

## Details for the post of Chief Executive Officer & Project Director

<b>Designation:</b> Chief Executive Officer (CEO) & Project Director	<b>Location:</b> New Delhi
<b>Category:</b> Senior Level	<b>Pay Scale:</b> 37400-67000 (Pay fixation at appropriate level based on experience), G.P- 10,000/-
<b>Nature of Appointment:</b>	
1. Deputation from Central/State government/Union Territory upto project duration	
<b>Essential Qualification</b>	
1. First class Graduate from a recognized university	
<b>Desirable Qualification</b>	
1. M.B.A./PGDM from a recognized university/ institute or equivalent.	
<b>Age Limit and Experience</b>	
1. Not above 56 years 2. A competent senior government officer presently working in or empanelled for scale of (Rs.37400-67000) with G.P of 10,000/- and should be well versed with the policy environment of automotive sector in the country with atleast 15 years of experience in project management.	
<b>Emoluments &amp; Perks</b>	
Perks and other emoluments to be governed by DoPT OM No. 2/29/91-Estt (Pay II) dated 05.01.1994 (as revised from time to time).	
<b>Job Responsibility</b>	
<p>1. He/She shall prescribe the duties of all employees of the Society and shall exercise such supervision and disciplinary control as may be necessary in accordance with these rules. He/She shall also frame standing orders for general superintendence and functioning of the Society from time to time with the approval of the council.</p> <p>2. It shall be the function and the bounden duty of the Chief Executive Officer to exercise control and supervision over all activities of the Society, whether technical or non-technical. The Chief Executive Officer may assign/transfer/delegate any departmental function and the duties, whether technical or non-technical, to any employee of the Society appointed by him, as he/she may deem fit and proper and necessary.</p> <p>3. The Chief Executive Officer shall exercise his powers under the superintendence and control of the Council of the Society and subject to such directions as the Governing Council may give him from time to time.</p> <p>4. Subject to these rules, the Chief Executive Officer shall in all matters under his charge, have such administrative and other powers as may be given to him from time to time by the Governing Council of the Society.</p> <p>5. Chief Executive Officer shall exercise such financial powers as delegated to him by the Governing Council or the Project Implementation Board in consultation with the Government.</p> <p>6. Chief Executive Officer shall be the appointing authority for all employees of the Society. He/She will be ex-officio member secretary of the Governing Council also known as the Project Implementation Board.</p>	
<b>Note:</b>	
<p>1. Officers already on deputation under Central Staffing Scheme need not obtain cadre clearance from cadre controlling authority in terms of DoPTOM No. AB-14017/2/07-Estt. (RR) dated 29th February, 2008.</p> <p>2. Application with due vigilance clearance only may be forwarded through proper channel.</p> <p>3. Application should reach o this office by 25-12-2011 by 5:30 PM.</p>	



12. Experience: - (A brief bio-data is enclosed)

Sr. No.	Designation & Place of Posting	Brief listing of responsibilities	From	To	Duration (No. of years)	Please specify whether Auto-related or other; cadre or on deputation.
1						
2						
3						
4						
5						
6						

13. Present Designation, Place of Posting and Office Address:-

14. Present Scale of Pay and date of grant of /empanelment to the scale of Rs. 37400-67000/-:-

15. Details of awards, if any:-

16. Details of past penalties/warnings, if any:-

17. Self Certification and Declaration: I hereby certify and declare that:-

1. All statements made in this application form are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect, or ineligibility being detected before or after the interview/selection, my candidature may be cancelled and action can be taken against me.
2. I have read the provisions in advertisement carefully and I fulfill all the conditions of eligibility regarding age limits, educational qualifications etc. prescribed in the advertisement and other relevant rules and instructions.
3. I certify that there is no vigilance or any disciplinary proceedings pending against me.

Place:

Date:

SIGNATURE OF THE CANDIDATE  
(UNSIGNED APPLICATION WILL BE REJECTED)

Forwarded by the Controlling Officer

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(NOC and Verification of the details by the Cadre controlling authority)

The Cadre controlling authority hereby gives its No Objection to Shri/Smt/Ms.....for applying and being considered against the vacancy of Chief Executive Officer (CEO) & Project Director, NATRIP. Further, it is hereby certified that in the event of the officer being selected for the said post, he/she shall be spared and relieved for taking up the assignment on deputation basis. In addition, the particulars furnished by the candidate as above are certified as being correct and true as per official records. It is also certified that there is no vigilance case or any disciplinary proceedings pending against the official. Past record of the officer as well as details of ACRs for the past five years along with the attested copies of the same are also being enclosed.

Signature & Designation of the Cadre Controlling Authority  
Telephone Number:  
Office Seal:

**Appendix**

PAST RECORD OF THE OFFICIAL  
(TO BE FILLED IN BY THE CADRE CONTROLLING AUTHORITY)

1. Details of awards received by the officer, if any:-
2. Details of past disciplinary action/vigilance cases against the official, if any:-
3. Summary of ACRs for the past 5 years:-

Year	Overall Grading	Remarks, if any

**The photocopy of the above mentioned ACRs should be duly authenticated and enclosed with the application form.**

Signature & Designation of the Cadre Controlling Authority  
Telephone Number:  
Office Seal: