

No. V(A)/17/1/Pers(R-1)/NTRO/2022-20096
Government of India
National Technical Research Organisation

Dated the 5th April 2023

Closing Date for receipt of application: 31.05.2023

Applications are invited from Indian Nationals for direct recruitment to the post of Analyst-A in National Technical Research Organisation (NTRO), a premier organisation under the Government of India.

2. The detailed description of the post, number of vacancies, eligibility criteria, permissible age relaxation beyond the upper age limit and other service conditions are given below: -

Name of the Post : Analyst-A		Description of the Post
Language	Vacancies*	
Burmese	3	Classification: General Central Civil Service, Group 'B' (Non-Gazetted, Non-Ministerial) Pay Scale: Level-7 of the Pay Matrix (Rs.44,900 -1,42,400) Allowances & other benefits: In addition to Basic pay, Dearness Allowance, House Rent Allowance, Transport Allowance, Special Security Allowance, Children Educational Allowance, Leave Travel Concession, Medical facilities, Central Government Employees Group Insurance Scheme, etc. as admissible to the Central Government employees.
Balochi	2	
Dhivehi (Maldives)	1	
Dzonkha	1	
Nepali	2	
Pashto	2	
Persian / Dari	1	
Sinhala	2	
Tibetan	2	
Assamese	1	
Bangla	2	
Kashmiri	2	
Manipuri	1	
Nagamese	2	
Punjabi / Urdu	2	
Chinese	9	
Total	35	(Reservation applicable as per extant guidelines)
Age	Educational Qualification	
Not exceeding 30 years (Relaxable in accordance with instructions or orders issued by the Central Government) Note : The crucial date for determining the age shall be 31.05.2023 .	Essential : Bachelor's Degree with specified language as a subject from a recognized University, OR Bachelor's Degree in any discipline with: - (i) Two years Diploma in specified language, or (ii) Native Level Proficiency in specified language	

Note - For claiming native level proficiency in the specified language, an undertaking certified by a Gazetted officer of the Central / State Government is mandatory as per the format annexed.

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 05/04/2023

3. **SERVICE CONDITIONS:** The candidates appointed as Analyst-A are liable to serve throughout the territory of India.
4. **AGE RELAXATION:** Upper age limit is relaxable for Scheduled Caste (SC), Scheduled Tribe (ST), Other Backward Class (OBC), Ex-Servicemen and other special category candidates as per the instructions issued by the Central Government in this regard, from time to time, for appointment to the post under Government of India.
5. **SCHEME OF EXAMINATION:** The assessment of the candidates will be made on the basis of performance in two stages. The First Stage would be a Written Examination and Second Stage would be an Interview as per the details given below: -

STAGE-I : Written Examination		Duration	Maximum Marks
Paper-I	English Grammar/ Comprehension/ Essay & Precis etc. (50 marks)	02 Hours	100
	General Awareness / Reasoning / Quantitative Aptitude (50 marks)		
Paper-II	Language Proficiency Test Comprehension / translation of concerned language in English & vice-versa/Grammar etc.	02 Hours	100
STAGE-II : Interview			40
Note: The candidates who are shortlisted on the basis of their performance in Stage-I shall only be called for Stage-II.			

6. The desirous applicants are requested to go through the recruitment advertisement carefully and satisfy themselves about their suitability before applying for the post. A candidate fulfilling eligibility criteria is to submit only one application for the post, even if he/she possesses knowledge of more than one of the specified languages. Any cutting or overwriting in any part of the application form will render it liable to be rejected. **Candidates are, therefore, advised to take adequate care while filling up the application form. Do not leave any space provided or column, blank. Incomplete / unsigned and application without requisite certificates/documents will be rejected.**

7. The applications submitted through any other mode will not be accepted. Candidature of applicants shall be purely PROVISIONAL at all stages of the recruitment process, subject to his/her satisfying the prescribed eligibility conditions. If on verification at any time before or after examination/selection, it is found that the candidate does not fulfill any of the eligibility criteria, his/her candidature for the said examination shall be cancelled/rejected at any stage of the recruitment process without any notice and the candidate shall be liable to termination from service, if appointed.

8. **The last date for receipt of applications is 31.05.2023. Extension of the date, if any, will be notified for information of all on the website <https://ntro.gov.in>.** The Schedule of Stage-II (Interview) will be intimated to the shortlisted candidates in due course.

