



भारत सरकार/ Government of India
अंतरिक्ष विभाग/ Department of Space
भारतीय राष्ट्रीय अंतरिक्ष संवर्धन एवं प्राधिकरण केंद्र
Indian National Space Promotion and Authorization Centre (IN-SPACE)
अहमदाबाद Ahmedabad – 380058

ADVERTISEMENT NO: IN-SPACE: 01:2024
INVITES APPLICATIONS FOR LATERAL RECRUITMENT OF
DEPUTY DIRECTORS, ASSISTANT DIRECTORS, & SECTION OFFICERS ON
CONTRACT BASIS
(Through the website https://www.inspace.gov.in/inspace?id=inspace_recruitment_page)

1. Indian National Space Promotion & Authorization Centre (IN-SPACE) is an independent Nodal agency in Department of Space (DoS) for promotion, facilitation and authorization of Space activities by Non-Government Private Entities (NGPEs).

2. IN-SPACE invites applications for the posts of **Deputy Directors/ Assistant Directors/Section Officers** under lateral Recruitment, at its Directorates viz., Technical Directorate, Program Management & Authorization Directorate & Promotion Directorate; and for the posts of **Deputy Directors/ Assistant Directors/Section Officers** in the Legal Directorate/Administration. Talented and motivated Indian Nationals working in private sector companies, consultancy organizations, academia & international/multinational organizations etc., and willing to contribute towards expanding space activities in the country are encouraged to apply. **Note: Government employees are NOT eligible to apply.**

3. The period of contract will be of 03 years (extendable to 05 years subject to need and satisfactory performance).

4. **Last date** for receipt of Application: **02.09.2024**

5. Details of Posts

(Post No. 1) Deputy Director – Student/ Academia Outreach (Level 13/13 A) (1 Post – UR) in the Directorate of Promotion at Bengaluru or Ahmedabad.

ESSENTIAL QUALIFICATIONS:

(A) Educational: B.E. / B.Tech. OR M.Sc. with minimum 65% marks or 6.84 CGPA from a recognized University OR equivalent qualification. **Desirable Educational Qualification:** MBA /equivalent in Marketing / Business Economics / Commerce / equivalent.

(B) Experience: Minimum 12 years' experience in technical/ operational/ project management at senior/ middle level. Must have excellent communication & writing skills for project reports, proposals, other documents. **Desirable Experience:** Some exposure to space sector and handling of student/private industry outreach.

JOB DESCRIPTION: The candidate will be responsible for the following activities: (i) identifying opportunities for students/industry in end-to-end space activities; (ii) developing programs / initiatives / schemes for promoting space start-up eco-systems in the country; (iii) organizing activities to enable & promote the participation of NGPEs and students in the field of space; (iv) establishing a mechanism to handhold start-ups in terms of technical & financial assistance for the initial period; (v) identifying global

opportunities for Indian companies/students, Indian opportunities for global companies and facilitating their participation (vi) planning student competitions/hackathons to promote space culture among students and preparing them to take up career in space technology (vii) preparing space technology education curriculum for universities and institutions.

(Post No. 2) Deputy Director – Coordination (Level 13) (1 Post – UR) in the Office of the Chairman, IN-SPACe.

ESSENTIAL QUALIFICATIONS:

(A) Educational: Post-graduate or Graduate Degree in Business Management/ Science streams with minimum 65% or 6.84 CGPA from a recognized University.

(B) Experience: Minimum 12 (twelve) years' work experience, with at least 4 years working directly with CXO, in project management/partnerships/ developmental agency/ global corporate expertise at middle level management. Candidates should have some exposure to space sector, and strong research, interpersonal, organizational, relationship management, and demonstrated cross-functional collaboration skills; experience in preparing policy briefs, policy analysis, research reports and stakeholder management; strong presentation skills with expertise in Microsoft Office; ability to work in a challenging environment, on multiple projects, and strict timelines; and strong commitment to accuracy and professionalism. **Candidate must be ready to travel within India as per the requirement.**

JOB DESCRIPTION: The candidate will be responsible for the following activities: (i) providing insights, information, and strategic inputs to support IN-SPACe; (ii) planning IN-SPACe's board meetings in coordination with the Chairman and Members; (iii) preparing agendas, attending meetings, and transcribing correspondence; (iv) providing support to IN-SPACe in preparing documents, presentations and analysis reports and liaising with stakeholders ; (v) ensuring consistent messaging to all stakeholders aligned with the strategic mandate of IN-SPACe (vi) conducting/organising annual goal-setting exercises for IN-SPACe.

(Post No. 3) Deputy Director – Legal (Level 13) (1 post – UR) in Legal Directorate at **Ahmedabad.**

Essential Educational Qualification & Experience: (i) Master's degree in Law with specialization in the field of **International Law/Commercial law/Space Law** from a recognised University; (ii) a minimum of 14 years of post qualification professional experience, as legal practitioner OR as law officer/legal officer in government/public sector/reputed private sector organization/law firms of repute OR a combination of the above. The post qualification experience should include at least 8 years of experience in the field of international law or law of international organisations. The candidate should be experienced in handling matters pertaining to international law/commercial issues/arbitration/ constitutional law/service matters; or in teaching or conduction or guiding research in law. **Desirable Qualification:** Doctorate in International Law/Commercial Law/Space Law.

JOB DESCRIPTION: The candidate will be responsible for the following activities: (i) framing regulations under space related laws and submitting for approval of IN-SPACe's Board; (ii) liaising with government ministries/ departments in legal matters; (iii) conducting due diligence and background checks of applicants for grant of license; (iv) assessing company backgrounds, their compliance with statutory norms, legal implications etc. (v) providing legal inputs to the Board in case of disputes such as those arising out of grant/denial of license; (vi) strategizing and handling disputes/litigation related to liabilities arising out of licensed space activities; (vii) strategizing and handling legal actions against deviations/ violations of license conditions; (viii) developing methodologies and mechanisms for assessing and evaluating the IN-SPACe proposals from the legal point of view; (ix) drafting of legal documents.

(Post No. 4) Deputy Director – Decadal Vision Implementation (Level 13) (1 Post – UR) in the Office of the Promotion Directorate at Ahmedabad.

ESSENTIAL QUALIFICATIONS:

(A) Educational: Bachelor of Engineering OR Master of Science along with MBA in Marketing / Business Economics / Commerce / Industrial Relations OR equivalent qualification with minimum 65% marks or CGPA 6.84/10 from a recognized University. **Desirable Educational Qualification:** Post Graduate Degree in Strategic Studies OR equivalent.

(B) EXPERIENCE: Minimum 12 years' experience at (i) Middle-level Manager in National Level Projects / Programmes or in coordinating Business Promotion activities. (OR) (ii) Teaching in Marketing / Business Economics / Commerce/Strategy subjects. Technical/ operational/ project management expertise as senior/ middle level (Level 12/11 or higher) in organizing space related activities/program etc. **Desirable Experience:** The candidate should have demonstrated handling of global and/or Indian space activities; experience of interaction with various government departments. Prior experience in space related activities will be given preference. Additionally, candidate must have excellent communication, analytical & writing skills viz. project reports, proposals, skill development etc. Proven track record of successful stakeholder engagement and collaboration viz. industry or academia.

JOB DESCRIPTION: The candidate will be responsible for the following activities: (i) interfacing with all the stakeholders in the government and private sector for implementation of Decadal Vision & strategy for space sector; (ii) identifying opportunities for students/industry in end-to-end space activities; (iii) developing programmes / initiatives / schemes for estimating space economy; (iv) organising activities to enable & promote the participation of NGPEs in the field of space; (v) establishing a mechanism to handhold start-ups in terms of technical & financial assistance for the initial period; (vi) identifying global opportunities for Indian companies/students, Indian opportunities for global companies and facilitate participation.

(Post No. 5) Assistant Director – International Outreach (Level 11/12) (1 Post – UR) in Directorate of Promotion at Bengaluru or Ahmedabad.

ESSENTIAL QUALIFICATIONS:

(A) EDUCATIONAL: B.E. / B. Tech. OR M.Sc. with minimum 65% marks or 6.84 CGPA from a recognized University OR equivalent qualification. **Desirable Educational Qualification:** MBA /equivalent in Marketing / Business Economics / Commerce / equivalent.

(B) EXPERIENCE: Minimum 4 years' experience at (i) Middle-level Manager in Projects / Programmes or in coordinating Business Promotion activities. (OR) (ii) Teaching in Marketing / Business Economics / Commerce subjects. Must have excellent communication & writing skills for project reports, proposals, other documents. **Desirable Experience:** Some international exposure and exposure to space sector, handling of student/private industry outreach.

JOB DESCRIPTION: The candidate will be responsible for the following activities: (i) identifying opportunities for industry in end-to-end space activities; (ii) developing programmes / initiatives / schemes for promoting space start-up eco-systems in the country; (iii) organizing activities to enable & promote the participation of NGPEs in the field of space; (iv) establishing a mechanism to handhold start-ups in terms of technical & financial assistance for the initial period; (v) identifying global opportunities for Indian companies, Indian opportunities for global companies and facilitate participation.

(Post No. 6) Assistant Director – Digital Platform Services (Level 11/12) (1 Posts – UR) in Directorate of Promotion at Bengaluru or Ahmedabad.

ESSENTIAL QUALIFICATIONS:

(A) EDUCATIONAL: B.E. / B.Tech. in Computer Science / Information Technology (IT) and allied branches or equivalent qualification in first class with an aggregate minimum of 65% marks or 6.84 CGPA from a recognized University. **Desirable Qualification:** M. Tech. in Computer Science or equivalent.

(B) EXPERIENCE: Minimum 4 years' experience in technical/ operational expertise at middle level in executing software projects. Expertise in HTML5, CSS, Bootstrap, AJAX Practice & REST / SOAP Web Services. Expertise in JavaScript Coding & familiar in minimum one JavaScript Framework like React JS or Angular JS. Familiar with Object Oriented Programming Concept. Expertise in mobile application development. Proficient in Agile development and Software Development Lifecycle. Experience of building cloud-based platform using micro services. Working knowledge of relational database. Experience in designing & developing scalable web applications. Must have Excellent communication & writing skills – project reports, proposals, other documents. **Desirable experience:** Drive process optimization, efficiency & productivity using automation. Knowledge of AI/ Machine Learning. Familiar with Web Security practices. Strong analytical, communication (both written and verbal) & presentation skills. Should have understanding of the space sector. Strong interpersonal skills.

JOB DESCRIPTION: The candidate will be responsible for the following activities: (i) generating additional software requirements and development of new modules of IN-SPACE Digital Platform (IDP) and updating existing features; (ii) identifying, prioritizing and executing tasks in the software development life cycle; (iii) understanding the processes & design flowcharts in driving automation at IN-SPACE; (iv) following software development standards and processes; (v) automating tasks through appropriate tools and scripting; (vi) performing validation and verification; (vii) understanding debugging tools & techniques and providing technical assistance against any software bugs encountered during testing of different versions of IN-SPACE Digital Platform (IDP); (viii) ensuring scalability & performance of the system; documenting and monitoring IDP performance; (ix) collaborating with team members to brainstorm and continuously enhance IDP in terms of intuitiveness, simplicity and robustness.

(Post No. 7) Assistant Director – Computer Networking & IT Infrastructure (Level 11/12) (1 Post – UR) in Directorate of Promotion at Ahmedabad.

ESSENTIAL QUALIFICATIONS:

(A) EDUCATIONAL: B.E / B.Tech. in Computer Science / Information Technology (IT) and allied branches or equivalent qualification in first class with an aggregate minimum of 65% marks or 6.84 CGPA from a Recognized University. **Desirable Qualification:** M. Tech. in Computer Science or equivalent.

(B) EXPERIENCE: Minimum 4 years' experience at Middle-level in Designing, Configuring & Upkeeping IT Infrastructure including IT Security devices & Networking. Expertise in monitoring, diagnostic and analytics tools. Strong understanding of Networking protocols. Must have excellent communication & writing skills in bringing out installation & configuration reports, proposals, other documents. **Desirable experience:** Familiar with IT Security practices. Drive process optimization, efficiency & productivity using automation. Strong analytical, communication (both written and verbal) & presentation skills. Strong interpersonal skills.

JOB DESCRIPTION: The candidate will be responsible for the following activities: (i) designing, configuration and upkeep of IN-SPACE IT Infrastructure & Network; (ii) configuring switchers, routers, firewalls, load balancers, VPN, QoS etc., and monitoring IT Infrastructure & network engineering performance and ensure system availability & reliability; (iii) designing and configuring security tools, policies and procedures, adherence and compliance to IT Policy, change management procedures and approvals; (iv) maintenance & upkeep of the systems and services including service installation of service packs, patches, fixes, security configurations etc. (v) IT support and troubleshooting to resolve issues. (vi) monitoring system resources utilization and capacity planning. (vii) liaising with IT vendors for problem resolution.

(Post No. 8) Assistant Director – Decadal Vision Implementation (Level 11/12) (1 Post – UR) in Directorate of Promotion at Ahmedabad.

ESSENTIAL QUALIFICATIONS:

(A) EDUCATIONAL: Bachelor of Engineering OR Master of Science, with minimum 65% marks or CGPA 6.84/10 from a recognized University OR equivalent qualification. **Desirable Qualification:** MBA in Marketing / Business Economics / Commerce / Industrial Relations OR equivalent. Post Graduate Degree in strategic studies OR equivalent.

(B) EXPERIENCE: Minimum 4 years' experience at (i) Middle-level Manager in National Level Projects / Programmes or in coordinating Business Promotion activities. (OR) (ii) Teaching in Marketing / Business Economics / Commerce/Strategy subjects. Technical/ operational/ project management expertise as senior/ middle level in organizing student/academia activities etc. Must have excellent communication & writing skills – project reports, proposals, other documents. Additionally, candidate must have excellent communication, analytical & writing skills viz. project reports, proposals, skill development etc. **Desirable Experience:** The candidate should have demonstrated handling of global and/or Indian space activities; should have experience of interaction with various government departments. Proven track record of successful stakeholder engagement and collaboration viz. industry or academia.

JOB DESCRIPTION: The candidate will be responsible for the following activities: (i) implementation of Decadal Vision & Strategy for space sector, in the identified areas; (ii) Identifying opportunities for students/industry in end-to-end Space activities; (iii) developing programmes / initiatives / schemes for estimating space economy; (iv) Organising activities to enable & promote the participation of NGPEs in the field of space; (v) establishing a mechanism to handhold start-ups in terms of technical & financial assistance for the initial period; (vi) identifying global opportunities for Indian companies/students, Indian opportunities for global companies and facilitating participation.

(Post No. 9) Deputy/ Assistant Director – Industry Outreach (Applications) (Level 13/12) (1 Post – UR) in Office of Promotion Directorate at Bengaluru or Ahmedabad.

ESSENTIAL QUALIFICATIONS:

(A) EDUCATIONAL Bachelor of Engineering OR Master of Science OR MBA, with minimum 65% marks or CGPA 6.84/10 from a recognized University OR equivalent qualification. **Desirable Qualification:** MBA /equivalent in Marketing / Business Economics / Commerce / Industrial Relations / equivalent.

(B) EXPERIENCE: Minimum 12 years' experience for Deputy Director and 08 Years for Assistant Director out of which at least 04 years' working experience should be in Space Applications Area as (i) Senior Project Manager / Middle-level Manager in National Level Projects / Programs or in coordinating Business Promotion activities. (OR) (ii) Teaching in Marketing / Business Economics / Commerce subjects. Must have excellent communication & writing skills – project reports, proposals, other documents.

Desirable Experience: Good exposure to space sector and should have demonstrated handling of student/private industry outreach preferable in space sector.

JOB DESCRIPTION: The candidate will be responsible for the following activities: (i) Identifying opportunities for students/industry in end-to-end space activities; (ii) developing programmes / initiatives / schemes for promoting space start-up eco-systems in the country; (iii) organising activities to enable & promote the participation of NGPEs in the field of space; (iv) establishing a mechanism to handhold start-ups in terms of technical & financial assistance for the initial period; (v) identifying global opportunities for Indian companies/students, Indian opportunities for global companies and facilitating participation.

(Post No. 10) Assistant Director – Earth Observation Application (Level 11/12) (2 Posts – UR) in Directorate of Program Management and Authorization & Technical Directorate at Ahmedabad.

ESSENTIAL QUALIFICATIONS:

(A) EDUCATIONAL: M. Sc. / M. Tech. or Equivalent in Physics/ Remote Sensing/ GIS/ Remote Sensing & GIS/ Geoinformatics/ Geomatics/ Geospatial Technology / Spatial Information Technology or other allied disciplines with minimum 65% or 6.84 CGPA from a recognized University. **Desirable Qualification:** Ph. D in above mentioned allied disciplines from a recognized University.

(B) EXPERIENCE: Minimum 04 years' working experience in relevant area for Level 11 and 08 years for Level 12 out of which at least 04 years' working experience should be in Technical/ operational/ project management expertise in Space Applications Area. Ph. D candidates will be eligible for 2 years exemption in the experience. Applicants should have good communication & writing skills. **Desirable Working experience** in the field of satellite/ aerial based earth observation/ remote sensing applications, handling of Earth Observation imagery/ data, Bhuvan, photogrammetry, generating user specific products, APIs, GIS, etc. in the areas of forestry/ geoscience/ land use/ oceanography/ agriculture/ cartography/ geospatial applications/SAR/Microwave Remote sensing etc.

JOB DESCRIPTION: The candidate will be responsible for the following activities: (i) enabling, supervising & authorizing space related activities by NGPEs; (ii) interfacing with NGPE applicants; (iii) managing and supervising the activities of NGPEs and ensuring the timely clearance of applications/proposals; (iv) coordination with ISRO, DoS and other government departments/ministries; (v) assessment and evaluation of proposals from NGPEs (vi) preparing reports and documents on domain activity.

(Post No. 11) Assistant Director – Satellite Earth Station & Ground Segment (Level 11/12) (1 Post – UR) in Directorate of Program Management and Authorization at Ahmedabad.

ESSENTIAL QUALIFICATIONS:

(A) EDUCATIONAL: B.E. / B.Tech. in Electrical, Electronics, Electronics and Communication, Aerospace, Control Systems or other allied disciplines or M.Sc. in Electronics, IT or equivalent with minimum 65% or 6.84 CGPA from a recognized University. **Desirable Qualification:** M.E. / M. Tech/MS/Ph.D. in communications systems/ Micro-waves/ RF/ Satellite communication or equivalent in the above allied disciplines from a recognized University.

(B) EXPERIENCE: Technical/ operational/ project management expertise in satellite communication; earth station systems/subsystems development, installations or operations; telemetry, tracking & command of satellites; etc. M.E./M. Tech. or equivalent with minimum 02 years/06 years' working experience in relevant area or B.E./B. Tech. with minimum 04/08 years' working experience in relevant

area for Level 11 and Level 12, respectively. Applicants should have good communication & writing skills.

Desirable Experience: System engineering of the earth stations; RF and antenna systems; RF Link design and analysis; spacecraft operations; earth station/ VSATs operations and installations; LEO/MEO constellation communication, terrestrial system technologies such as 5G, 6G, etc.

