

F.No. A-12034/2/2022-Admn
Office of the Principal Scientific Adviser
to the Government of India

328, Vigyan Bhawan Annexe
Maulana Azad Road
New Delhi, the 9th May, 2024

VACANCY CIRCULAR

Subject: Recruitment to the post of Senior Technical Staff and Technical Staff in the Office of Principal Scientific Adviser to Government of India on contract basis.

An Empowered Technology Group (ETG) under the chairmanship of the Principal Scientific Adviser to the Government of India was constituted in February, 2020. The ETG is mandated to advise the Government in respect of (i) technology policy (ii) R&D priorities, direction and investments and (iii) technology aspects of procurement process and induction. To service the ETG Secretariat, this Office is looking for technical manpower on short term contract basis initially for a period of 1 year, extendable upto a period of two years subject to the satisfactory annual performance review. The details of the post are as under:

S.No.	Name of post*	Number of posts	Specialisation/ Area of Work	Remuneration
1	Senior Technical Staff	1	Energy	In the range of ₹1,20,000/- to ₹1,45,000/- per month depending on the experience and qualification of the candidate selected.
2	Senior Technical Staff	1	Critical Technology and Security	
3	Technical Staff	2	Science Technology, Engineering or Mathematics fields	In the range of ₹80,000/- to ₹1,45,000/- per month depending on the experience and qualification of the candidate selected.

***Candidates appointed on contract basis would not be entitled for residential accommodation, official transport, leave encashment or any other allowances/facilities as admissible to a regular government employee. Leave rules applicable to a regular Government employee will not be applicable to a contractual appointee. However, a contractual appointee will be entitled to 8 days leave on pro rata basis in a calendar year.**

2. The number of posts to be filled may vary. This office reserves the right to fill vacancies arising subsequent to this advertisement under this recruitment process till the validity date of the panel of recommended candidates in the main list or waiting list. This office also reserves the right to cancel the recruitment without assigning any reason.

3. Essential Educational Qualification:

- a. **Senior Technical Staff:** A minimum of Master's Degree in Science, Technology, Engineering or Mathematics Field.
- b. **Technical Staff:** A minimum of Bachelor's Degree in Science, Technology, Engineering or Mathematics Fields.

4. Experience:

- a. **Senior Technical Staff:** At least 6 years of experience in industry, academia, research, policy making and other related expertise in the relevant areas.

Vikas Sankh

- b. **Technical Staff:** At least 3 years of experience in areas of technology, development or formation, appraisal, execution/ implementation, research, monitoring, evaluation of policy, program or projects.
5. **Upper Age Limit:** -
- a. **Senior Technical Staff:** 45 years (as on date of Vacancy Circular)
- b. **Technical Staff:** 35 years (as on date of Vacancy Circular)
6. **Period of Contract:** - Initially for a period of 1 year, which may be extended for the 2nd year, depending on the requirement and periodic assessment of the work done. The engagement may be terminated at any time during the tenure, with a prior notice of one month, based on the recommendations of the Competent Authority. The Senior Technical Staff / Technical Staff may also resign with a prior notice of one month.
7. **Crucial Dates:** -
The crucial date for determining the eligibility will be the date of this Vacancy Circular. Crucial date for receipt of application in the office of PSA is 30 days from the date of this vacancy circular. The applications are to be addressed to Deputy Secretary (Admn.), Office of PSA, Room No. 328, Vigyan Bhawan Annexe, Maulana Azad Road, New Delhi-110011.
8. **Job Description-** Please see Annexure-I
9. **Mode of Application:** - Applicant shall apply separately for different posts in the prescribed form at Annexure –II along with supporting documents related to Education Qualification, Experience etc.
10. **Screening /Selection Committee:** -
All the applications will be scrutinized by a Screening Committee constituted for the purpose.
Selection shall be made by the Selection Committee after holding a personal interaction with the candidates shortlisted by the Screening Committee.
11. **Power to Relax:** - Where the Competent Authority is of the opinion that it is necessary or expedient so to do, by order, and for reasons to be recorded in writing, relax any of the provisions of this Vacancy Circular with respect to any class or category of persons.

Note: Incomplete application or application without supporting documents or Advance application or application received after the last date will be summarily rejected and no communication will be made/entertained in this regard.


(Vikas Srivastava)

Deputy Secretary to the Govt. of India
Tel: 011-23022010

To

- 1) The Technical Team, O/o PSA with the request to upload the Vacancy Circular on the website of the Office of PSA to Govt. of India, Official 'X' (Twitter) account and LinkedIN profile
- 2) Staff Officer to the PSA
- 3) OSD to Sc. Secretary

JOB DESCRIPTION

The Senior Technical Staff and Technical Staff will be talented individual(s) with a great background in technical and policy making. The pool will be used by the Directors of the project specific assignments which would include, but not limited to, the following: -

SENIOR TECHNICAL STAFF:

1. Preparation of policy papers and research briefs relating to the latest technological developments in the areas important for national interests.
2. Scanning reports, preparation of specialized databases, including patent and commercial databases to prepare scientific advisory note in any technical subject.
3. Interaction with the Members of the Consultative Groups and other committees for expert advice and specific inputs as necessary.
4. Coordination of taking up of policy studies and special studies as required by the office of the PSA from time to time.
5. Coordination of meetings of panels and Consultative Groups created by the Office of PSA towards implementing specific tasks/projects, preparation of minutes and follow up of action plans.
6. Facilitating preparation of specialized databases towards robust data in identified sectors.
7. Coordinating activities related to implementation of projects under the Synergy Programme of the Office of PSA.
8. Any other matter as assigned by the Scientific Secretary/Senior Scientists.

TECHNICAL STAFF:

1. Specific Ministry/ Department coordination on R&D, policy and procurement.
2. Creation of specific technology roadmaps for indigenous development.
3. Managing public and private collaborations on specific technologies.
4. Analyzing R&D proposals from various Govt. Ministries/Departments and preparing briefs for the ETG members.
5. Supporting the ETG in the creation of an innovation index for evaluating various Govt. Ministries/Departments in terms of innovation.

ANNEXURE-II**APPLICATION FOR THE POST OF SENIOR TECHNICAL STAFF AND TECHNICAL STAFF
(Contractual Basis) IN OFFICE OF THE PRINCIPAL SCIENTIFIC ADVISER TO THE
GOVERNMENT OF INDIA**

1.	Name & Address (in Block Letters)		AFFIX COLORED PASSPORT SIZE PHOTOGRAPH (NOT MORE THAN THREE MONTHS OLD)			
	Tel No./Mobile No.					
	Post applied for					
	E-mail ID					
2.	Date of Birth (in Christian Era)					
3.	Educational Qualification					
	Degree/Certificate	University/Board	Main Subject	Month & Year of Passing	% Marks/ Division	
(i)						
(ii)						
(iii)	(add row if required)					
4.	Whether qualifications required for the post are satisfied (if any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)					
5.	Qualification/ Experience Required as mentioned in the advertisement/ vacancy circular	Qualification/experience possessed by the Candidate				
	Essential:	Desirable:				
6.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.					

7. Details of employment in chronological order: -

S. No.	Organization	Post Held	From	To	Nature of duties

8. Additional Information, if any, relevant to the post you applied for in support of your suitability for the post:

<ul style="list-style-type: none">i. additional academic qualificationsii. professional trainingiii. Work Experience over and above prescribed in the vacancy circular/ advertisement	
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9. Achievements: The candidates are requested to indicate information with regard to:

<ul style="list-style-type: none">i. Research publications and reports and special projectsii. Awards/Scholarships/Official Appreciation Affiliation with the professional bodies/institutions/societiesiii. Patents registered in own name or achieved for the organizationiv. Any research/innovative measure involving official recognitionv. Any other information <p>(Note: Enclose a separate sheet if the space is insufficient)</p>	
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I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualifications/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having bearing on my selection has been suppressed/withheld.

Place:

Date:

(Signature of the Candidate)
Address