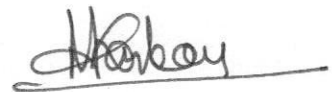


9. SELECTION PROCEDURES:

- (i) In the event of a large number of applications being received for any specified language, appropriate criteria would be adopted to short list such applicants to be called for the Written Test.
- (ii) Minimum qualifying marks in Stage-I (Written Examination) :-
 - (a) Paper-I (45% for UR, 40% for other categories).
 - (b) Paper-II (50% for UR, 45% for other categories).
- (c) Out of maximum 40 marks for Stage-II (Interview), minimum qualifying marks will be 45% marks for unreserved category and 35% marks for other category candidates.
- (d) Success in the examination confers no right of appointment unless Government is satisfied after such enquiry/verification, as may be considered necessary, that the candidate is suitable in all respects for appointment to the service/post.
- (e) The information furnished by the candidates at the time of filling up of application form will be verified with reference to their original documents subsequently. During such verification of documents, if any information furnished by the candidate at the time of online application/registration is found wrong/suppressed, his/her candidature will be cancelled/rejected forthwith. No appeal or representation against such cancellation/rejection of candidature will be entertained. The candidates must ensure that they have furnished correct information during the online application/registration.
- (f) The order of merit of the candidates will be based on total marks *i.e.*, their combined performance in Stage-I (Written Examination) and in Stage-II (Interview). In the event of tie in total marks of candidates, the order of their merit will be decided by applying following criteria, in chronological order, till the tie is resolved: -
 - (a) Marks in Stage-I.
 - (b) Marks in Stage-II.
 - (c) Date of birth, with older candidate to be placed higher.
 - (d) Alphabetical order in which the names of the candidates appear.
- (g) Mere selection will not entitle the candidate for appointment unless he/she is declared medically FIT to join the post.

10. IMPORTANT INSTRUCTIONS / INFORMATION:

- (i) Application Form (on A-4 size paper) is to be filled in **English CAPITAL (BLOCK) letters using Blue or Black ink only. The candidate is required to sign on each page of the Application Form and a recent passport size colour photograph is to be pasted at the space provided therein.**
- (ii) The envelope containing duly filled/completed Application Form (along with requisite self-attested certificates/documents) should be clearly superscribed as **"APPLICATION FOR THE POST OF ANALYST-A"** and sent through **SPEED POST or REGISTERED POST** addressed to **The Director (Establishment), National Technical Research Organisation, Block-III, Old JNU Campus, New Delhi -110067.**
- (iii) Candidates are advised to fill up their correct and active/valid "e-mail ID" and "mobile number" while filling up the application form.
- (iv) The crucial date for determining the age limit, essential qualification, certificates/testimonials, caste, category, etc., shall be the closing date of application (*i.e.* **31.05.2023**), which will remain unchanged even in the case of extension of the last date of receipt of applications.
- (v) The date of birth of the applicant will invariably be taken from the Matriculation/10th certificate issued by a recognised board. No other proof of date of birth shall be accepted.



- (vi) Essential Qualifications obtained through Open Universities/Distance education mode that are approved by DEC and wherever necessary, by AICTE, are recognized for the purpose of employment under Central Government vide Ministry of Human Resource Development Notification No. 44, dated 01.03.1995 published in the Gazette of India dated 08.04.1995 for the relevant period when the candidate acquired the relevant essential qualification.
- (vii) Candidates must ensure before applying for the post that he/she is eligible for the post in terms of age, qualification, etc. as laid down in this advertisement. If the information furnished by the candidate at the time of applying for the post is found to be incorrect at a later date, the candidate himself/herself will be solely responsible and his/her candidature is liable to be cancelled at any stage of recruitment process or terminated at any stage during his/her service.
- (viii) Candidates may fill up their respective category in the application form carefully. It is made clear that category once mentioned in the form shall **NOT** be changed in any circumstances. The candidate will have to produce the certificates issued by the Competent Authority in support of his/her claim at the time of verification of documents.
- (ix) **The candidates are required to attach CLEAR, COMPLETE & LEGIBLE self-attested photocopy the following documents along with their duly filled application form : -**
- Matriculation/10th Certificate from a recognised Board
 - Bachelor's Degree Certificate from a recognised university/institute
 - Two years Diploma in specified language (if applicable)
 - Undertaking, in prescribed format, certified by a Gazetted Officer of Central/State Government with official stamp (For claiming Native Level Proficiency in specified language)
 - Certificate for claiming benefit of SC/ST/OBC/EWS/Ex-Serviceman or other special categories (the specimen formats are available at <https://ntro.gov.in> website).
 - Candidates claiming benefit of OBC Category should ensure that they belong to OBC Category as per the notification of the Central Government meant for appointment to the posts under the Government of India (and not as per the notification of the State Government) and also that they DO NOT belong to the creamy layer. The candidate will have to produce the OBC certificate in the proforma available in the above-mentioned website. The certificate in any other proforma will not be accepted.
 - Govt. issued Photo Identity Card viz. Aadhar Card/PAN card/Passport/Voter Identity Card, etc.
 - No request for change in particulars furnished by the candidate while filling up the application shall be entertained.**
 - Consequent upon final selection, only the Roll Number of the selected candidates will be made available in the said website. However, no other details of the selection process will be available for general information. The candidates, who are empaneled for appointment after selection, will be intimated through e-mail / Speed Post for processing pre-appointment formalities viz. Medical Examination, Character & Antecedents Verification, etc.
 - Candidates who are already in Government Service should obtain "No objection Certificate" from the Competent Authority for applying for the post. Such "No objection Certificate" is required to be produced by him/her at the time of Interview, as and when called for.
 - No TA/DA shall be paid to the candidates for appearing in the Written Examination and/or Interview.