JOB DESCRIPTION: The candidate will be responsible for the following activities: (i) enabling, supervising & authorizing space related activities by NGPEs, (ii) design and development of the Earth Station. (iii) exposure to the working and operations of an Earth Station and VSATs; (iv) assessment of Earth Station requirements of NGPEs; (v) assessment and evaluation of proposals with respect to technical requirements, infrastructure capability, technical maturity and quality requirements; (vi) ensuring compliance of the Earth Station to the ITU radio Regulations; (vii) coordination with other government departments/ministries; (viii) preparing report and document on domain activity.

(Post No. 12) Assistant Director – Legal (Level 11) (1 post – UR) in the Legal Directorate at Ahmedabad.

ESSENTIAL QUALIFICATIONS:

(A) EDUCATIONAL: (i) Bachelor's Degree in Law with minimum 60% marks or 6.32 CGPA from a recognised University. (ii) Must have completed at least one course on Space law.

(B) EXPERIENCE: Minimum work experience of 06 years in the field of Law required. **Desirable:** CA/CS, LLM in the field of Commercial Law/International Law/Space Law; Experience in the field of Commercial Law/ Space Law; experience in working as a Company Secretary in a corporate environment; experience in conducting audits, reviews, or assessments of corporate governance, compliance, and secretarial practices.

JOB DESCRIPTION: The candidate will be responsible for the following activities: (i) framing regulations under space related laws and submitting for approval of IN-SPACE's Board; (ii) liaising with government ministries/ departments in legal matters; (iii) conducting due diligence and background checks of applicants for grant of license; (iv) assessing company backgrounds, their compliance with statutory norms, legal implications etc. (v) providing legal inputs to the Board in case of disputes such as those arising out of grant/denial of license; (vi) strategizing and handling disputes/litigation related to liabilities arising out of licensed space activities; (vii) strategizing and handling legal actions against deviations/ violations of license conditions; (viii) developing methodologies and mechanisms for assessing and evaluating the IN-SPACE proposals from the legal point of view; (ix) drafting of legal documents. (x) verification and examination of the applications received by IN-SPACE from NGPEs including, as may be required, compliance with RBI guidelines, SEBI guidelines, FEMA, Stock Exchange Listing guidelines, Companies Act, Income Tax Act, FDI guidelines and any other relevant laws; (xi) assessing company backgrounds, compliance aspects of statutory norms, legal implications etc.; verification and examination of the applications received by IN-SPACE from applicant companies, including their financial credentials, shareholding pattern, significant beneficiary ownership, IT returns, and GST returns, MOA, AOA, etc., in order to assess the credentials and capability of the applicant to execute the space activities for which an application is submitted to IN-SPACE;

(Post No. 13) Section Officer – Legal (Level 8) (1 posts – UR) in Legal Directorate at Ahmedabad.

ESSENTIAL QUALIFICATIONS:

(A) EDUCATIONAL: Degree in Law with 1st Class from recognised University or equivalent.

Desirable: LLM in the field of Commercial Law/International Law/Space Law.

(B) EXPERIENCE: Minimum 4 years of post-qualification professional experience as a legal practitioner OR as Law Officer/Legal Officer in Government/public sector/reputed private sector organization/law firms of repute OR combination of the above. The experience should be in handling matters pertaining to international law/commercial issues/arbitration/legal issues/constitutional law/service matters; or in teaching or conducting or guiding research in law.

JOB DESCRIPTION: To assist Deputy/Assistant Director (Legal) in all legal matters.

(Post No. 14) Section Officer – Administration (Level 8) (1 posts – UR) in the Office of the Chairman, IN-SPACE at Ahmedabad.

ESSENTIAL QUALIFICATIONS:

(A) EDUCATIONAL: MBA with 1st class from a recognized University with working knowledge of computers.

(B) EXPERIENCE: Must have a minimum of 6 years post qualification experience in Administration and Secretarial work in Government Department/Universities/Autonomous Bodies/PSUs/Educational institution recognized by the Government OR at least three years post-qualification experience working as Senior Assistant/Assistant/Personal Assistant in a Governmental Department/Universities/Autonomous Bodies/PSUs/Educational Institution recognized by the Government. Must have excellent communication & writing skills for reports, proposals, other documents. **Desirable:** Master's degree in Public Administration is desirable.

JOB DESCRIPTION: To support office of Chairman, IN-SPACE and Deputy Director (Coordination).

Note: The Job Description given is indicative. The appointees are liable to discharge any other task(s) as duly assigned, in addition to those indicated in the Job Description for all the Posts.

6. Upper Age Limit: 45 years for Deputy Director, 40 years for Assistant Director, 50 years for Deputy Director (legal), 40 years for Assistant Director (legal), 30 years for Section Officer and 38 years for Section Officer (Administration) as on the closing date of applications.

7. PAY LEVELS

Pay Levels: Equivalent to **Level – 13 /13 A** of the Pay Matrix (7th CPC) for Deputy Director, **Level – 11/12** for Assistant Directors, **Level – 11** for Assistant Director – Legal and **Level – 8** for Section Officer, Legal/Administration.

The pay will be fixed at the pay level in the Pay Matrix as per 7th CPC including Dearness Allowance, Transport Allowance & House Rent Allowance in present level). Approximate minimum gross salary would be as under:

Deputy Director	-	Rs. 2,46,780/per month (Level 13 A)
		Rs. 2,32,380/per month (Level 13)
Assistant Director	-	Rs. 1,52,640/per month (Level 12)
		Rs. 1,32,660/per month (Level 11)
Section Officer	-	Rs. 91,080/per month (Level 8)

However, deserving candidates may be placed at an appropriate level higher than the minimum within the scale of pay. From second year onwards, lateral entrants would also be eligible for PRIS @ 25% of Basic Pay based on fulfilment of eligibility criteria for the same viz. minimum attendance, performance assessment etc.

(Any upward change in the remuneration structure will be applied prospectively. Other benefits may apply.)

8. **Eligibility conditions**

Persons working at comparable levels in Private Sector Companies, Consultancies, International / Multinational organizations / Law Firms / Academia etc.

9. **COMPARABLE LEVEL for Contractual Appointment**

The comparable level for Contractual Appointment is as under: -

- Applicant for the post of Deputy Director must have a minimum gross salary/CTC of Rs. 21 lakhs per year during any of the financial years 2023-24 or 2022-23 as per Form – 16/ITR (or pay slip in the absence of Form – 16/ITR).
- Applicant for the post of Assistant Director must have a minimum gross salary/CTC of Rs. 13 lakhs per year during any of the financial years 2023-24 or 2022-23 as per Form – 16/ITR (or pay slip in the absence of Form – 16/ITR).
- Applicant for the post of Section Officer must have a minimum gross salary/CTC of Rs. 09 lakhs per year during any of the financial years 2023-24 or 2022-23 as per Form – 16/ITR (or pay slip in the absence of Form – 16/ITR).

10. **HOW TO APPLY:**

- i) All applicants shall submit their applications along with supporting documents/certificates, in pdf format, through IN-SPACE digital platform (IDP) at https://www.inspace.gov.in/inspace?id=inspace_recruitment_page.
- ii) Applicants may scan documents in 200 dpi grey scale ensuring that the scanned documents are legible when a printout is taken. The following documents are to be attached: -
 - a) Copy of Matriculation/10th Standard or equivalent certificate indicating date of birth.
 - b) Copy of Degree / Diploma Certificates in proof of educational qualifications claimed, along with Consolidated Mark Sheet.
 - c) Order/ letter in respect of equivalent Educational Qualifications claimed, indicating the Authority (with number and date) under which it has been so treated, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement.
 - d) For experience **to the extent possible**, up-to-date and full Experience Certificate, unambiguously indicating the nature of duties, dates and duration of experience, level/position, responsibilities etc. issued by the employer may be forwarded. In case, the submitted documents do not convincingly support the claim made, the application **may** be rejected.

