

No.RDSEDES-A-12011/01/2019-Estt(Recruit-Misc)/  
Government of India  
Ministry of Skill Development & Entrepreneurship  
(Directorate General of Training)  
Regional Directorate of Skill Development & Entrepreneurship  
Thakur Vatika, Khalini, Shimla- 171 002

Shimla, Dated the 14<sup>th</sup> February, 2022

**CIRCULAR**

**Subject:- Filling up of One post of Upper Divisional Clerk(UDC) & Accountant at National Skill Training Institute (NSTI) for Women at Jammu and One post of Accountant at National Skill Training Institute(NSTI) for Women at Shimla.**

It is proposed to fill up One post of Upper Division Clerk and One post of Accountant at National Skill Training Institute (NSTI) for Women at Jammu (Bhour (Chatha Road), Near Reen Palace, P.O.Bhour Camp, Teh & Distt Jammu, Pin-181101) and One post of Accountant at National Skill Training Institute (NSTI) for Women, Shimla (SIEMAT Building, Adjacent to DIET Campus, Shamlaghat, Shimla-171 014) in the pay scale of Level-4- for UDC (Revised scale- as per Seventh Central Pay Commission- Corresponding to Rs.5,200-20,200 +G.P. Rs. 2,400) and Pay Level-5 for Accountant(Revised scale- as per Seventh Central Pay Commission- Corresponding to Rs.5,200-20,200 +G.P. Rs. 2,800) on transfer on deputation basis.. The period of deputation will be initially for a period of one year (extendable to a maximum period of three years).

2. **Eligibility: - For UDC:-** Persons from Central Govt. or state Government offices or Union Territory Administration or PSUs or Regional Research Institution or University or statutory or Autonomous Organisation:
- (i) Holding analogous posts on a regular basis in the parent cadre/department; or
  - (ii) Holding a post in the pay level -2 (Revised scale- as per Seventh Central Pay Commission- Corresponding to Rs.5,200-20,200 +G.P. Rs. 1,900) with five years service in grade rendered after appointment thereto on a regular basis.

**For Accountant:-**Persons from Central Govt. or state Government or Union Territory Administration or PSUs or Regional Research Institution or University or statutory or Autonomous Organisation:

- (i) Holding analogous posts on a regular basis in the parent cadre/department; or
- (ii) Holding a post in the pay level -4 (Revised scale- as per Seventh Central Pay Commission- Corresponding to Rs.5,200-20,200 +G.P. Rs. 2,400) with five years service in grade rendered after appointment thereto on a regular basis.
- (iii) Three years experience relating to cash and accounts.


3. The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Department of the Central Government shall ordinarily not exceed 3 years.

Application (in duplicate) in the enclosed proforma alongwith photocopies of the complete and upto date confidential reports for the last five years, duly attested by an officer not below the rank of Under Secretary in respect of the officers who could be spared in the event of their selection may be sent to the Principal of the respective Institute at the addresses given in Annexure-II & Annexure III within 30 days of this advertisement. Applications received after the last date or without attested copies of Confidential Reports or otherwise found incomplete, will not be considered.

While forwarding applications it may be verified and ensured that particulars furnished by the applicants are true and correct. A certificate that no vigilance case is pending or contemplated against the applicant and no major/minor penalty is imposed on him/her during last 10 years alongwith cadre clearance and integrity certificate may be furnished with the applications.

Candidates may also send an advance application to:-

- Regional Director, Regional Directorate of Skill Development & Entrepreneurship, Bhour (Chatha Road), Near Reen Palace, P.O.Bhour Camp, Teh & Distt Jammu, Pin-181101.
- Regional Director, Regional Directorate of Skill Development & Entrepreneurship, "Thakur Vatika", Khalini, Shimla- 171 002.

  
( S. Santhimanan),  
Regional Director,  
RDSDE-HP/J&K/Ladakh.

**Distribution:-**

1. All Ministries/Departments of Govt. of India including main Ministry of Skill Development & Entrepreneurship.
2. All the State Government/Union Territories ( Deptts Dealing with Training).
3. All filed Institutes/Offices of D.G.T. , including NSTIs(W) under Women's Training.

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**ANNEXURE - II**  
**Application Form**  
(To be filled in Capital Letter)

Affix  
passport  
size  
Photo

1. Name of the Applicant :
2. a) Father's Name :  
b) **Husband's Name** :  
(wherever applicable)
3. Category (General/SC/ST/OBC) :
4. Date of Birth :
5. Age as on last date of receipt of application:
6. Present Post held and  
**date of regular appointment to the post** :
7. Scale of Pay and Present BasicPay :

Pay Band & Grade Pay	Present Pay in PB	Grade Pay

8. Name of Present Ministry/Dept/Orgn. :
9. Preference for place of posting : i)  
(From among the places given in ii)  
**advertisement** iii)
10. Educational Qualification ( Matriculation onwards)

Examination passed	University/ Institute	Subject (s)/ Discipline	Percentage of Marks	Year of Passing

**11 Experience (In Chronological Order)**

Ministry/ Dept. / Organization	Post Held on regular basis	Scale of pay / Pay drawn	Period of Service		Total Experience (years/ months)	Nature of duties performed
			From	To		

12. Address for Correspondence (in capital letters)
  - i) a) Residential Address :
  - b) **Office Address** :
  - ii) Telephone/mobile No. :
  - iii) Email ID, if any :

Dated:

(Signature of the Applicant)

ANNEXURE – III

DECLARATION

1. I hereby certify and declare that
  - (i) I have carefully gone through the conditions given in the Advertisement; and
  - (ii) All statements made and information given by me in this application are true, complete and correct to the best of my knowledge and belief
  - (iii) I fulfill all the conditions of eligibility regarding age, educational/other qualifications and experience, etc prescribed, as on closing date of the receipt of applications for the post applied; and
  - (iv) In case my application is not received by RDSDE within the stipulated date due to postal delay or any reason, RDSDE will not be responsible for such delay.
  
2. I fully understand that in the event of any information or part of being found false or incorrect before and after the interview or appointment, action can be taken against me by RDSDE and my candidature/ appointment shall automatically stand cancelled/terminated.

(Name & Signature of the Applicant)

Date :  
Place :

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**CERTIFICATE**  
(For use of forwarding office)

1. It is certified that;
  - (i) The applicant fulfills the eligibility criteria given in the advertisement
  - (ii) There is no vigilance/administrative case either pending or contemplated against the applicant; and
  - (iii) No major/ minor penalty has been imposed on the applicant during the last 05 years. (In case any penalty was imposed, the details thereof may please be given)
  
2. Duly attested copies of APARs/ ACRs of the applicant, for the last five years, are enclosed herewith.
  
- 3.
  
4. On Selection of Shri/Smt ..... for the post of Upper Division Clerk/Accountant in RDSDE on deputation, he/ she will be relieved at the earliest.

(Signature of the Forwarding Officer)

Date:

Name :

Place:

Designation :

Seal :