resource Management/Rainfed Farming System Divisions for Climate change interventions & mitigation efforts for sustainable Agriculture.

(ix) Development of policies and coordination for Climate change interventions & mitigation efforts for sustainable Agriculture.

(x) Liaison with National Rainfed Area Authority (NRAA), Ministry of Environment & Forests, Ministry of Water resources etc. for Climate change interventions & mitigation efforts for sustainable Agriculture.

12. (Post ID No. 24085412517) One post of Director/Deputy Secretary (Credit), Department of Agriculture & Farmers Welfare, Ministry of Agriculture & Farmers Welfare.

ESSENTIAL QUALIFICATIONS:

For Director level post:

(A) EDUCATIONAL:

Degree in Agriculture/Agricultural Economics/ Economics/ Commerce/ Mathematical Statistics/ Statistics from a recognized university/institution.

(B) EXPERIENCE:

10 years experience in the cooperative sector /credit management in Govt./PSUs/ Private sector/banking/financial sector.

For Deputy Secretary Level post:

(A) EDUCATIONAL:

Degree in Agriculture/Agricultural Economics/ Economics/ Commerce/ Mathematical Statistics/ Statistics from a recognized university/institution.

(B) EXPERIENCE:

07 years experience in the cooperative sector /credit management in Govt./PSUs/ Private sector/banking/financial sector.

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DESIRABLE QUALIFICATIONS AND JOB DESCRIPTION FOR BOTH LEVEL OFFICERS

DESIRABLE:

MBA/PG Diploma in Business Management/Business Administration/ Management/ Rural/Cooperative Management from a recognized university/institution.

JOB DESCRIPTION:

(i) Formulation of policies, plans and programmes of cooperative development in general and cooperative marketing and processing of agricultural produce, supply, storage and inputs and other allied agricultural programmes in particular.

(ii) Determination of plans and programmes relating to cooperatives received from state Governments, Cooperative organizations and other.

(iii) Review of the progress of cooperative development schemes/programmes in close coordination with the various central Departments, national Cooperative Development Cooperation, National level cooperative federations and other organizations.

(iv) Field study visit connected with the above items of work. Analyse field experience to evolve pattern of assistance.

(v) Work as a government nominee on the Committee/Board of selected national level cooperative Federations.

(vi) As a senior officer of cooperation Division, assist and work under guidance of Additional Commissioner (Cooperation/Credit).

13. (Post ID No. 24085413117) One post of Director/Deputy Secretary (Forestry), Department of Agriculture & Farmers Welfare, Ministry of Agriculture & Farmers Welfare.

ESSENTIAL QUALIFICATIONS:

For Director level post:

(A) EDUCATIONAL:

M.Sc in Forestry/Environmental science from a recognized university/institute.

(B) EXPERIENCE:

10 years of experience in dealing with Environment Policy and Environmental law in Government/PSU/Private organizations/recognized Institutions.

For Deputy Secretary Level post:

(A) EDUCATIONAL:

M.Sc in Forestry/Environmental science from a recognized university/institute.

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(B) EXPERIENCE:

07 years of experience in dealing with Environment Policy and Environmental law in Government/PSU/Private organizations/recognized Institutions.

DESIRABLE QUALIFICATIONS AND JOB DESCRIPTION FOR BOTH LEVEL OFFICERS

DESIRABLE:

Ph.D in Forestry/ Environmental Sciences from recognised university/ Institute .

JOB DESCRIPTION:

(i) To review relevant literature, existing documents and current management technologies for Integrate Farming System including Agroforestry, Forestry, plantation crops, etc.

(ii) Handling of technical examination of matter relating to rainfed/dryland farming system Agroforestry, Forestry, plantation crops, etc.

(iii) Technical matter relating to National Mission for Sustainable Agriculture Agroforestry, Forestry, plantation crops, etc .

(iv) Coordination of matter relating to international cooperation and supervision of implementation of externally funded projects in the area of Agroforestry, Forestry, plantation crops, etc.

(v) To undertake fie1d surveys, investigation and to bring out suitable field manuals/ guidelines for proper planning, design, implementation and monitoring of programmes of Agroforestry, Forestry, plantation crops, etc.

(vi) Identify needs of different watersheds/ block and established a detailed assessment of the practices and recommendations of how and where improvement can be adopted for efficient conservation & Management of Natural Resources.

(vii) Formulation of project proposals, EFC Memo, conducting seminars & zonal meetings etc. for Agroforestry, Forestry, plantation crops, etc.

(viii) Coordination with Central Ministries/ Departments on various technical matters of Natural Resource Management/Rainfed Farming System Divisions for Agroforestry, Forestry, plantation crops, etc.

(ix) Development of policies and coordination for Agroforestry, Forestry, plantation crops, etc.

(x) Liaison with National Rainfed Area Authority (NRAA), Ministry of Environment & Forests, Ministry of Water resources etc. for Agroforestry, Forestry, plantation crops, etc.

14. (Post ID No. 24085414317) One post of Director/Deputy Secretary (Integrated Nutrients Management), Department of Agriculture & Farmers Welfare, Ministry of Agriculture & Farmers Welfare.

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ESSENTIAL QUALIFICATIONS:

For Director level post:

(A) EDUCATIONAL:

Master's degree in Agriculture with specialization in Agricultural Chemistry/ Soil Science

OR

Master's degree in Chemistry with specialisation in organic chemistry /Bio-chemistry from a recognized University or institute.

(B) EXPERIENCE:

10 years experience in the field of promotion of organic manures or bio fertilizers or quality control of fertilizers.

For Deputy Secretary Level post:

(A) EDUCATIONAL:

Master's degree in Agriculture with specialization in Agricultural Chemistry/ Soil Science

OR

Master's degree in Chemistry with specialisation in organic chemistry /Bio-chemistry from a recognized University or institute.

(B) EXPERIENCE:

07 years experience in the field of promotion of organic manures or bio fertilizers or quality control of fertilizers.

DESIRABLE QUALIFICATIONS AND JOB DESCRIPTION FOR BOTH LEVEL OFFICERS

DESIRABLE:

Ph.D in Agricultural chemistry/ Soil Science / Organic Chemistry /Bio-chemistry.

JOB DESCRIPTION:

(i) To assess the requirement of fertilizers.

(ii) To advise on all matters relating to integrated Nutrients Management and effective implementation of related programmes in all states.

(iii) Implementation of Soil Health Card Scheme and Soil Health Management (SHM) and development of a portal for Soil Health and regular monitoring of programme implementation with State Government through video conference.

(iv) Implementation of Parampargat Krishi Vikas Yojna (PKVY) for promotion of Organic Farming in a focused manner through cluster approach through States aims at a sustainable and eco-friendly model of chemical residue free agricultural production.

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(v) Examination of RKVY proposals with respect to sub-scheme of SHC, SHM PKVY and MOVCDNER for consideration of State SLSCs.

(vi) Examination of the proposals received from States for Soil Health Card, Soil Health Management and Organic Farming, preparation of agenda notes, organizing meetings of PSC and for financial concurrence of IFD for release of sanctioned budget to the States.

(vii) Participation in the zonal conferences on Agricultural Inputs for Kharif and Rabi, with reference to SHC & Soil Health Management as well as Organic Farming Components.

(viii) Providing information, being the Appellate Authority of CPIOs under the INM Division, to the applicants under the RTI Act, 2005 on matters related to soil health management, balanced and integrated use of fertilizers, organic farming, use of manures and bio-fertilizers etc.

(ix) Issuance of administrative approval, monitoring of physical and financial progress of NPOF, monitoring of unspent amount. Interaction with NABARD for Implementatin of Capital Investment Subsidy Scheme (CISS) for fruits and vegetables waste compost units and bio-fertilizers production units. Also, examination of the proposals related to export of organic inputs, new organic inputs and participatory guarantee scheme (PGS) etc.

(x) Preparation of draft replies of Starred and Un-starred questions related to soil health, fertilizers use, organic farming, bio-fertilizers etc. under INM Division. Preparation of supplementary of starred Questions and replies for Standing Committee on Agriculture for Grants.

15. (Post ID No. 24085415317) One post of Director/Deputy Secretary (Natural Farming), Department of Agriculture & Farmers Welfare, Ministry of Agriculture & Farmers Welfare.

ESSENTIAL QUALIFICATIONS:

For Director level post:

(A) EDUCATIONAL:

Masters Degree in Agriculture with specialization in Agricultural Chemistry or Veterinary Sciences or Live stock management or Soil Science or Plant Pathology

OR

Masters Degree in Chemistry with specialization in organic chemistry from a recognized University or institute.

(B) EXPERIENCE:

10 years experience in the field of Natural Farming/ microbial formulation for seed treatment/mixed cropping/ chemical-free farming system/ resource recycling and on-farm resource optimization/ Agroecology based diversified farming system/ integration of crops, trees and livestock / on-farm biomass recycling/ maintaining soil aeration through exclusion of synthetic chemical inputs/ Water and moisture conservation.

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For Deputy Secretary Level post:

(A) EDUCATIONAL:

Masters Degree in Agriculture with specialization in Agricultural Chemistry or Veterinary Sciences or Live stock management or Soil Science or Plant Pathology

OR

Masters Degree in Chemistry with specialization in organic chemistry from a recognized University or institute.

(B) EXPERIENCE:

07 years experience in the field of Natural Farming/ microbial formulation for seed treatment/mixed cropping/ chemical-free farming system/ resource recycling and on-farm resource optimization/ Agroecology based diversified farming system/ integration of crops, trees and livestock / on-farm biomass recycling/ maintaining soil aeration through exclusion of synthetic chemical inputs/ Water and moisture conservation.

DESIRABLE QUALIFICATIONS AND JOB DESCRIPTION FOR BOTH LEVEL OFFICERS

DESIRABLE:

Ph.D in Agricultural Chemistry or Veterinary Sciences or Live stock management or Soil Science or Plant Pathology or Organic Chemistry.

JOB DESCRIPTION:

(i) To develop and implement, National Mission of Natural Farming (NMNF).
(ii) Allocation of state–wise funds, physical targets and examination of Annual Action Plan received from States under NMNF.
(iii) Coordination for preparation of Package of Practices, Standard of Practices for Natural Farming.
(iv) Development of Natural Farming Certification System.
(v) Research of new technologies and techniques to improve Natural Farming method and address emerging challenges.
(vi) Liaising with ICAR, MANAGE, SAUs, CAUs, KVKs research institutions etc
(vii) Handholding of PMUs of Natural Farming at Centre and State level.
(viii) To Coordinate and conducting Outreach and education campaign to raise awareness of Natural Farming.
(ix) Monitoring and Evaluation of transitioning of Natural Farming, impact of Natural Farming initiatives on Agricultural Productivity, Environmental Sustainability etc.
(x) To collaborate with various Government agencies, agricultural organization, community group etc for best practices.
(xi) Development of training modules pertaining to Natural Farming.
(xii) Preparation of agenda, notes and minutes of various meetings.
(xiii) Preparation of EFC/ Cabinet Note, guidelines etc related of natural farming.
(xiv) Coordination of all matters related to Parliament, PMO, VIP references Annual Reports etc.

(xv) Misc. matters related to natural farming

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16. (Post ID No. 24085416417) One post of Director /Deputy Secretary (Natural Resource Management/Rainfed Farming System), Department of Agriculture & Farmers Welfare, Ministry of Agriculture & Farmers Welfare.

ESSENTIAL QUALIFICATIONS:

For Director level post:

(A) EDUCATIONAL:

Masters Degree in Agronomy or Agriculture with Agronomy as a subject or Agricultural Chemistry or Soil Science or Agricultural Extension or Agricultural Economics or Agricultural Botany or in Forestry or Botany or Agricultural Engineering from a recognized University or institute.

(B) EXPERIENCE:

10 years experience in the field of soil and water conservation or soil health management or rainfed or integrated farming or soil survey or problem soil and reclamation or project formulation including Agro-forestry projects in Central or State departments or Union territory administrations or agricultural universities or recognized research institutions or public sector undertakings or semi-Government or autonomous or statutory organizations or Private Sector.

For Deputy Secretary Level post:

(A) EDUCATIONAL:

Masters Degree in Agronomy or Agriculture with Agronomy as a subject or Agricultural Chemistry or Soil Science or Agricultural Extension or Agricultural Economics or Agricultural Botany or in Forestry or Botany or Agricultural Engineering from a recognized University or institute.

(B) EXPERIENCE:

07 years experience in the field of soil and water conservation or soil health management or rainfed or integrated farming or soil survey or problem soil and reclamation or project formulation including Agro-forestry projects in Central or State departments or Union territory administrations or agricultural universities or recognized research institutions or public sector undertakings or semi-Government or autonomous or statutory organizations or Private Sector.

DESIRABLE QUALIFICATIONS AND JOB DESCRIPTION FOR BOTH LEVEL OFFICERS

DESIRABLE:

Doctorate Degree in any of the subjects mentioned in essential qualifications or Masters Degree in Agricultural Engineering from a recognized University or institute.

JOB DESCRIPTION:

(i) To review relevant literature, existing documents and current management technologies for Integrate Farming System in rainfed areas and Soil & Water Conservation (SWC) including Natural Resource Management & water harvesting.

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(ii) Handling of technical examination of matter relating to rainfed/dryland farming system for augmentation of ground water recharge.

(iii) Technical matter relating to National Mission for Sustainable Agriculture with the context of Soil Survey, Water use efficiency improvement and reclamation of alkali/acid soils.

(iv) Coordination of matter relating to international cooperation and supervision of implementation of externally funded projects in the area of watershed/problem land reclamation and crop diversification etc.

(v) To undertake field surveys, investigation and to bring out suitable field manuals/ guidelines for proper planning, design, implementation and monitoring of programmes of soil & water conservation & related programmes.

(vi) Identify needs of different watersheds/ block and established a detailed assessment of the practices and recommendations of how and where improvement can be adopted for efficient conservation & Management of Natural Resources.

(vii) Technical coordination and liaising with Central Water Commission and National Bodies like Brahmputra Board, Ganga Flood Control Board, North Eastern Council etc.

(viii) Formulation of project proposals, EFC Memo, conducting seminars & zonal meetings etc.

(ix) Coordination with Central Ministries/ Departments on various technical matters of Natural Resource Management/Rainfed Farming System Divisions.

(x) Liaison with National Rainfed Area Authority (NRAA), Ministry of Environment & Forests, Ministry of Water resources etc.

17. (Post ID No. 24085417317) One post of Director/Deputy Secretary (Organic Farming), Department of Agriculture & Farmers Welfare, Ministry of Agriculture & Farmers Welfare.

ESSENTIAL QUALIFICATIONS:

For Director level post:

(A) EDUCATIONAL:

Master Degree in Agriculture with specialization in Agricultural Chemistry or Soil Science or Plant Pathology

OR

Master Degree in Chemistry with specialization in organic chemistry or Bio-chemistry from a recognized University or institute.

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(B) EXPERIENCE:

10 years experience in the field of promotion of organic manures and/or avoidance of synthetic chemical inputs (e.g. fertilizer, pesticides, hormones, antibiotics, food additives, etc) and genetically modified organisms; Keeping detailed written production and sales records (audit trail); Maintaining strict physical separation of organic products from non-certified products, maintaining or increasing soil, organic matter, fertility, microbial activity and general soil health.

For Deputy Secretary Level post:

(A) EDUCATIONAL:

Master Degree in Agriculture with specialization in Agricultural Chemistry or Soil Science or Plant Pathology

OR

Master Degree in Chemistry with specialization in organic chemistry or Bio-chemistry from a recognized University or institute.

(B) EXPERIENCE:

07 years experience in the field of promotion of organic manures and/or avoidance of synthetic chemical inputs (e.g. fertilizer, pesticides, hormones, antibiotics, food additives, etc) and genetically modified organisms; Keeping detailed written production and sales records (audit trail); Maintaining strict physical separation of organic products from non-certified products, maintaining or increasing soil, organic matter, fertility, microbial activity and general soil health.

DESIRABLE QUALIFICATIONS AND JOB DESCRIPTION FOR BOTH LEVEL OFFICERS

DESIRABLE:

Ph.D in Agricultural Chemistry or Soil Science or Plant Pathology or Organic Chemistry or Bio-chemistry or Microbiology or Bacteriology from a recognized University or institute.

JOB DESCRIPTION:

(i) All work related to organic farming schemes i.e. MOVCDNER and PKVY (NAMAMI GANGE, BPKP, LAC).
(ii) Examination of all Technical Work related to Bio-fertilizers/ Bio-pesticides/ Manures/ Bio control/ Quality Control and compilation of data related to Organic Farming.
(iii) Implementation of Organic Farming schemes and policy matters of organic manures, bio-fertilizers etc.
(iv) To assist in formulation of policies relating to organic farming, organic manure, bio-fertilizers etc.
(v) Allocation of State – wise funds and physical targets and examination of Annual Action Plan received from States under Organic Farming Schemes.
(vi) Preparation of agenda items, notes and minutes of the various meetings convened by the Division related to organic farming.
(vii) Preparation of EFC/ Cabinet Note and formulation of Guidelines related to Organic Farming schemes & Monitoring of Budget allocation/ release, etc.
(viii) Coordination of all matters related to organic farming with other Divisions and PMO, MP, VIP references, Annual reports related matters, etc.
(ix) All Parliamentary matters related to organic farming.

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(x) Misc. matters related to Organic Farming.
(xi) Examination of Annual Action Plan and SLEC minutes of all the States/UTs of Organic Farming Schemes.
(xii) Follow-up action and monitoring, etc. of implementation of the organic farming schemes, examination and scrutiny of monthly/ quarterly/ annual progress reports and modification or amendments of the organic farming schemes.
(xiii) Collection and compilation of information relating to organic schemes and other related matters.

18. (Post ID No. 24085418117) One post of Director /Deputy Secretary (Water Management), Department of Agriculture & Farmers Welfare, Ministry of Agriculture & Farmers Welfare.

ESSENTIAL QUALIFICATIONS:

For Director level post:

(A) EDUCATIONAL:

Master's Degree in Agriculture with Agronomy as a subject or Agricultural Chemistry or Soil Science or Agricultural Extension or Agricultural Economics or Agricultural Botany or B.E./B.Tech in Agricultural Engineering from a recognised University or institute.

(B) EXPERIENCE:

10 years experience in the field of soil and water conservation or soil health management or rainfed or integrated farming or soil survey or problem soil reclamation or project formulation in Central or State departments or Union territory administrations or agricultural universities or recognized research institutions or public sector undertakings or semi-Government or autonomous or statutory organizations.

For Deputy Secretary Level post:

(A) EDUCATIONAL:

Master's Degree in Agriculture with Agronomy as a subject or Agricultural Chemistry or Soil Science or Agricultural Extension or Agricultural Economics or Agricultural Botany or B.E./B.Tech in Agricultural Engineering from a recognised University or institute.

(B) EXPERIENCE:

07 years experience in the field of soil and water conservation or soil health management or rainfed or integrated farming or soil survey or problem soil reclamation or project formulation in Central or State departments or Union territory administrations or agricultural universities or recognized research institutions or public sector undertakings or semi-Government or autonomous or statutory organizations.

DESIRABLE QUALIFICATIONS AND JOB DESCRIPTION FOR BOTH LEVEL OFFICERS

DESIRABLE:

Doctorate Degree in any field related with the subjects mentioned in essential qualifications or Master Degree in Agricultural Engineering from a recognized University or institute.

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JOB DESCRIPTION:

i. To review relevant literature, existing documents and current management technologies for Integrate Farming System including Agriculture water management, water use efficiency, water resources development, etc.

ii. Handling of technical examination of matter relating to rainfed/dryland farming system for Agriculture water management, water use efficiency, water resources development, etc.

iii. Technical matter relating to National Mission for Sustainable Agriculture including Agriculture water management, water use efficiency, water resources development, etc.

iv. Coordination of matter relating to international cooperation and supervision of implementation of externally funded projects in the area of Agriculture water management, water use efficiency, water resources development, etc.

v. To undertake field surveys, investigation and to bring out suitable field manuals/ guidelines for proper planning, design, implementation and monitoring of programmes of Agriculture water management, water use efficiency, water resources development, etc.

vi. Identify needs of different watersheds/ block and established a detailed assessment of the practices and recommendations of how and where improvement can be adopted for efficient conservation & Management of Natural Resources.

vii. Technical coordination and liaising with Central Water Commission and National Bodies like Brahmputra Board, Ganga Flood Control Board, North Eastern Council etc.

viii. Formulation of project proposals, EFC Memo, conducting seminars & zonal meetings etc. for Climate change interventions & mitigation efforts for sustainable Agriculture for Agriculture water management, water use efficiency, water resources development, etc.

ix. Coordination with Central Ministries/ Departments on various technical matters of Natural Resource Management/Rainfed Farming System Divisions for Agriculture water management, water use efficiency, water resources development, etc.

x. Development of policies and coordination for Agriculture water management, water use efficiency, water resources development, etc.

xi Liaison with National Rainfed Area Authority (NRAA), Ministry of Environment & Forests, Ministry of Water resources etc. for Agriculture water management, water use efficiency, water resources development, etc

19. (Post ID No. 24085419817) One post of Director/Deputy Secretary (Aviation Management), Ministry of Civil Aviation.

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ESSENTIAL QUALIFICATIONS:

For Director level post:

(A) EDUCATIONAL:

B.E./B.Tech in Aviation/ Aeronautical/ Aerospace/ Computer Science /Information Technology/ Mechanical/ Electrical Engineering from a recognized university/institute.

(B) EXPERIENCE:

10 years experience in Aviation Sector in the field of research/design/ maintenance and manufacturing operations of aircraft.

For Deputy Secretary Level post:

(A) EDUCATIONAL:

B.E./B.Tech in Aviation/ Aeronautical/ Aerospace/ Computer Science /Information Technology/ Mechanical/ Electrical Engineering from a recognized university/institute.

(B) EXPERIENCE:

07 years experience in Aviation Sector in the field of research/design/ maintenance and manufacturing operations of aircraft.

DESIRABLE QUALIFICATIONS AND JOB DESCRIPTION FOR BOTH LEVEL OFFICERS

DESIRABLE:

Ph. D/ M. Tech./ME in disciplines mentioned in Educational Qualifications indicated above

OR

MBA/LLM/LLB.

JOB DESCRIPTION:

To assist in policy matters and effective implementation of various projects in the Civil Aviation sector.

20. (Post ID No. 24085420717) One post of Director/Deputy Secretary (Chemicals & Petrochemicals), Department Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers.

