



**Eligibility criteria for the Post of Chief Executive Officer & Project Director  
to be filed on Deputation.**

<b>1. Post, Pay Scale &amp; Nature of Appointment</b>	
<b>Designation:</b> Chief Executive Officer & Project Director	<b>Number of the post: 1</b>
<b>Location:</b> New Delhi	
<b>PAY SCALE (Level): 14, as per 7<sup>th</sup> Pay Matrix</b>	
<b>2. Academic Qualification for incumbents competencies /skill</b>	
<b>Essential Qualification</b>	
First class Graduate form recognized university	
<b>Desirable Qualification</b>	
i. MBA/ PGDM for recognized university/ institution or equivalent.	
<b>Government Deputation:</b>	
i. Senior Govt. officer presently working in or empanelled for the Joint Secretary grade Level 14 (as per 7 <sup>th</sup> Pay Matrix).	
ii. Must be well versed with the policy environment of automotive sector and have experience of project management.	
iii. Perks & other emoluments to be governed by DOPT OM no 2/29/91-Estt (pay-II) dated 05.01.1994 (as revised time to time)	
<b>3. Age limit</b>	
Not above 56 years.	
<b>4. Post qualification Experience</b>	
<b>Essential</b>	
i. A competent senior government officer presently working in or empanelled for level 14 (as per 7 <sup>th</sup> Pay Matrix) and well versed with the policy environment of automotive sector in the country and with at least 15 years of experience.	
<b>5. Mode of Recruitment / Probation period/confirmation of Service</b>	
i. Only "Indian Citizens" shall be eligible to apply	
ii. The candidate for this post shall be appointed through a search cum selection committee after approval by Appointment Committee of Cabinet in the of DOPT.	
<b>6. Job Responsibility</b>	
i. 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.	
ii. 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 and non-technical. The Chief Executive Officer may assign/transfer/delegate any departmental function and the duties, whether technical and non-technical, to any employee of the society appointed by him, as he/she may deem fit and proper and necessary.	
iii. 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.	
iv. Subject to these rules, the Chief Executive Officer shall in all matters under his	



charge, have such administrative and the other powers as may be given to him from time to time by the Governing Council of the Society.

- v. 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.
- vi. 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.

**Note**

1. Application in the prescribed Performa should be forwarded through proper channel to *Sr. Administrative Officer, National Automotive Testing and R&D Infrastructure Project (NATRIP), 3<sup>rd</sup> Floor, NBCC Place, Pragati Vihar, Lodhi Road, New Delhi-110003*, within 6 weeks from the date of publishing.
2. Application received after the last date or without the complete documents, will not be considered.

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**APPLICATION FORM**

(Form should be filled in Block letters in English)

Please affix recent self attested photograph of self

Name of the post: Chief Executive Officer & Project Director

1. CANDIDATE'S NAME

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2. Father/ Husband Name

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3. Date of Birth:

Date

Month

Year

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4. Age: as on date of publication of vacancy

Years

Months

Days

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5. Gender:

Male

Female

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6. Nationality:

Indian

Other

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7. Write complete mailing address with contact no and email ID:-

Street Address-1:	
Street Address-2:	
Town:	
State:	Pin Code:
Email ID:1	
Email ID: 2	
Mobile No:	Telephone No:

8. Educational/Professional Qualification in reverse chronological order upto 10<sup>th</sup> std. onwards:-

Educational/Professional Qualification	Year of Passing	Grade/ % Marks	Division	Name of Board/ University

9. Computer Literacy: Details

10. Languages Known:

11. Experience:- (A brief bio-data may enclosed)

Sr. No.	Designation & Place of posting	Brief listing of responsibilities*	From	To	Duration ( No. of years, Month)

*\* If responsibilities included automotive related, then please mention specifically.*

12. Present Designation and Office Address:-

13. Present scale of pay and date of grant of/ empanelment to the level 14 (as per CCS Rule 2016):-

14. Details of awards, if any:-

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

16. 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.

Date:

SIGNATURE OF THE CANDIDATE

Place:

(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 & Project Director, NATRIP. Further, it is hereby certified that in the event of the office 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 records 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: