

No. Admn./10/2021-NRA  
Government of India  
National Recruitment Agency  
(An Autonomous body set up under DoPT)

Jeevan Bharati Building, New Delhi  
Dated the 12<sup>th</sup> April, 2022

To,

The Joint Secretaries (Admn.) of Ministries/Departments of the Central Govt.  
(As per standard List)

**Subject: Filling up of certain posts in the National Recruitment Agency (NRA)  
HQ on deputation basis.**

Madam/Sir,

As you may be aware, National Recruitment Agency (NRA) is an autonomous body set up under Department of Personnel & Training, Government of India to conduct a Common Eligibility Test (CET) to shortlist candidates for vacancies of Group 'B' Non-Gazetted posts, Group 'B' Gazetted posts, which are exempted from consultation with UPSC; Group 'C' posts in the Government and equivalent posts (where no such classifications exist) in instrumentalities of the Government, through a computer-based online Tier-I examination. More details on NRA may kindly be perused in NRA e-Book on the website of DoPT.

2. I would like to kindly inform you that NRA has invited applications for filling up of certain posts in its Headquarters (HQ) at New Delhi on deputation/foreign service terms basis. A copy of Vacancy Circular dated 31.03.2022 in this regard, uploaded on the website of DoPT ([https://vuao.nic.in/Uploads/nra1\\_compressedYcDvl.pdf](https://vuao.nic.in/Uploads/nra1_compressedYcDvl.pdf)), is enclosed herewith for ready reference.

4. It is requested that the same may kindly be given wide publicity in your Ministry/Department as well as its attached/subordinate offices.

Yours faithfully,



(Hemant K. Patil)

Director

Tel. No.: 011-21401743

Email: [diradmn-nra@gov.in](mailto:diradmn-nra@gov.in)

No. Admn./10/2021-NRA  
National Recruitment Agency  
Government of India  
(An Autonomous Body set up under DoPT)

New Delhi, Dated 31<sup>st</sup> March, 2022

**Advertisement for Filling up posts on deputation**

**Subject:** Filling up of posts in the National Recruitment Agency (NRA) HQ on deputation basis.

National Recruitment Agency (NRA) is an autonomous body set up under Department of Personnel & Training, Government of India to conduct a Common Eligibility Test (CET) to shortlist candidates for vacancies of Group 'B' Non-Gazetted posts, Group 'B' Gazetted posts, which are exempted from consultation with UPSC; Group 'C' posts in the Government and equivalent posts (where no such classifications exist) in instrumentalities of the Government, through a computer-based online Tier-I examination. More details on NRA is available in NRA e-Book on the website of DoPT (<https://dopt.gov.in>).

2. NRA invites applications for filling up of following posts in its Headquarters (HQ) at New Delhi on deputation/foreign service terms basis:

Name of the Post & Pay Band/Level	Qualification/Requirements	No. of post(s)
Director (IT Solutions)  (Rs. 123100-215900)  (Level-13)  OR  Deputy Secretary (IT Solutions)  (Rs.78800-209200)  (Level 12)	<b>Essential:</b> Bachelor's degree in Computer Science/ Electronics/IT or any equivalent degree and 1. Officers holding analogous posts in Central Government or Autonomous Organizations or Central Public Sector Enterprises or Universities or Judicial Institutions or other Central Government Institutions, etc.; OR 2. Officers with 5 years' service in the grade rendered after appointment thereto on regular basis in the pay band of Rs.78800-209200 (Level 12) of such services as mentioned in (1) above for Director (IT Solutions); OR 3. Officers with 5 years' service in the grade rendered after appointment thereto on regular basis in the pay band of Rs. 67700-208700 (Level 11) of such services as mentioned in (1) above for Deputy Secretary (IT Solutions);  <b>Desirable:</b> 1. Having 3 years' experience in the areas of IT Solutions/database/IT Security, etc.;	01
Deputy Director (Controller of Examination)  (Rs. 67700-208700)  (Level-11)	<b>Essential:</b> Bachelor's degree in any discipline or any equivalent degree and 1. Officers holding analogous posts in Central Government or Autonomous Organizations or Central Public Sector Enterprises or Universities or Judicial Institutions or other Central Government Institutions, etc.; OR 2. Officers with 5 years' service in the grade rendered after appointment thereto on regular basis in the pay band of Rs.56100-177500 (Level 10) of such services as mentioned in (1) above; OR	01

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	<p>3. Officers with 6 years' service in the grade rendered after appointment thereto on regular basis in the pay band of Rs.53100-167800 (Level 9) of such services as mentioned in (1) above;</p> <p><b>Desirable:</b> Having 3 years' experience in the areas of examination management, conduct of examination, etc.;</p>	
<p>Deputy Director (IT Solutions) (Rs. 67700-208700) (Level-11)</p>	<p><b>Essential:</b> Bachelor's degree in Computer Science/ Electronics/IT or any equivalent degree and</p> <ol style="list-style-type: none"> <li>1. Officers holding analogous posts in Central Government or Autonomous Organizations or Central Public Sector Enterprises or Universities or Judicial Institutions or other Central Government Institutions, etc.; OR</li> <li>2. Officers with 5 years' service in the grade rendered after appointment thereto on regular basis in the pay band of Rs.56100-177500 (Level 10) of such services as mentioned in (1) above; OR</li> <li>3. Officers with 6 years' service in the grade rendered after appointment thereto on regular basis in the pay band of Rs.53100-167800 (Level 9) of such services as mentioned in (1) above;</li> </ol> <p><b>Desirable:</b> Having 3 years' experience in the areas of IT Solutions/database/IT Security, etc.;</p>	01
<p>Deputy Director (Administration) (Rs. 67700-208700) (Level-11)</p>	<p><b>Essential:</b> Bachelor's degree in any discipline or any equivalent degree and</p> <ol style="list-style-type: none"> <li>1. Officers holding analogous posts in Central Government or Autonomous Organizations or Central Public Sector Enterprises or Universities or Judicial Institutions or other Central Government Institutions, etc.; OR</li> <li>2. Officers with 5 years' service in the grade rendered after appointment thereto on regular basis in the pay band of Rs.56100-177500 (Level 10) of such services as mentioned in (1) above; OR</li> <li>3. Officers with 6 years' experience in the grade rendered after appointment thereto on regular basis in the pay band of Rs.53100-167800 (Level 9) of such services as mentioned in (1) above;</li> </ol> <p><b>Desirable:</b> Having 3 years' experience in the area of General Administration</p>	01
<p>Deputy Director (Finance &amp; Accounts) (Rs. 67700-208700) (Level-11)</p>	<p><b>Essential:</b> Bachelor's degree in Economics/Commerce/ Business Administration with finance and accounts and</p> <ol style="list-style-type: none"> <li>1. Officers holding analogous posts in Central Government or Autonomous Organizations or Central Public Sector Enterprises or Universities or Judicial Institutions or other Central Government Institutions, etc.; OR</li> <li>2. Officers with 5 years' service in the grade rendered after appointment thereto on regular basis in the pay band of Rs.56100-177500 (Level 10) of such services as mentioned in (1) above; OR</li> </ol>	01

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	<p>3. Officers with 6 years' experience in the grade rendered after appointment thereto on regular basis in the pay band of Rs.53100-167800 (Level 9) of such services as mentioned in (1) above;</p> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. CA/CS/Cost Accountant or any equivalent degree considered useful by the Selection Committee;</li> <li>2. Having 3 years' experience in the areas of Finance, accounts, audit including double entry book keeping;</li> </ol>	
<p>Senior PPS (Rs.78800-209200) (Level-12)</p>	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. Officers holding analogous posts in Central Government or Autonomous Organizations or Central Public Sector Enterprises or Universities or Judicial Institutions or other Central Government Institutions, etc.; OR</li> <li>2. Officers with 5 years' service in the grade rendered after appointment thereto on regular basis in the pay band of Rs. 67700-208700 (Level 11) of such services as mentioned in (1) above;</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. Bachelor's degree in any discipline or equivalent degree;</li> <li>2. 5 years' experience of having worked with senior officers of Central Government or Autonomous Organizations or Central Public Sector Enterprises or Universities or Judicial Institutions, etc.</li> </ol>	01
<p>PPS (Rs. 67700-208700) (Level-11)</p>	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. Officers holding analogous posts in Central Government or Autonomous Organizations or Central Public Sector Enterprises or Universities or Judicial Institutions or other Central Government Institutions, etc.; OR</li> <li>2. Officers with 5 years' service in the grade rendered after appointment thereto on regular basis in the pay band of Rs. 56100-177500 (Level 10) of such services as mentioned in (1) above;</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. Bachelor's degree in any discipline or equivalent degree;</li> <li>2. 3 years' experience of having worked with senior officers of Central Government or Autonomous Organizations or Central Public Sector Enterprises or Universities or Judicial Institutions, etc.</li> </ol>	01
<p>Stenographer Grade 'C' (English) (Rs. 44900-142400) (Level-7)</p>	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. Stenographers/Personal Assistants holding analogous posts in Central Government or Autonomous Organizations or Central Public Sector Enterprises or Universities or Judicial Institutions or other Central Government Institutions, etc.; OR</li> <li>2. Stenographers with 5 years of regular service in the pay band of Rs. 35400-112400 (Level 6);</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. Graduate from a recognized University;</li> <li>2. Knowledge of working on computer using MS office, power point, etc.</li> </ol>	04

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<p>Executives (ASO) (Rs. 44900-142400) (Level-7)</p>	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. Officers holding analogous posts in Central Government or Autonomous Organizations or Central Public Sector Enterprises, or Universities or Judicial Institutions or other Central Government Institutions, etc.; OR</li> <li>2. Officers with 5 years of regular service in the pay band of Rs. 35400-112400 (Level 6);</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. Bachelor degree/diploma from a recognized University/Institute;</li> <li>2. Candidates having 2 years' experience in the specialized field for the corresponding nature of job, such as General Administration, Finance, Procurement, examination management, etc. will be given preference.</li> </ol>	<p>12*</p>
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\*General Admn. – 4, Finance & Accounts -2, Examinations – 2, IT Solutions – 2, Procurement/GeM – 2.

2. The appointment will be made on deputation on foreign service terms basis initially for a period of three years and will be governed by the instructions issued by DoPT vide OM No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010 and as amended from time to time. The maximum age limit for appointment on deputation basis shall not exceed 56 years as on last date of receipt of application. NRA also reserves the right not to fill up any posts indicated above.

3. Apart from Basic Pay, the posts carry DA, HRA and Transport Allowance etc. as per the rates applicable to the Central Government Employees from time to time. The fixation of Pay/Deputation (Duty) Allowance shall be governed by instructions issued by DoPT vide OM No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010 and as amended from time to time.

4. It is requested that the application in the prescribed pro-forma (Annexure-I), along with all necessary documents, i.e. vigilance/cadre clearance, integrity certificate, No penalty certificate for the last ten years and up-to-date ACRs/APARs for the last five years, etc. and 'Certificate from the Employer' may be sent to this office, through proper channel, by 31<sup>st</sup> May, 2022. Any form of conditional forwarding from the employer or applications received without the prescribed documents and 'Certificate of Employer' will be summarily rejected.

5. The application, complete in all respects, along with relevant documents (in soft copy only), may be sent by email to:

The Director (Admn.),  
National Recruitment Agency,  
New Delhi.  
Email: [diradmn-nra@gov.in](mailto:diradmn-nra@gov.in)

  
(Vinod Kumar)  
Deputy Director  
Email: [contact-nra@gov.in](mailto:contact-nra@gov.in)

**FORMAT OF APPLICATION FOR POSTING IN NRA**

<p>Copy of passport size photograph to be pasted here</p>
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1.	Name in Full (IN BLOCK LETTERS)					
2.	Post Applied For (Separate applications are to be sent for different posts)					
3.	Date of Birth (DD/MM/YYYY)					
4.	Date of superannuation (DD/MM/YYYY)					
5.	Service to which you belong					
6.	Status of your present employer (Pl. specify whether Central Govt./ State Govt./Autonomous/ Statutory Body/ PSU/ University/ Judicial Institution/others)					
7.	Initial date of appointment in Govt. service					
8.	Office address with Telephone No.					
9.	Residential Address with Telephone No.					
10.	Present post held, along with Pay Level and present Basic Pay/ Pay Scale/Pay Band and Grade Pay of the post held					
11.	Educational Qualification (Matric onwards):					
	Exam Passed	Name of University / Institute / Board	Year of Passing	Duration of Course	Subjects	Percentage of Marks (Pl. mention Distinction, if any)



12.	Please state clearly whether in the light of entries made below, you met the requisite Essential Educational and other qualifications required for the post are satisfied (If any qualification has been treated as equivalent to the one prescribed in the rule, state the authority for the same						
<b>Qualification/Experience required as per advertisement</b>				<b>Qualification/Experience possessed by the applicant</b>			
<b>Essential:</b>				<b>Essential:</b>			
A) Qualification				A) Qualification			
B) Experience				B) Experience			
<b>Desirable</b>				<b>Desirable</b>			
A) Qualification				A) Qualification			
B) Experience				B) Experience			
13.	Details of employment in chronological order) If needed, enclose a separate sheet duly authenticated by your signature in the format given below):						
	Name of Office/Instt./ Organisations	Post Held (Designation)	Period of service		Nature of Appointment (Regular/ Ad-hoc/ Deputation)	Scale of Pay i.e. Pay Level/ Pay Band and Grade Pay#	Nature of Duties
			From	To			
14.	<b>Details of experience:</b>						
15.	Nature of present employment i.e. Permanent / Ad-hoc / Temporary)						

16.	In case the present employment is held on deputation, please state: a) The date of initial appointment. b) Period of appointment with address c) Name of the parent office /organization.	
17.	Details of training undergone:	
18.	Details of proficiency in computer:	
19.	Any other information, applicant wants to furnish:	
20.	Please state briefly how you find yourself best suitable for the post applied for:	

I have carefully gone through the vacancy circular / advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post. It is also certified that the information furnished above is correct and true to the best of my knowledge. In the event of my selection I shall abide by the terms and conditions of services attached to the post.

Place:-

Signature:

Date:-

Name:

\_\_\_\_\_



**(Certificate to be furnished by the Employer/Head of office/Forwarding authority)**

Certified that the information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in vacancy circular. If selected, he/she will be relieved immediately.

2. It is also certified:-

- (i) That there is no vigilance/disciplinary case or criminal case pending or contemplated against Shri/Smt./Ms. \_\_\_\_\_
- (ii) That his/her integrity is certified
- (iii) That his/her CR/APAR dossier in original is enclosed/photocopies of the ACRs/APAR for the last five years duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed.
- (iv) That no major/minor penalty has been imposed on him/her during that last ten years or A list of major/minor penalties imposed on him/her during the last ten years is enclosed (as the case may be).
- (v) That the cadre controlling authority has no objection to the consideration of the applicant for the post mentioned in this advertisement.

Signature \_\_\_\_\_

Name and Designation \_\_\_\_\_

Tel.

No. \_\_\_\_\_

Office Seal

Place:

Date:

List of enclosures:

- 1.
- 2.
- 3.
- 4.
- 5.