11. The National Technical Research Organisation reserves the right to cancel or withdraw the recruitment process at any stage without assigning any reason.

12. **CANVASSING:** Canvassing in any form will disqualify the applicant.

GOVERNMENT OF INDIA
NATIONAL TECHNICAL RESEARCH ORGANISATION

Paste self-attested
recent passport size
colour photograph

Note: Please fill in the form in English CAPITAL letters in BLUE or BLACK ink.

Application for the post of "ANALYST-A", Language Stream: _____

1. Name of the candidate	:																							
2. Nationality	:																							
3. Gender	:																							
4. Date of Birth	:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">Date</td> <td style="width: 5%;">d</td> <td style="width: 5%;">d</td> <td style="width: 10%;">Month</td> <td style="width: 5%;">m</td> <td style="width: 5%;">m</td> <td style="width: 10%;">Year</td> <td style="width: 5%;">y</td> <td style="width: 5%;">y</td> <td style="width: 5%;">y</td> <td style="width: 5%;">/</td> </tr> </table>	Date	d	d	Month	m	m	Year	y	y	y	/											
Date	d	d	Month	m	m	Year	y	y	y	/														
5. Address for correspondence	:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> <tr> <td style="width: 25%;">State</td> <td style="width: 25%;"></td> <td style="width: 25%;">PIN</td> <td style="width: 25%;"></td> </tr> </table>									State		PIN											
State		PIN																						
6. AADHAR / PAN No	:																							
7. Mobile No. (Mandatory)	:																							
8. Email ID (Mandatory)	:																							
9. Father's Name	:																							
10. Mother's Name	:																							
11. Religion	:																							
12. Category (Tick '✓' whichever is applicable)	:	<input type="checkbox"/> General <input type="checkbox"/> SC <input type="checkbox"/> ST <input type="checkbox"/> OBC <input type="checkbox"/> EWS <input type="checkbox"/> PwD <input type="checkbox"/> Ex-Serviceman <input type="checkbox"/> Central Government Employee																						
13. If Central Government Employee, please mention	:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 65%;">i. Date of joining Govt. Service</td> <td style="width: 5%;">d</td> <td style="width: 5%;">d</td> <td style="width: 5%;">/</td> <td style="width: 5%;">m</td> <td style="width: 5%;">m</td> <td style="width: 5%;">/</td> <td style="width: 5%;">y</td> <td style="width: 5%;">y</td> <td style="width: 5%;">y</td> <td style="width: 5%;">y</td> </tr> <tr> <td>ii. Post held</td> <td colspan="10"></td> </tr> </table>	i. Date of joining Govt. Service	d	d	/	m	m	/	y	y	y	y	ii. Post held										
i. Date of joining Govt. Service	d	d	/	m	m	/	y	y	y	y														
ii. Post held																								

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(Signature of the applicant)
Contd....P/2

14. If ex-serviceman, please specify length of Defence service (**Enclose copy of discharge book/ order**) :

Years			Months			Days		
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15. Marital Status :

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If married, Name of spouse :

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16. Educational qualifications from matriculation onwards. (Attach self-attested clear & legible photocopies of all the mark-sheets/ certificates) :-

Exam/ Degree passed	Board/ University	Duration of the Course		Subject Studied	Total marks obtained in percentage (%)
		From	To		

17. Whether possessing two years Diploma in specified language mentioned in Para- 2 of the advertisement. (If yes, please attach self-attested photocopy) : Yes / No

18. Details of present employment, if any

Department :

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Name of the post held :

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Pay Scale / Pay Level :

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Permanent/ Temporary/ Ad hoc. / On Contract :

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(Please mention whichever is applicable.)

DECLARATION

I hereby declare that:

- I have gone through the "detailed advertisement" **CAREFULLY** and shall abide by the same.
- The information filled in the application are true, complete and correct to the best of my knowledge and belief.
- I have submitted only one application for the post.
- I fulfil all the conditions of eligibility prescribed for the post applied for.
- I understand that in the event of any information found false/ incorrect/ suppressed or any ineligibility being detected before or after the written test/ interview/ selection my candidature for selection/ appointment is liable to be cancelled/ terminated and no correspondence will be entertained.

Place:
Date:

Signature of the applicant with date

UNDERTAKING FOR NATIVE LEVEL LANGUAGE PROFICIENCY

I hereby undertake that I am holding Bachelor's Degree and also possess Native Level Language Proficiency in _____ language, as per the eligibility criteria of educational qualification for direct recruitment to the grade of Analyst-A in National Technical Research Organisation, Government of India.

Place:

Date:

(Signature of the candidate)

I _____ (Name), _____ (Designation),
_____ (official address) certify that S/Shri _____
(name of candidate) possesses the requisite native level proficiency in _____
language.

(Signature of the Gazetted Officer of the Central / State Govt. with official stamp)