ESSENTIAL QUALIFICATIONS:

For Director level post:

(A) EDUCATIONAL:

Masters Degree in any branch of Chemistry (but excluding Bio-chemistry) from a recognized University or Institution.

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OR

Bachelors degree in Chemical Engineering or Chemical Technology or Petrochemical Engineering from a recognized University or Institute

(B) EXPERIENCE:

10 years **e**xperience in Chemical or Petrochemical Sector/Industry under Central Government or State Governments or Union Territory Administrations or Public Sector Undertakings or Universities or Recognized Research Institutions or Semi-Government or autonomous bodies or statutory organizations dealing with chemicals or petrochemicals.

For Deputy Secretary Level post:

(A) EDUCATIONAL:

Masters Degree in any branch of Chemistry (but excluding Bio-chemistry) from a recognized University or Institution.

OR

Bachelors degree in Chemical Engineering or Chemical Technology or Petrochemical Engineering from a recognized University or Institute.

(B) EXPERIENCE:

07 years experience in Chemical or Petrochemical Sector/Industry under Central Government or State Governments or Union Territory Administrations or Public Sector Undertakings or Universities or Recognized Research Institutions or Semi-Government or autonomous bodies or statutory organizations dealing with chemicals or petrochemicals.

DESIRABLE QUALIFICATIONS AND JOB DESCRIPTION FOR BOTH LEVEL OFFICERS

DESIRABLE:

MBA/ Post Graduate diploma in Management/Trade from a recognized University or Institute.

JOB DESCRIPTION:

(i) Rendering advice on technical matters relating to the growth of petrochemicals covering examination of trade-related issues, the proposal for foreign collaborations and FDI cases, concessional rate of Custom Duty under project imports scheme, Input-output norms, policy issues on licensing and trade relating to plastic waste & environment, health and safety, Quality control orders and BIS standards.

(ii) Examination of budget proposals covering custom duty aspects etc. for the petrochemical sector. Works related to GLP, R&D recognition application. Scientific exchange, joint working groups on technical cooperation with other countries and for promotion of foreign investment.

(iii) Assist the department in developing and implementing long-term perspective plans for petrochemicals and identify constraints of growth, knowledge and understanding of various sub-sectors of the petrochemicals industry. International conventions such as the chemical

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weapon convention, Rotterdam Convention, Stockholm convention, Montreal Protocol and issues concerning EU legislations on REACH.

(iv) Any other duties assigned by the senior officers.

21. (Post ID No. 24085421917) One post of Director/Deputy Secretary (Commodity Pricing), Department food & Public Distribution, Ministry of Consumer Affairs, Food & Public Distribution.

ESSENTIAL QUALIFICATIONS:

For Director level post:

(A) EDUCATIONAL:

Degree in Economics/ Agricultural Economics/ Finance/ Statistics/ Mathematical statistics from a recognized University/Institution.

(B) EXPERIENCE:

10 years of experience in agriculture industry, Micro Economic Modeling including Dynamic Optimization Models, supply chain, production analysis, and economic fluctuation. Advances econometrics (including time series, discrete choice, panel, reduced form casual interference, structure modeling and additional methods), handling data sets and policy analysis

For Deputy Secretary Level post:

(A) EDUCATIONAL:

Degree in Economics/ Agricultural Economics/ Finance/ Statistics/ Mathematical statistics from a recognized University/Institution.

(B) EXPERIENCE:

07 years of experience in agriculture industry, Micro Economic Modeling including Dynamic Optimization Models, supply chain, production analysis, and economic fluctuation. Advances econometrics (including time series, discrete choice, panel, reduced form casual interference, structure modeling and additional methods), handling data sets and policy analysis

DESIRABLE QUALIFICATIONS AND JOB DESCRIPTION FOR BOTH LEVEL OFFICERS

DESIRABLE:

2 years experience in any of the followings:

(i) Agricultural commodities market, pricing mechanisms, and supply chain dynamics.
(ii) Market research, financial analysis, or commodity training.

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JOB DESCRIPTION:

(i) The officer will be responsible for price monitoring and analysis of prices, price trends etc for commodities viz. Edible oils, rice, wheat, sugar, ethanol.

(ii) As a price analyst for Agricultural Commodities, the officer will be responsible for analyzing and interpreting market trends, pricing data and other relevant information related to agricultural commodities. The insights and recommendations will be crucial for decision-making processes within the agricultural industry, including farmers, traders and other stakeholders. This role requires a deep understanding of the agricultural market dynamics, pricing mechanisms, and economic factors, influencing commodity prices.

(iii) The officer will study the import/export duty structure of various commodities/ countries of interest for analysis of domestic prices of the exported commodities and suggest remedial actions.

22. (Post ID No. 24085422917) One post of Director/Deputy Secretary (Insolvency and Bankruptcy), Ministry of Corporate Affairs.

ESSENTIAL QUALIFICATIONS:

For Director level post:

(A) EDUCATIONAL:

Chartered Accountant (CA)/ Company Secretary (CS)/ ICWA/ Cost and Management Accountant (CMA)/ Bachelor of Law (LLB) /Masters' in Business Administration (MBA)/ PG Diploma in Management/ Business Administration from recognized University /Institution.

(B) EXPERIENCE:

10 years experience in the area of policy formulation or implementation of Insolvency and Bankruptcy Code/ Banking Administration/ Management in financial Institutions or legal institutions, regulatory bodies, statutory bodies or academics (both research and teaching institutes).

For Deputy Secretary Level post:

(A) EDUCATIONAL:

Chartered Accountant (CA)/ Company Secretary (CS)/ ICWA/ Cost and Management Accountant (CMA)/ Bachelor of Law (LLB) /Masters' in Business Administration (MBA)/ PG Diploma in Management/ Business Administration from recognized University /Institution.

(B) EXPERIENCE:

07 years experience in the area of policy formulation or implementation of Insolvency and Bankruptcy Code/ Banking Administration/ Management in financial Institutions or legal institutions, regulatory bodies, statutory bodies or academics (both research and teaching institutes).

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DESIRABLE QUALIFICATIONS AND JOB DESCRIPTION FOR BOTH LEVEL OFFICERS

DESIRABLE:

LLM with specialization in Corporate Law/ PG Diploma in Management/ two or more of the essential qualifications of CA, CS, CMA, ICWA/ Doctorate Degree in Economics/ Commerce/Management

JOB DESCRIPTION:

(i) Implementation of Insolvency & Bankruptcy Code, 2016 (Code) involving research on the provisions of the Code

(ii) Administration of Insolvency & Bankruptcy Board of India (IBBI)

(iii) Framing Rules and Regulations under the Code

(iv) Section Notifications

(v) Governing Board Meeting matters of IBBI

(vi) All Establishment/HR/Budget/Grant matters relating to IBBI

(vii) Ensuring Coordination and research work back up for the Insolvency Law Committee

(viii) Implementing new and innovative measures under the Code like SIRP for MSME, Pre-Pack Insolvency, Fresh Start Process, Cross Border Insolvency, Group Enterprise Insolvency etc.

(ix) Monitoring of Cases filed with NCLT under IBC, 2016 and transferred cases from High Court to NCLT

(x) Monitoring of Cases for court cases relating to IBC, 2016

(xi) Coordination with various stakeholders for bringing required changes/amendments in the Code as per the need and requirement from time to time

(xii) Coordinating activities relating to awareness programmes about IBC, 2016

(xiii) Complaints/grievances of stakeholders against Resolution Professionals and for matters related to CIRP and liquidation under IBC

(xiv) Parliament related work of IBC amendments Questions, laying of rules and regulations before parliament, furnishing evidences before parliament, furnishing evidences before various committees of parliament relating to IBC, 2016.

23. (Post ID No. 24085423917) One post of Director/ Deputy Secretary (Edu Laws), Department of School Education and Literacy, Ministry of Education.

ESSENTIAL QUALIFICATIONS:

For Director level post:

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(A) EDUCATIONAL:

Degree in Law from a recognized University/Institute.

(B) EXPERIENCE:

10 years of experience in the field of law, providing Legal Services in Educational sector in Private sector companies/ Consultancy Organizations/ International/Multilateral Organizations/ Central Public Sector Undertakings/ Autonomous Bodies/ Statutory bodies/ Research Bodies/ Universities.

OR

10 years of experience of working in institutions/agencies/NGOs handling court cases related to educational sector or advising the Government on education policy.

For Deputy Secretary Level post:

(A) EDUCATIONAL:

Degree in Law from a recognized University/Institute.

(B) EXPERIENCE:

07 years of experience in the field of law; providing Legal Services in Educational sector in Private sector companies/ Consultancy Organizations/ International/Multilateral Organizations/ Central Public Sector Undertakings/ Autonomous Bodies/ Statutory bodies/ Research Bodies/ Universities.

OR

07 years of experience of working in institutions/agencies/NGOs handling court cases related to educational sector or advising the Government on education policy.

DESIRABLE QUALIFICATIONS AND JOB DESCRIPTION FOR BOTH LEVEL OFFICERS

DESIRABLE:

Doctorate Degree in Law from a recognized University.

JOB DESCRIPTION:

(i) Giving holistic advice on legal matters.

(ii) Monitoring and reviewing implementation of existing Acts and Rules in the Department to simplify them and make them more effective.

(iii) Close liaison with Government counsels and Courts for all cases related to School Education across India.

(iv) Any other related matters that might be directed by immediate supervisor from time to time.

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24. (Post ID No. 24085424417) One post of Director/Deputy Secretary (Education Technology), Department of Higher Education, Ministry of Education.

ESSENTIAL QUALIFICATIONS:

For Director level post:

(A) EDUCATIONAL:

BE/B.Tech in Computer science/ Information Technology from a recognized University or Institute.

(B) EXPERIENCE:

10 years experience in:

(i) Execution of IT Programme/digital tools in any company/organization.
(ii) Project Lead of any project which is related to AADHAR, ABHA or APAAR or similar kind in any Government or organization implementing project related to this.

(iii) Experience of any National project related to education.

For Deputy Secretary Level post:

(A) EDUCATIONAL:

BE/B.Tech in Computer science/ Information Technology from a recognized University or Institute.

(B) EXPERIENCE:

07 years experience in:

(i) Execution of IT Programme/digital tools in any company/organization.
(ii) Project Lead of any project which is related to AADHAR, ABHA or APAAR or similar kind in any Government or organization implementing project related to this.

(iii) Experience of any National project related to education.

DESIRABLE QUALIFICATIONS AND JOB DESCRIPTION FOR BOTH LEVEL OFFICERS

DESIRABLE:

Masters in Computer Science or Information Technology or Business Administration.

JOB DESCRIPTION:

(i) To provide technical and policy support in conceptualisation, design, development and implementation of educational e-content, courses (MOOCs) and projects/digital platforms that impart teaching and learning using ICT in online education.

(ii) To adopt best practices, emerging technologies and identify potential in education technology for better teaching/learning outcome.

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(iii) To collaborate effectively with institutions/organisations implementing projects under National Mission on Education through ICT (NMEICT).

(iv) To develop strategies/roadmap in online education aligned with National Education Policy-2020.

25. (Post ID No. 24085425817) One post of Director/Deputy Secretary (International Law), Ministry of External Affairs.

ESSENTIAL QUALIFICATIONS:

For Director level post:

(A) EDUCATIONAL:

Master's Degree in Law/LLM/M.Phil/Ph.D with specialization in the field of International Law and/or International Relations or International Organizations from a recognized University/Institution.

Note: International Law would, inter-alia, include major areas of International Law such as Law of the Sea, Human Right Law, International Environmental Law, International Criminal Law and International Trade Law.

(B) EXPERIENCE:

10 years of experience after obtaining minimum educational qualifications as indicated above in the field of Legal Affairs in handling litigation and court matters and administration of Law/Legal Service of the Government/teaching/Conducting research or guiding research in law of which at least **eight** year experience in the field of international law/international relations.

For Deputy Secretary Level post:

(A) EDUCATIONAL:

Master's Degree in Law/LLM/M.Phil/Ph.D with specialization in the field of International Law and/or International Relations or International Organizations from a recognized University/Institution.

Note: International Law would, inter-alia, include major areas of International Law such as Law of the Sea, Human Right Law, International Environmental Law, International Criminal Law and International Trade Law.

(B) EXPERIENCE:

07 years of experience after obtaining minimum educational qualifications as indicated above in the field of Legal Affairs in handling litigation and court matters and administration of Law/Legal Service of the Government/teaching/Conducting research or guiding research in law of which at least **five** year experience in the field of international law/international relations.

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DESIRABLE QUALIFICATIONS AND JOB DESCRIPTION FOR BOTH LEVEL OFFICERS

DESIRABLE:

M.Phil/Ph.D in Law from a recognized university/ Institution.

JOB DESCRIPTION:

The officer would be deployed in divisions in MEA dealing with International Law related issues. The responsibility would entail handling tasks assigned by the Head of the Division. He/She would be expected to augment and complement the Ministry in handling issues related to various arms of international laws, which includes but is not limited to border issues, international maritime issues, UNCLOS, Arbitration, Trade Laws, multilateral agreements etc. further, the officer would also be expected to handle supervisory and administrative responsibilities expected at the level of a Director in the Central Govt. the officer would report to the Head of the Division (JS/AS) in the matters dealt by him. He/ she would also be required to complete the assigned responsibilities within the specified time-frame, as per requirement of the Ministry.

26. (Post ID No. 24085426417) One post of Director/Deputy Secretary (Economist), Department of Financial Services, Ministry of Finance.

ESSENTIAL QUALIFICATIONS:

For Director level post:

(A) EDUCATIONAL:

Degree in Economics or Finance or Commerce or Business Economics or Masters in Business Administration from a recognized University or Institute.

(B) EXPERIENCE:

10 years experience as Economist in Banking and Financial Sector.

For Deputy Secretary Level post:

(A) EDUCATIONAL:

Degree in Economics or Finance or Commerce or Business Economics or Masters in Business Administration from a recognized University or Institute.

(B) EXPERIENCE:

07 years experience as Economist in Banking and Financial Sector.

DESIRABLE QUALIFICATIONS AND JOB DESCRIPTION FOR BOTH LEVEL OFFICERS

DESIRABLE:

Ph.D in Economics

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JOB DESCRIPTION:

Economic Advice on financial sector, Impact analysis, Cost Benefit Analysis etc.

27. (Post ID No. 24085427917) One post of Director/Deputy Secretary (Tax Policy), Department of Revenue, Ministry of Finance.

ESSENTIAL QUALIFICATIONS:

For Director level post:

(A) EDUCATIONAL:

Degree in Economics or Law or Professional Qualification in Chartered Accountancy / Cost Accountancy / Company Secretary from a recognized university/institute.

(B) EXPERIENCE:

10 years of experience in Income Tax or Customs & Indirect Taxes/ Gold control or GST(all taxes which were prevailing before introduction of GST) or Financial intelligence and prevention of Money Laundering.

For Deputy Secretary Level post:

(A) EDUCATIONAL:

Degree in Economics or Law or Professional Qualification in Chartered Accountancy / Cost Accountancy / Company Secretary from a recognized university/institute.

(B) EXPERIENCE:

07 years of experience in Income Tax or Customs & Indirect Taxes/ Gold control or GST(all taxes which were prevailing before introduction of GST) or Financial intelligence and prevention of Money Laundering.

DESIRABLE QUALIFICATIONS AND JOB DESCRIPTION FOR BOTH LEVEL OFFICERS

DESIRABLE:

02 year experience in work related to policy formulation/ implementation in the area of taxation or public finance or tax laws, or experience in research and report writing and experience of working in econometric and statistical tools like E-views, STATA, SPSSR etc

JOB DESCRIPTION:

Director shall be responsible for analysis, research, formulation of various tax policy related matters and related implementation and administration.

28. (Post ID No. 24085428617) One post of Director/Deputy Secretary (Manufacturing-Auto), Ministry of Heavy Industries.

ESSENTIAL QUALIFICATIONS:

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For Director level post:

(A) EDUCATIONAL:

Degree in Engineering or Technology in Mechanical/ Production/Automobile from a recognized University.

(B) EXPERIENCE:

10 years of experience in Manufacturing in Auto sector.

For Deputy Secretary Level post:

(A) EDUCATIONAL:

Degree in Engineering or Technology in Mechanical/ Production/Automobile from a recognized University.

(B) EXPERIENCE:

07 years of experience in Manufacturing in Auto sector.

DESIRABLE QUALIFICATIONS AND JOB DESCRIPTION FOR BOTH LEVEL OFFICERS

DESIRABLE:

(i) Masters degree in Engineering or Technology in Mechanical/ Production/Automobile from a recognized University.
(ii) Experience in setting up of projects related to Manufacturing /Auto sector.

JOB DESCRIPTION:

The officers shall be responsible for:

(i) Providing technical inputs in the field of Auto industry for enhancing India's Manufacturing capabilities for Advances Automotive Products.

(ii) Monitoring of Production linked Incentive (PLI) scheme for Automotive and Auto Components Industry.

(iii) Analysis of technical matters related to policy inputs in overcoming the cost disabilities, creating economies of scale and building a robust supply chain in areas of AdvancedAutomotive Technology Products.

(iv) Analysis of technical matters related to policy inputs in trade barriers, import surge, Foreign Trade agreements, FDI Proposals, etc and provide inputs.

29. (Post ID No. 24085429617) One post of Director/Deputy Secretary (Manufacturing-Auto Sector (ACC Batteries), Ministry of Heavy Industries.

ESSENTIAL QUALIFICATIONS:

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For Director level post:

(A) EDUCATIONAL:

Degree in Engineering or Technology in Metallurgy/Materials Science/Chemical OR Master's Degree in Chemistry from a recognized University/Institution.

(B) EXPERIENCE:

10 years of experience in Batteries Manufacturing.

For Deputy Secretary Level post:

(A) EDUCATIONAL:

Degree in Engineering or Technology in Metallurgy/Materials Science/Chemical OR Master's Degree in Chemistry from a recognized University/Institution.

(B) EXPERIENCE:

07 years of experience in Batteries Manufacturing.

DESIRABLE QUALIFICATIONS AND JOB DESCRIPTION FOR BOTH LEVEL OFFICERS

DESIRABLE:

(i) Masters degree in Engineering or Technology from a recognized University in Mechanical/Production/Automobile Engineering/Metallurgy

(ii) 2 years experience in establishing projects related to manufacturing in auto sector.

JOB DESCRIPTION:

The officers shall be responsible for:

(i) Providing technical inputs in the field of setting up manufacturing facilities for Advanced Chemistry Cell (ACC) Battery for Electric Vehicles.

(ii) Monitoring of Production linked Incentive (PLI) scheme for ACC battery systems.

(iii) Analysis of technical matters related to policy inputs in overcoming the cost disabilities, creating economies of scale and building a robust supply chain in areas of Advances Chemistry Cell (ACC) batteries.

(iv) Analysis of technical matters related to policy inputs in trade barriers, import surge, Foreign Trade agreements, FDI Proposals, etc and provide inputs.

30. (Post ID No. 24085430917) One post of Director/Deputy Secretary (Technical), Department of Official Languages, Ministry of Home Affairs.

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ESSENTIAL QUALIFICATIONS:

For Director level post:

(A) EDUCATIONAL:

Masters Degree in Computer Science/ Information Technology/ Linguistics/ Computational Linguists from a recognized University/Institution.

(B) EXPERIENCE:

10 years experience in development of technical tools for promotion of Hindi.

For Deputy Secretary Level post:

(A) EDUCATIONAL:

Masters Degree in Computer Science/ Information Technology/ Linguistics/ Computational Linguists from a recognized University/Institution.

(B) EXPERIENCE:

07 years experience in development of technical tools for promotion of Hindi.

DESIRABLE QUALIFICATIONS AND JOB DESCRIPTION FOR BOTH LEVEL OFFICERS

DESIRABLE:

2 years of experience in online lexicography, computer processing of Hindi and other Indian languages.

JOB DESCRIPTION:

Work related to development of technical tools for promotion of Hindi in central government offices.

31. (Post ID No. 24085431817) One post of Director/Deputy Secretary (Urban Water Management), Ministry of Housing and Urban Affairs.

ESSENTIAL QUALIFICATIONS:

For Director level post:

(A) EDUCATIONAL:

B.E/B.Tech in Civil/Mechanical Engineering/Water Resources Engineering/ Master of Science in Water Resources and Environmental Management from a recognized University / Institute.

(B) EXPERIENCE:

10 years of experience in urban water supply / wastewater reuse technologies/ assessment of non-revenue water/ municipal finance management.

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For Deputy Secretary Level post:

(A) EDUCATIONAL:

B.E/B.Tech in Civil/Mechanical Engineering/Water Resources Engineering/ Master of Science in Water Resources and Environmental Management from a recognized University / Institute.

(B) EXPERIENCE:

07 years of experience in urban water supply / wastewater reuse technologies/ assessment of non-revenue water/ municipal finance management.

DESIRABLE QUALIFICATIONS AND JOB DESCRIPTION FOR BOTH LEVEL OFFICERS

DESIRABLE:

(A) EDUCATIONAL:

(i) M.E./ M.Tech in Civil/Mechanical Engineering/ Water Resources Engineering from a recognized University / Institute.

(ii) MBA from a recognized University / Institute. MBA in Urban Infrastructure Management will be preferred.

(B) EXPERIENCE:

Experience in planning and preparation of Detailed Project Reports (DPRs) for infrastructure projects would be an added advantage.

JOB DESCRIPTION:

To deal with Government policy, Programmes and matters relating to Urban Water Management, including:

(i) Urban Water Scenario based on MIS driven insights.

(ii) Trends /patterns for decision making using data management and data mining of Urban Water sources.

(iii) Preparation of guidelines, manuals, SOPs etc. in the water and waste water sector to support capacity building and institutional strengthening of Urban Local Bodies (ULBs).

(iv) Integrated Water Resource Management and promotion of more sustainable approaches to water management.

(v) Improvement of delivery of water, sanitation and hygiene services to the urban population, with a clear focus on the poorest and most marginalized families.

(vi) Budgeting and financial management of various projects/ drafting and processing of agreements/ MOUs/ tender documents.

For more job news visit : www.kpscvaani.com

32. (Post ID No. 24085432717) One post of Director/Deputy Secretary (Digital Media), Ministry of Information & Broadcasting.

ESSENTIAL QUALIFICATIONS:

For Director level post:

(A) EDUCATIONAL:

Masters Degree in Journalism/Mass Communication/Journalism and Mass Communication/Visual Communication/Information Arts/Advertising and Public Relations or B.E./B.Tech/M.Sc in Computer science/Information Technology.

(B) EXPERIENCE:

10 years experience in the field of Communication, Journalism, Media Entertainment Sector, Public Policy or IT Sector.

For Deputy Secretary Level post:

(A) EDUCATIONAL:

Masters Degree in Journalism/Mass Communication/Journalism and Mass Communication/Visual Communication/Information Arts/Advertising and Public Relations or B.E./B.Tech/M.Sc in Computer science/Information Technology.

(B) EXPERIENCE:

07 years experience in the field of Communication, Journalism, Media Entertainment Sector, Public Policy or IT Sector.

DESIRABLE QUALIFICATIONS AND JOB DESCRIPTION FOR BOTH LEVEL OFFICERS

DESIRABLE:

Relevant experience in content regulation, public policy and regulatory affairs.

JOB DESCRIPTION:

The officer will be responsible for looking after the following areas of work:

(i) Administrative matters such as Court Cases, Public Grievances, Parliament Questions, Standing Committee matters, implementation of IT Rules, 2021 etc.

(ii) Technical matters related to research and policy formation in the field of digital media.

(iii) Legislative initiatives with regard to subjects relating to Digital Media under the Ministry.

(iv) Processing matters related to Oversight Mechanism processes under the It Rules, 2021.

(v) Interaction with various stakeholders including other Ministries/Departments, news publishers, OTT Platforms, SRBs etc.

For more job news visit : www.kpscvaani.com

33. (Post ID No. 24085433517) One post of Director/Deputy Secretary (Coordination & Management), Department of Water Resources, River Development & Ganga Rejuvenation, Ministry of Jal Shakti.

ESSENTIAL QUALIFICATIONS:

For Director level post:

(A) EDUCATIONAL:

BE/BTech in Civil/Agriculture/Water Resources/Environment from a recognized University or institute

OR

Masters Degree in Botany/Zoology/Geography/Environmental Science/Forestry from a recognized University or institute.

(B) EXPERIENCE:

10 years of experience of working in Water Resources sector.

For Deputy Secretary Level post:

(A) EDUCATIONAL:

BE/BTech in Civil/Agriculture/Water Resources/Environment from a recognized University or institute

OR

Masters Degree in Botany/Zoology/Geography/Environmental Science/Forestry from a recognized University or institute.

(B) EXPERIENCE:

07 years of experience of working in Water Resources sector.

DESIRABLE QUALIFICATIONS AND JOB DESCRIPTION FOR BOTH LEVEL OFFICERS

DESIRABLE:

Doctorate degree (Ph.D) in any of the subjects specified in EQs above.

JOB DESCRIPTION:

Planning Development, Management of Water Resources and implementation of projects to be governed by national perspective and policies in conformity with Goals and Strategies of National Water Mission including scope and activities of Bureau of Water Use Efficiency. Sphere of work for the post may, inter-alia, include following aspects:-

(i) All aspects related to impact of climate change on water resources;

(ii) Water resources management, particularly in planning, capacity building and mass awareness;

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(iii) Thrust on water conservation, preservation & augmentation;

(iv) Intensive programme for ground water recharge, particularly in over-exploited, critical and semi-critical areas;

(v) Greater awareness for rain water harvesting.

(vi) Strengthening of community based institutions to foster ground water management;

(vii) Increasing water use efficiency in water use, recycling of water including waste water;

(viii) Promotion of water efficient techniques and technologies;

(ix) Adopting best practices to explore possibilities of effluent recycling and reuse of water'

(x) Conducting periodic water audits which can serve as a gateway for optimization of water use, identifying sources of water losses and find opportunities for water savings.

34. (Post ID No. 24085434717) One post of Director/Deputy Secretary (Technical), Department of Water Resources, River Development & Ganga Rejuvenation, Ministry of Jal Shakti.

ESSENTIAL QUALIFICATIONS:

For Director level post:

(A) EDUCATIONAL:

Master's Degree in Agronomy or Agriculture with Agronomy as a subject or Agricultural Chemistry or Soil Science or Agricultural Extension or Agricultural Economics or Agricultural Botany or in Forestry or Botany or Bachelor's Degree in Civil/Agriculture/Water Resources/Environment Engineering from a recognised University or institute.

(B) EXPERIENCE:

10 years experience of working in Water Resources sector, out of which **3** years' experience should be in the management of Water Resources/ Implementing water efficient techniques/ recycling & reuse/ conducting water audits.

For Deputy Secretary Level post:

(A) EDUCATIONAL:

Master's Degree in Agronomy or Agriculture with Agronomy as a subject or Agricultural Chemistry or Soil Science or Agricultural Extension or Agricultural Economjcs or Agricultural Botany or in Forestry or Botany or Bachelor's Degree in Civil/Agriculture/Water Resources/Environment Engineering from a recognised University or institute.

(B) EXPERIENCE:

07 years experience of working in Water Resources sector, out of which **3** years' experience should be in the management of Water Resources/ Implementing water efficient techniques/ recycling & reuse/ conducting water audits.

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DESIRABLE QUALIFICATIONS AND JOB DESCRIPTION FOR BOTH LEVEL OFFICERS

DESIRABLE:

Doctorate degree (Ph.D) in any of the Subjects stated in EQs above.

JOB DESCRIPTION:

Planning Development, Management of Water Resources and implementation of projects to be governed by national perspectives and policies in conformity with Goals and Strategies of National Water Mission including scope and activities of Bureau of Water Use Efficiency. Sphere of work for the post may, inter-alia, include following aspects:-

(i) All aspects related to impact of climate change on water resources;

(ii) Water resources management, particularly in planning, capacity building and mass awareness;

(iii) Thrust on water conservation, preservation & augmentation;

(iv) Intensive programme for ground water recharge, particularly in over-exploited, critical and semi-critical areas;

(v) Greater awareness for rain water harvesting.

(vi) Strengthening of community based institutions to foster ground water management;

(vii) Increasing water use efficiency in water use, recycling of water including waste water;

(viii) Promotion of water efficient techniques and technologies;

(ix) Adopting best practices to explore possibilities of effluent recycling and reuse of water'

(x) Conducting periodic water audits which can serve as a gateway for optimization of water use, identifying sources of water losses and find opportunities for water savings.

35. (Post ID No. 24085435517) One post of Director/Deputy Secretary (Water Sanitation and Hygiene (WASH) Sector), Department of Drinking Water & Sanitation, Ministry of Jal Shakti.

ESSENTIAL QUALIFICATIONS:

For Director level post:

(A) EDUCATIONAL:

BE/B. Tech in Civil/Environmental/ Public Health/ Chemical Engineering OR Master of Science (M.Sc./M.S.) in Environmental Science/Ecology/Sustainable Development from a recognized University/Institution.

(B) EXPERIENCE:

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10 years of experience in WASH sector (water supply, sanitation, hygiene) including at least 03 years in Rural or Urban Sector with experience in planning/implementation/operation maintenance of water supply and sanitation scheme.

For Deputy Secretary Level post:

(A) EDUCATIONAL:

BE/B. Tech in Civil/Environmental/ Public Health/ Chemical Engineering OR Master of Science (M.Sc./M.S.) in Environmental Science/Ecology/Sustainable Development from a recognized University/Institution.

(B) EXPERIENCE:

07 years of experience in WASH sector (water supply, sanitation, hygiene) including at least 02 years in Rural or Urban Sector with experience in planning/implementation/operation maintenance of water supply and sanitation scheme.

DESIRABLE QUALIFICATIONS AND JOB DESCRIPTION FOR BOTH LEVEL OFFICERS

DESIRABLE:

M. Tech/Ph.D in the relevant discipline stated in the EQs above.

JOB DESCRIPTION:

The job involves works relating to policy/planning/implementation/ monitoring/technology adoption for two flagship programmes of Government i.e Jal Jeevan Mission and Swachh Bharat Mission with focus in rural India. The key deliverables are:

(i) To assist States/ UTs achieve agreed target coverage of both the programme objectives, as well as annual implementation plans

(ii) Develop policy prescriptions for WASH sector National and State levels relating to

a. sustaining drinking water and sanitation scheme

b. operation and maintenance of water supply and sanitation.

c. water quality

d. Solid/Liquid waste management

(iii) Latest technology infusion including R&D WASH sector involving IoTs/GIS/AI/data analytics monitoring the schemes

(iv) Working with other Ministries/NGOs/Partners capacitating various stakeholders

(v) Any other WASH related work as assigned from time to time.

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36. (Post ID No. 24085436217) One post of Director/Deputy Secretary (Finance Sector Laws), Department of Legal Affairs, Ministry of Law & Justice.

ESSENTIAL QUALIFICATIONS:

For Director level post:

(A) EDUCATIONAL:

Bachelor's Degree in Law/LLB from a recognized university/institution.

(B) EXPERIENCE:

10 years post qualification experience in the field of Law especially in finance sector laws while holding a post as a salaried official in organization/institution.

For Deputy Secretary Level post:

(A) EDUCATIONAL:

Bachelor's Degree in Law/LLB from a recognized university/institution.

(B) EXPERIENCE:

07 years post qualification experience in the field of Law especially in finance sector laws while holding a post as a salaried official in organization/institution.

DESIRABLE QUALIFICATIONS AND JOB DESCRIPTION FOR BOTH LEVEL OFFICERS

DESIRABLE:

LLM/Doctorate degree (Ph. D.) in law from a recognized university/institution.

JOB DESCRIPTION:

(i) To give advice on all matters referred by the various Ministries/Department of the Government of India;

(ii) To look after Government litigation work;

(iii) To conduct court cases and to access in courts on behalf of the Central Government, wherever required;

(iv) To perform administrative and other works as may be assigned.

37. (Post ID No. 24085437217) One post of Director/Deputy Secretary (International Laws), Department of Legal Affairs, Ministry of Law & Justice.

ESSENTIAL QUALIFICATIONS:

For Director level post:

(A) EDUCATIONAL:

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(i) Master's degree in Law/LLM with specialization in the field of International Law and/or International Relations and/or International Organizations from a recognized University/Institution.

(ii) Candidates having specialization in International Law and/or International Relations and/or International Organizations at M. Phil./Ph. D. level, but not at Master's level will also be eligible.

(B) EXPERIENCE:

10 years post qualification experience in the field of Law including 5 years in the field of International Law/International relations/International Organization while holding a post as a salaried official in organization/institute.

For Deputy Secretary Level post:

(A) EDUCATIONAL:

(i) Master's degree in Law/LLM with specialization in the field of International Law and/or International Relations and/or International Organizations from a recognized University/Institution.

(ii) Candidates having specialization in International Law and/or International Relations and/or International Organizations at M. Phil./Ph. D. level, but not at Master's level will also be eligible.

(B) EXPERIENCE:

07 years post qualification experience in the field of Law including 5 years in the field of International Law/International relations/International Organization while holding a post as a salaried official in organization/institute.

DESIRABLE QUALIFICATIONS AND JOB DESCRIPTION FOR BOTH LEVEL OFFICERS

DESIRABLE:

Doctorate degree (Ph.D.) in International Law from a recognized university/institution.

JOB DESCRIPTION:

(i) To give advice on all matters referred by the various Ministries/Department of the Government of India;

(ii) To look after Government litigation work;

(iii)To conduct court cases and to access in courts on behalf of the Central Government, wherever required;

(iv)To perform administrative and other works as may be assigned

38. (Post ID No. 24085438217) One post of Director/Deputy Secretary (Service Laws), Department of Legal Affairs, Ministry of Law & Justice.

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ESSENTIAL QUALIFICATIONS:

For Director level post:

(A) EDUCATIONAL:

Bachelor's Degree in Law/LLB from a recognized university/institution.

(B) EXPERIENCE:

10 years post qualification experience in the field of Law including service laws while holding a post as a salaried official in organization/institution.

For Deputy Secretary Level post:

(A) EDUCATIONAL:

Bachelor's Degree in Law/LLB from a recognized university/institution.

(B) EXPERIENCE:

07 years post qualification experience in the field of Law including service laws while holding a post as a salaried official in organization/institution.

DESIRABLE QUALIFICATIONS AND JOB DESCRIPTION FOR BOTH LEVEL OFFICERS

DESIRABLE:

LLM/Doctorate degree (Ph. D.) in law from a recognized university/institution.

JOB DESCRIPTION:

(i) To give advice on all matters referred by the various Ministries/Department of the Government of India;

(ii) To look after Government litigation work;

(iii)To conduct court cases and to access in courts on behalf of the Central Government, wherever required;

(iv)To perform administrative and other works as may be assigned.

39. (Post ID No. 24085439217) One post of Director/Deputy Secretary (Information Technology), Central Information Commission, Department of Personnel and Training, Ministry of Personnel, Public Grievances & Pensions.

ESSENTIAL QUALIFICATIONS:

For Director level post:

(A) EDUCATIONAL:

B. Tech./M. Tech. in Electrical/Electronics/Computer Science/Computer Engineering from a recognized university/institution.

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(B) EXPERIENCE:

10 years post qualification experience in development and maintenance of software, data base administration & website maintenance, networking and video conferencing, application of artificial intelligence, procurement/maintenance of computers and peripherals etc. in Government/Private organization/institution.

For Deputy Secretary Level post:

(A) EDUCATIONAL:

B. Tech./M. Tech. in Electrical/Electronics/Computer Science/Computer Engineering from a recognized university/institution.

(B) EXPERIENCE:

07 years post qualification experience in development and maintenance of software, data base administration & website maintenance, networking and video conferencing, application of artificial intelligence, procurement/maintenance of computers and peripherals etc. in Government/Private organization/institution.

DESIRABLE QUALIFICATIONS AND JOB DESCRIPTION FOR BOTH LEVEL OFFICERS

DESIRABLE:

For Director Level Post:

03 years experience as Project Manager in rolling out software projects in organization/institution.

For Deputy Secretary level Post:

02 years experience as Project Manager in rolling out software projects in organization/institution.

JOB DESCRIPTION:

Development and maintenance of software, data base administration & website maintenance, networking and video conferencing, application of artificial intelligence, procurement/maintenance of computers and peripherals etc.

40. (Post ID No. 24085440217) One post of Director/Deputy Secretary (Legal), Central Information Commission, Department of Personnel and Training, Ministry of Personnel, Public Grievances & Pensions.

ESSENTIAL QUALIFICATIONS:

For Director level post:

(A) EDUCATIONAL:

Bachelor's Degree in Law/LLB from a recognized university/institution.

(B) EXPERIENCE:

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10 years post qualification experience in handling legal matters, court registry preferably in Government offices/Commissions/Private organizations/institutions.

For Deputy Secretary Level post:

(A) EDUCATIONAL:

Bachelor's Degree in Law/LLB from a recognized university/institution.

(B) EXPERIENCE:

07 years post qualification experience in handling legal matters, court registry preferably in Government offices/Commissions/Private organizations/institutions.

DESIRABLE QUALIFICATIONS AND JOB DESCRIPTION FOR BOTH LEVEL OFFICERS

DESIRABLE:

LLM/Doctorate degree (Ph.D.) in Law from a recognized university/Institute.

JOB DESCRIPTION:

Administration of Commission's Registries and management of hearings, filing legal applications, handling Court matters, scrutiny and interpretation of laws, rules, regulations, instructions issued by the GOI and different courts etc.

41. (Post ID No. 24085441217) One post of Director/Deputy Secretary (Contract Management), Ministry of Road Transport & Highways.

ESSENTIAL QUALIFICATIONS:

For Director level post:

(A) EDUCATIONAL:

Bachelor's Degree in Law/LLB from a recognized university/institution.

(B) EXPERIENCE:

(i) 10 years experience of representing in disputes/cases relating to Infrastructure Sector including cases involving Government while holding a post as a salaried official in organizations/institutions.

(ii) Experience in handling Road contracts and The International Federation of Consulting Engineers (FIDIC) contracts.

For Deputy Secretary Level post:

(A) EDUCATIONAL:

Bachelor's Degree in Law/LLB from a recognized university/institution.

(B) EXPERIENCE:

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(i) 07 years experience of representing in disputes/cases relating to Infrastructure Sector including cases involving Government while holding a post as a salaried official in organizations/institutions.

(ii) Experience in handling Road contracts and The International Federation of Consulting Engineers (FIDIC) contracts.

DESIRABLE QUALIFICATIONS AND JOB DESCRIPTION FOR BOTH LEVEL OFFICERS

DESIRABLE:

LLM in Business Law/Environmental Law/Intellectual Property Rights from a recognized university.

JOB DESCRIPTION:

(i) Dealing the Court Cases and Arbitration Cases.

(ii) Legal vetting of any modification/amendments in Standard Contract Documents of the Ministry, New Contract Documents and circular related to Contracts.

(iii)To give legal advice upon any contractual dispute on ongoing projects of the ministry.

(iv) Conducting Research and Analysis on legal problems in Contract Law in Highway Sector.

(v) Perform such other duties of a legal character, as may from time to time be referred or assigned.

42. (Post ID No. 24085442417) One post of Director/Deputy Secretary (Welfare), Department of Social Justice & Empowerment, Ministry of Social Justice & Empowerment.

ESSENTIAL QUALIFICATIONS:

For Director level post:

(A) EDUCATIONAL:

Degree in Social Work/ Sociology/ Social Science/ Anthropology from a recognized University/Institution.

(B) EXPERIENCE:

10 years experience in the overall policy, planning and management of social sector programmes of the Government for the development of vulnerable and disadvantaged groups like Scheduled castes, Socially & Educationally backward classes, denotified tribes, Economically Backward classes, Senior Citizens and/or dealing with the matters related to Transgender, victims of alcoholism and substance abuse, Beggary etc. in Central Govt/ State Govt./ NGOs registered under the Societies Registration Act, 1956 or similar legislation/ autonomous bodies/ Universities.

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For Deputy Secretary Level post:

(A) EDUCATIONAL:

Degree in Social Work/ Sociology/ Social Science/ Anthropology from a recognized University/Institution.

(B) EXPERIENCE:

07 years experience in the overall policy, planning and management of social sector programmes of the Government for the development of vulnerable and disadvantaged groups like Scheduled castes, Socially & Educationally backward classes, denotified tribes, Economically Backward classes, Senior Citizens and/or dealing with the matters related to Transgender, victims of alcoholism and substance abuse, Beggary etc. in Central Govt/ State Govt./ NGOs registered under the Societies Registration Act, 1956 or similar legislation/ autonomous bodies/ Universities.

DESIRABLE QUALIFICATIONS AND JOB DESCRIPTION FOR BOTH LEVEL OFFICERS

DESIRABLE:

Doctorate Degree in Social Work/ Sociology/ Social Science/ Anthropology from a recognized University/Institution.

JOB DESCRIPTION:

To implement different schemes/ programmes/ projects as per mandate for the D/o Social Justice & Empowerment as envisaged in the Government of India (Allocation of Business) Rules, 1961.

43. (Post ID No. 24085443417) One post of Director/Deputy Secretary (Social Welfare Program and Activities), National Institute of Social Defence, Ministry of Social Justice & Empowerment.

ESSENTIAL QUALIFICATIONS:

For Director level post:

(A) EDUCATIONAL:

Degree in Social Work/ Sociology/ Social Science or Master of Business Administration or a Degree in Law from a recognized University/Institution.

(B) EXPERIENCE:

10 years of experience in the overall policy formulation, design and implementation of effective social welfare programmes relating to Drug de-addiction, Senior citizens, Transgender welfare and Beggary prevention and activities that directly impact vulnerable populations; empowering professionals and grassroot workers to deliver high-quality social services.

For Deputy Secretary Level post:

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(A) EDUCATIONAL:

Degree in Social Work/ Sociology/ Social Science or Master of Business Administration or a Degree in Law from a recognized University/Institution.

(B) EXPERIENCE:

07 years of experience in the overall policy formulation, design and implementation of effective social welfare programmes relating to Drug de-addiction, Senior citizens, Transgender welfare and Beggary prevention and activities that directly impact vulnerable populations; empowering professionals and grassroot workers to deliver high-quality social services.

DESIRABLE QUALIFICATIONS AND JOB DESCRIPTION FOR BOTH LEVEL OFFICERS

DESIRABLE:

Doctorate Degree in Social Work/ Sociology/ Social Science/ Anthropology from a recognized University/Institution.

JOB DESCRIPTION:

A Director with expertise in this domain would be well- positioned to contribute to and shape the national agenda in social welfare

(i) Drug De-addiction and Drug Demand Reduction:

Social Impact

Social Justice Priority

(ii) Seniors citizens and Elderly Care:

Demographic Shift

Social inclusion

(iii) Transgender Welfare:

Social Justice & Equality

Legal Compliance

(iv) Beggary Prevention

(v) Addressing Societal Challenges

(vi) Expertise in Policy formulation

(vii) Collaboration and Networking opportunities

(viii) Capacity Building and Training

(ix)Focus on innovation and Research

(x) Alignment with National Priorities

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44. (Post ID No. 24085444117) One post of Director/Deputy Secretary (Information Technologies), Ministry of Statistics & Programme Implementation.

ESSENTIAL QUALIFICATIONS:

For Director level post:

(A) EDUCATIONAL:

BE/B.Tech in Computer science/ Information Technology from a recognized university/institution.

(B) EXPERIENCE:

10 years of experience in IT Consulting with atleast 5 years of work experience in Design & Development of IT projects.

For Deputy Secretary Level post:

(A) EDUCATIONAL:

BE/B.Tech in Computer science/ Information Technology from a recognized university/institution.

(B) EXPERIENCE:

07 years of experience in IT Consulting with atleast 5 years of work experience in Design & Development of IT projects.

DESIRABLE QUALIFICATIONS AND JOB DESCRIPTION FOR BOTH LEVEL OFFICERS

DESIRABLE:

MBA/PGDM with Information Technology/Business Analytics.

JOB DESCRIPTION:

(i) Responsible for monitoring and reviewing the activities which include:

(ii) Activities related to development of Central Data Respository including Data preparation and management, Development of Application software for MoSPI, Data Documentation, Archiving and Dissemination.

(iii) Overall responsibility to ensure effective and efficient teamwork.

(iv) Should have excellent project leadership and team building capabilities, solution design and milestone-based project management skill.

(v) Should be responsible for planning, directing and coordinating the overall program effort.
(vi) Should be responsible for managing the team resources and ensuring their optimum allocation.

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45. (Post ID No. 24085445617) One post of Director/Deputy Secretary (Economic/Commercial/Industrial), Ministry of Steel.

ESSENTIAL QUALIFICATIONS:

For Director level post:

(A) EDUCATIONAL:

Degree in Engineering or Technology in Metallurgy/Materials Science/Mechanical /Mining OR Master's Degree in Physics/Chemistry from a recognized University/Institution.

(B) EXPERIENCE:

10 years of experience in steel manufacturing industry.

For Deputy Secretary Level post:

(A) EDUCATIONAL:

Degree in Engineering or Technology in Metallurgy/Materials Science/Mechanical /Mining OR Master's Degree in Physics/Chemistry from a recognized University/Institution.

(B) EXPERIENCE:

07 years of experience in steel manufacturing industry.

DESIRABLE QUALIFICATIONS AND JOB DESCRIPTION FOR BOTH LEVEL OFFICERS

DESIRABLE:

i) MBA/ PG Diploma in Management or Business Administration from a recognized University/Institution.

ii) Two years experience in operations, project monitoring and implementation, planning, business development etc in Steel Sector.

JOB DESCRIPTION:

(i) Analysis of steel production and consumption, trends in exports and imports and prices in domestic and international market

(ii) Raw material availability for Indian steel Sector including iron ore, coking coal, Manganese etc.

(iii)Facilitation of Greenfield and brown field projects in Indian Steel Sector

(iv)Project monitoring and facilitation

(v) Monitoring and evaluation of performance of CPSEs

(vi) Enabling the improvement in performance of Indian Steel Sector through R&D, Technological interventions, quality controls, global collaborations etc.

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(vii) Creating policy frameworks to address the issues of Indian steel Sector and improve its efficiency and competitiveness.

Note-1: The concerned Ministry/Department can assign any other task in place of/in addition to those indicated in the Job Description in respect of the above posts, (at Sl. No. **1 to 45**) which are only indicative in nature.

Note-2: All the above mentioned posts (at Sl. No. **1 to 45**) are suitable for candidates belonging to category of Persons with Benchmark Disability (PwBD) viz. (i) Blindness and Low Vision with disability i.e. Blind **(B)** or Low Vision **(LV)**, (ii) Deaf and Hard of Hearing with disability i.e. Deaf **(D)** or Hard of Hearing **(HH)**, (iii) Locomotor Disability including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims, Muscular Dystrophy, Spinal Deformity and Spinal Injury without any neurological/limb dysfunction with disability i.e. Both legs affected but not arms **(BL)** or Both arms affected **(BA)** or One leg affected (R or L) **(OL)** or One arm affected (R or L) **(OA)** or Stiff back and hips (cannot sit or stoop) **(BH)** or Both legs and both arms affected **(BLA)** or One leg and One arm affected **(OLA)** or Both Legs and One Arm affected **(BLOA)** or Cerebral Palsy **(CP)** or Leprosy Cured **(LC)** or Dwarfism **(DW)** or Acid Attack Victims **(AAV)** or Muscular Dystrophy **(MDy)** or Spinal Deformity without any neurological/limb dysfunction **(SD)** or Spinal Injury without any neurological/limb dysfunction **(SI)**, (iv) Multiple disabilities **(MD)** i.e. at least two disabilities from the categories of the disabilities indicated above.

(IMPORTANT)
ONLINE RECRUITMENT APPLICATIONS (ORA) ARE INVITED FOR DIRECT RECRUITMENT BY SELECTION THROUGH WEBSITE https://www.upsconline.nic.in TO THE ABOVE POSTS FROM **17-08-2024**. CLOSING DATE FOR SUBMISSION OF ONLINE RECRUITMENT APPLICATION (ORA) THROUGH ORA WEBSITE IS **23:59 HRS ON 17-09-2024.**
THE LAST DATE FOR PRINTING OF COMPLETELY SUBMITTED ONLINE APPLICATION IS UPTO **23:59 HRS ON 18-09-2024.**
DATE FOR DETERMINING THE ELIGIBILITY OF ALL CANDIDATES IN EVERY RESPECT SHALL BE THE PRESCRIBED CLOSING DATE FOR SUBMISISON OF ONLINE RECRUITMENT APPLICATION (ORA). THE APPLICANTS ARE ADVISED TO FILL IN ALL THEIR PARTICULARS IN THE ONLINE RECRUITMENT APPLICATION CAREFULLY AS SUBMISSION OF WRONG INFORMATION MAY LEAD TO REJECTION THROUGH COMPUTER BASED SHORTLISTING APART FROM DEBARMENT BY THE COMMISSION.
DATE FOR THE INTERVIEW ON WHICH THE SHORTLISTED CANDIDATES ARE REQUIRED TO BRING THE PRINTOUT OF THEIR ONLINE APPLICATION ALONGWITH OTHER DOCUMENTS AT UPSC SHALL BE INTIMATED SEPARATELY.

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1. ELIGIBILITY:

The following with a minimum of experience of **Fifteen** years for **Joint Secretary** Level posts, experience of **Ten** years for **Director** Level posts and experience of **Seven** years for **Deputy Secretary** Level posts are eligible to apply:

a. Officers of any State/UT Government who are already working at equivalent level or are eligible for appointment to equivalent level in their cadre, with relevant experience.

b. Individuals working at comparable levels in Public Sector Undertakings (PSUs), Autonomous Bodies, Statutory Organizations, Universities, Recognized Research Institutes.

c. Individuals working at comparable levels in Private Sector Companies, Consultancy Organisations, International/Multinational Organisations.

2. COMPARABLE LEVEL:

The comparable/equivalent level would be defined as under:

a) The candidate applying for **Joint Secretary** level post must have a minimum gross salary of **Rs. 35 Lakh** per year during any of the financial year 2022-23 or 2023-24 as per Form-16/ITR.

b) The candidate applying for **Director** level post must have a minimum gross salary of **Rs. 20 Lakh** per year during any of the financial year 2022-23 or 2023-24 as per Form-16/ITR.

c) The candidate applying for **Deputy Secretary** level post must have a minimum gross salary of **Rs. 15 Lakh** per year during any of the financial year 2022-23 or 2023-24 as per Form-16/ITR.

Note: In case of inability to submit the Form-16/ITR for the year 2023-2024 by the closing date, candidates has to submit an undertaking that the same will be submitted before the date of interview.

NOTE: Central Government employees are not eligible to apply for these posts.

3. AGE & PAY:

a) The minimum and maximum age limit for the **Joint Secretary level post** are **40 and 55 years** respectively and the Pay will be fixed at the minimum of **Pay Level-14** in the Pay Matrix as per 7th CPC (approximate gross salary would be around **Rs. 2,70,000/-** including Dearness Allowance, Transport Allowance & House Rent Allowance in present level).

b) The minimum and maximum age limit for the **Director level post** are **35 and 45 years** respectively and the Pay will be fixed at the minimum of **Pay Level-13** in the Pay Matrix as per 7th CPC (approximate gross salary would be around **Rs. 2,32,000/-** including Dearness Allowance, Transport Allowance & House Rent Allowance in present level).

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c) The minimum and maximum age limit for the **Deputy Secretary level post** are **32 and 40 years** respectively and the Pay will be fixed at the minimum of **Pay Level-12** in the Pay Matrix as per 7th CPC(approximate gross salary would be around Rs. **1,52,000/-** including Dearness Allowance, Transport Allowance & House Rent Allowance in present level).

d) However, the Government reserves its right to place deserving appointees at an appropriate level within the scale of pay.

e) The crucial date for determining the age limit shall be the closing date for submission of online application.

4. OTHER CONDITIONS:

a) All appointees are to be deemed as public servants for the purpose of the CCS (Conduct) Rules and such other statutes as notified by the government from time to time.

b) **Tenure:** The period of contract/ deputation would be **Three years** extendable up to a maximum of **Five years**, depending upon performance and requirement.

c) **The employment contract** may/to be terminated by either side with a minimum notice period of **03** months.

d) Applicants who fulfill the eligibility conditions for the post of Director will be eligible for recommendation to the post of **Director** and applicants who fulfill the eligibility conditions for the post of Deputy Secretary will be eligible for recommendation to the post of **Deputy Secretary**.

5. OTHER DETAILS:

All the above posts are in **Group 'A'**. Appointment of Candidate from Private Sector will be on contract basis as per terms of contract to be signed between the selected candidate and the Government of India. Officials of State/UT Admin/PSUs, Autonomous Bodies, Statutory Organizations, Universities, Recognized Research Institutes would be appointed on deputation basis as per standard term of deputation.

6. HEADQUARTER:

New Delhi.

NOTE-1: The candidates willing to apply for the above posts are advised to visit Commission's Website http://www.upsconline.nic.in. The detailed advertisement along-with 'Instructions and Additional Information to candidates' has been displayed on Commission's Website http://www.upsc.gov.in and website http://www.upsconline.nic.in.

NOTE-2: Candidates are requested to apply only Online against this advertisement on the Online Recruitment Application (ORA) website https://www.upsconline.nic.in and NOT write to the Commission for Application forms. They are also requested to go through carefully the details of posts and instructions published below as well as on the website https://www.upsconline.nic.in.

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INSTRUCTIONS AND ADDITIONAL INFORMATION TO CANDIDATES FOR RECRUITMENT BY SELECTION

1. CITIZENSHIP:

A Candidate must be an Indian National.

2. MINIMUM ESSENTIAL QUALIFICATIONS: All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for various posts. No enquiry asking for advice as to eligibility will be entertained.

NOTE-I: The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for interview.

NOTE-II: IN THE EVENT OF NUMBER OF APPLICATIONS BEING LARGE, COMMISSION WILL ADOPT SHORT LISTING CRITERIA TO RESTRICT THE NUMBER OF CANDIDATES TO BE CALLED FOR INTERVIEW TO A REASONABLE NUMBER BY ANY OR MORE OF THE FOLLOWING METHODS:

(i) On the basis of Desirable Qualification (DQ) or any one or all of the DQs if more than one DQ is prescribed.

(ii) On the basis of higher educational qualifications than the minimum prescribed in the advertisement.

(iii) On the basis of higher experience in the relevant field than the minimum prescribed in the advertisement.

THE CANDIDATE SHOULD, THEREFORE, MENTION ALL HIS/HER QUALIFICATIONS AND EXPERIENCE IN THE RELEVANT FIELD OVER AND ABOVE THE MINIMUM QUALIFICATIONS.

NOTE-III:-

IMPORTANT
THE MINIMUM LEVEL OF STUABILITY IN INTERVEW WILL BE 50 (FIFTY) MARKS OUT OF TOTAL MARKS OF 100 (HUNDRED).

3. (A) HOW TO APPLY:

i) Candidates must apply online through the website http://www.upsconline.nic.in. Applications received through any other mode would not be accepted and summarily rejected.

ii) Candidates must upload the documents/certificates in support of in each of the claims made by them in the application like, Date of Birth, Educational Qualification, Experience, Desirable Qualification(s) etc. or any other information, separately against each claim in PDF file in such a way that the file size does not exceed 1 MB for the respective aforesaid

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modules and 2 MB for the “UPLOAD OTHER DOCUMENT” module and is legible when a printout taken. For that purpose, the applicant may scan the documents/certificates in 200 dpi grey scale.

The following documents are to be uploaded:-

a) Copy of Matriculation/10th Standard or equivalent certificate indicating date of birth, or mark sheet of Matriculation/10th Standard or equivalent issued by Central/State Board indicating Date of Birth in support of claim of age. Where date of birth is not available in certificate/mark sheets, issued by concerned Educational Boards, School leaving certificate indicating Date of Birth (in case of Tamil Nadu& Kerala).

b) Copy of Degree/Diploma certificate as proof of educational qualification claimed. In the absence of Degree/Diploma certificate, provisional certificate along with mark sheets pertaining to all the academic years.

c) Order/ letter in respect of equivalent Educational Qualifications claimed, indicating the Authority (with number and date) under which it has been so treated, in respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement.

d) For experience, up-to-date and full Experience Certificate, unambiguously indicating the nature of duties, dates and duration of experience, level/position, responsibilities etc. issued by the employer may be uploaded (link for the format is given in the online application form). In case, the submitted documents do not convincingly support the claim made, the applications is liable to be rejected.

Similarly, applicants who have claimed relevant experience but the Experience Certificate attached in support of that is not for the entire duration claimed or do not support the claim made would be rejected. Only the time period of relevant experience for which Experience Certificate has been submitted would be considered.

Appointment letters, office orders, transfer orders, resignation letters, pay certificates, service certificates, posting orders, affidavits and the certificates attested by the candidates themselves or self employment certificates are normally not considered as proof of experience. However, if the candidate is unable to submit experience certificate in the given format, any document unambiguously indicating the experience, nature of duties and the period claimed may be submitted and it would be considered on merit. Further, if the candidate is not able to submit experience certificate indicating nature of duties of previous employer, they may get it counter signed/attested by their current employer.

Candidates will be short-listed for Interview on the basis of the information provided by them in their online application. They must ensure that such information is true.

e) Person with Benchmark Disabilities (PwBD) certificate in a the prescribed format (link https://www.upsc.gov.in/recruitment/recruitment-performas) issued by the competent authority by Persons with Benchmark Disabilities eligible for appointment to the post on the basis of prescribed standards of Medical Fitness.

f) Documentary support for any other claim(s) made.

Note: If any document/ certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by a Gazetted officer or notary is to be uploaded.

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iii) **IMPORTANT :** CANDIDATES ARE ADVISED TO FILL THEIR CORRECT AND ACTIVE E-MAIL ADDRESSES IN THE ONLINE APPLICATION AS ALL CORRESPONDENCE WILL BE MADE BY THE COMMSSION THROUGH E-MAIL ONLY. INTERVIEW SCHEDULE AND REQUIREMENTS WITH REGARD TO COPIES OF CERTIFCATES TO BE SUBMITTED IN RESPECT OF CLAIMS MADE IN THE ONLINE APPLICATION WILL BE E-MAILED IN DUE COURSE TO THE CANDIDATES IN THEIR REGISTERED E-MAIL ID AND WILL ALSO BE POSTED ON THE WEBSITE OF THE COMMISSION.

iv) Candidates who wish to apply for more than one post should apply separately for each post.

v) After submitting the Online Recruitment Application (ORA), the candidates are required to take out a print out of the finally submitted Online Recruitment Application.

vi) Candidates are <u>not required</u> to submit to the Commission either by post or by hand the printouts of their online applications or any other document. They will be required to bring along with them the printouts of their online applications and the documents mentioned in para 4 below if called for interview.

vii) The applicants are advised to submit only single Online Recruitment Application for each post; however, if somehow, if he/she submits multiple Online Recruitment Applications for one post, then he/she must ensure that Online Recruitment Application with the higher "Application Number" is complete in all respects. The applicants, who submit multiple Online Recruitment Applications, should note that only the Online Recruitment Application with higher "Application Number" shall be entertained by the Commission .

viii) The candidates are advised to submit the Online Recruitment Application well in advance without waiting for the closing date.

3 (B) Candidates shortlisted for interview on the basis of the information provided in the online applications submitted by them will be required to send self attested copies of documents/relevant certificates in support of the claims made in the application as and when demanded by the Commission.

“WARNING”:

CANDIDATES WILL BE SHORT-LISTED FOR INTERVIEW ONLY ON THE BASIS OF THE INFORMATION PROVIDED BY THEM IN THEIR ONLINE APPLICATIONS DOCUMENTS SUBMITTED IN SUPPORT OF THE CLAIM MADE IN THE ONLINE APPLICATION WILL BE EXAMINED ONLY IF THE CANDIDATE IS PRIMA FACIE ELIGIBLE TO BE SHORTLISTED ON THE BASIS OF INFORMATION REGARDING QUALIFICATIONS AND EXPERIENCE CLAIMED IN THE ONLINE APPLICATION, VARIOUS REPORTS AS PER THE ADVERTISEMENT AND MODALITIES AND CRITERIA ADOPTED FOR SHORTLISTING. CANDIDATES MUST ENSURE THAT SUCH INFORMATION IS TRUE. IF AT ANY SUBSEQUENT STAGE OR AT THE TIME OF INTERVIEW ANY INOFRMATION GIVEN BY THEM OR ANY CLAIM MADE BY THEM IN THEIR ONLINE, APPLICATIONS IS FOUND TO BE FALSE, THEIR CANDIDATURE WILL BE LIABLE TO BE REJECTED AND THEY MAY ALSO BE DEBARRED EITHER PERMANENTLY OR FOR A SPECIFIED PERIOD BY THE :

- **COMMISSION FROM ANY EXAMINATION OR SELECTION HELD BY THEM.**

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- **CENTRAL GOVERNMENT FROM ANY EMPLOYMENT UNDER THEM.**

4. DOCUMENTS/ CERTIFICATES TO BE PRODUCED AT THE TIME OF INTERVIEW.

The printout of the online application and the following Original Documents/ Certificates along with self attested copies and other items specified in the Summon Letter for interview are to be produced at the time of interview.

a) Matriculation/10th Standard or equivalent certificate indicating date of birth, or mark sheet of Matriculation/10th Standard or equivalent issued by Central/State Board indicating Date of Birth in support of their claim of age. Where date of birth is not available in certificate/mark sheets, issued by concerned Educational Boards, School leaving certificate indicating Date of Birth will be considered (in case of Tamil Nadu & Kerala).

b) Degree/Diploma certificate along with marksheets pertaining to all the academic years as proof of educational qualification claimed. In the absence of Degree/Diploma certificate, provisional certificate along with mark sheets pertaining to all the academic years will be accepted.

c) Order/ letter in respect of equivalent Educational Qualifications claimed, indicating the Authority (with number and date) under which it has been so treated, in respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement.

d) Original Documents in support of the experience claimed.

e) Person with Benchmark Disabilities (PwBD) certificate in a the prescribed format (link https://www.upsc.gov.in/recruitment/recruitment-performas) issued by the competent authority by Persons with Benchmark Disabilities eligible for appointment to the post on the basis of prescribed standards of Medical Fitness.

f) A candidate who claims change in name after matriculation on marriage or remarriage or divorce etc. the following documents shall be submitted:-

i) **In case of marriage of women** - Photocopy of Husband's passport showing names of spouses or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from husband and wife along with a joint photograph duly sworn before the Oath Commissioner;

ii) **In case of re-marriage of women -** Divorce Deed/Death certificate as the case may be in respect of first spouse; and photocopy of present husband's passport showing names of spouse or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from the husband and wife along with joint photograph duly sworn before the Oath Commissioner.

iii) **In case of divorce of women** - Certified copy of Divorce Decree and Deed Poll/Affidavit duly sworn before the Oath Commissioner.

iv) In **other circumstances for change of name for both male and female -** Deed Poll/Affidavit duly sworn before the Oath Commissioner and paper cuttings of two leading

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daily newspaper in original (One daily newspaper should be of the area of applicants permanent and present address or nearby area) and Gazette Notification.

g) Documentary support for any other claim(s) made.

NOTE I: Date of birth mentioned in Online Recruitment Application is final. No subsequent request for change of date of birth will be considered or granted.

NOTE II: *The period of experience rendered by a candidate on part time basis, daily wages, visiting/ guest faculty will not be counted while calculating the valid experience for short listing the candidates for interview.*

NOTE III: If any document/ certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by a Gazetted officer or notary is to be submitted.

5. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

Candidates are warned that they should not furnish any particulars that are false or suppress any material information in filling up the application form. Candidates are also warned that they should in no case correct or alter or otherwise tamper with any entry in a document or its attested/certified copy submitted by them nor should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy between two or more such documents or their attested/certified copies, an explanation regarding this discrepancy should be submitted.

A candidate who is or has been declared by the Commission to be guilty of:

a) obtaining support of his/her candidature by any means, or

b) impersonating, or

c) procuring impersonation by any person , or

d) submitting fabricated documents or documents which have been tampered with, or

e) making statements which are incorrect or false or suppressing material information, or

f) resorting to any other irregular or improper means in connection with his/her candidature for the selection, or

g) using unfair means during the test, or

h) writing irrelevant matter including obscene language or pornographic matter, in the script(s) , or

i) misbehaving in any other manner in the examination hall, or

j) harassing or doing bodily harm to the staff employed by the Commission for the conduct of their test, or

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k) bringing mobile phone/Communication device in the examination Hall/Interview room.

l) attempting to commit or, as the case may be, abetting the Commission of all or any of the acts specified in the foregoing clauses may, in addition to rendering himself/herself liable to criminal prosecution, be liable:

i) to be disqualified by the Commission from selection for which he/she is a candidate, and/or

ii) to be debarred either permanently or for a specified period:-

- by the Commission from any examination or selection held by them
- by the Central Government from any employment under them, and

iii) if he/she is already in service under Government to disciplinary action under the appropriate rules.

6. OTHER INFORMATION/INSTRUCTIONS:

a) All candidates whether in Government service or in Government owned industrial or other similar organizations or in private employment should submit their applications online directly to the Commission. Persons already in Regular Government service, whether in permanent or temporary capacity other than casual/adhoc/daily wages/hourly paid/contract basis are however required to submit a declaration that they have informed in writing to their Head of Office/Department that they have applied for the selection.

b) The date for determining the eligibility of all candidates in every respect shall be the closing date for submitting the Online Recruitment Application on the website http://www.upsconline.nic.in.

c) if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to produce order/letter in this regard, indicating the Authority (with number and date) under which it has been so treated otherwise the Online Recruitment Application is liable to be rejected.

d) Candidates must, if required, attend a personal interview at New Delhi. The Commission do not defray the traveling or other expenses of candidates summoned for interview.

e) The Summoning of candidates for interview convey no assurance whatsoever that they will be selected. Appointment orders to selected candidates will be issued by the Government.

f) Candidates must be in sound bodily health. They must, if selected be prepared to undergo such medical examination and satisfy such medical authority as Government may require.

g) Candidates will be informed of the final result in due course through UPSC website and any interim enquiries about the result are therefore, unnecessary and will not be attended

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to. The Commission do not enter into correspondence with the candidates about reasons for their non selection for interview/appointment.

h) Canvassing in any form will disqualify a candidate.

IMPORTANT

MOBILE PHONES ARE BANNED IN THE CAMPUS OF UPSC EXAMINATION/ INTERVIEW HALL

a) Government strives to have work force which reflects gender balance and women candidates are encouraged to apply.

b) In case of any guidance/information/clarification regarding their applications, candidature etc. candidates can contact UPSC's Facilitation Counter near gate 'C' of its campus in person or over Telephone No. 011-23385271/011-23381125/011-23098543 on working days between 10.00 hrs and 17.00 hrs.

c) Formats of **PRESCRIBED PROFORMAE** for various certificates have been made available in the Commission's official Website http://www.upsc.gov.in. under Heading Recruitment followed by Forms of Certificates(link https://www.upsc.gov.in/recruitment/recruitment-performas) Candidates may download the same and fill up accordingly.

d) MOBILE PHONES ARE BANNED IN THE CAMPUS OF UPSC INTERVIEW HALL.