- e) Appointment letters, office orders, transfer orders, resignation letters, pay certificates, service certificates, posting orders, affidavits and the certificates attested by the Applicants themselves or self-employment certificates are normally not considered as proof of experience. However, if the candidate is unable to submit experience certificate in the given format, any document unambiguously indicating the experience, nature of duties and the period claimed may be submitted and it would be considered on merit.
 - f) Documentary support for any other claim(s) made.
- iii) Applicants who wish to apply for more than one post should apply separately for each post.

11. INSTRUCTIONS

- a. **Minimum Essential Qualifications:** All applicants must fulfil the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess at least the essential qualifications as laid down for various posts. No enquiry asking for advice as to eligibility will be entertained.

NOTE - I: The prescribed essential qualifications are the minimum eligibility criteria for the post. However, the mere possession of the same does not entitle an Applicant to be called for an interview.

NOTE – II: Ph. D candidates will be eligible for 2 years exemption in the experience.

- b. **Mode of Selection: Interview**

The minimum level of suitability in the interview will be 50 (Fifty) marks out of total marks of 100 (Hundred).

NOTE - I: In the event of the department receiving a large number of applications, shortlisting criteria to restrict the number of applicants to be called for an interview to a reasonable number by any one or more of the following methods will be adopted:

- (i) On the basis of desirable qualifications (DQ). (Any one or combination of two or more or all DQs, if more than one DQ is prescribed).
- (ii) On the basis of higher experience in the relevant field than the minimum prescribed in the advertisement.
- (iii) On the basis of higher relevant educational qualifications than the minimum prescribed in the advertisement.
- (iv) If the number of applications is huge, IN-SPACe reserves the right to shortlist candidates based on screening. Candidates will be shortlisted by a Screening Committee, if required.

The applicant should, therefore, mention all his/her relevant qualifications and experience in the application and ensure that the information is correct in all respects.

- c. The period of experience rendered by a candidate on part time basis, daily wages, visiting/guest faculty etc. will not be reckoned as valid experience.

- d. Applicants should bring originals of all certificates and testimonials, in support of the details furnished in the application, at the time of the interview. In the event of failure to do so or any ambiguity therein, the Applicant shall not be interviewed.
- e. Call letter for interview conveys no assurance whatsoever of selection. No TA/DA is payable for attending interview.
- f. The results of selection will be notified on the website https://www.inspace.gov.in/inspace?id=inspace_recruitment_page. No correspondence in this regard will be entertained.
- g. Canvassing in any form will disqualify the candidate.
- h. Submission of any false information or suppression of any material information shall entail cancellation of candidature apart from such other action as may be taken under law.
- i. **No claim for subsequent permanent employment will be entertained.**
- j. The number of vacancies indicated is provisional. IN-SPACe reserves the right to increase/decrease the number of vacancies, as per the requirement.
- k. IN-SPACe reserves the right not to fill up all or any of the posts, if it so desires.
- l. All these positions have transferability at Ahmedabad or Bangalore.

12. OTHER CONDITIONS

- a. All Applicants should submit their applications directly to the IN-SPACe Digital Platform (IDP) at https://www.inspace.gov.in/inspace?id=inspace_recruitment_page
- b. Applicants are advised to fill their correct and active e-mail address in the application as all further correspondence will be made through e-mail only. Applicants are also advised to regularly check their registered e-mail ID. Interview schedule will be sent to the registered email-ID and will also be posted on the website of IN-SPACe - https://www.inspace.gov.in/inspace?id=inspace_recruitment_page. Any plea of non-receipt of such intimation so sent/posted will not be entertained.
- c. Applicants will be short-listed for interview only on the basis of the information provided by them in their application(s). Documents submitted in support of the application will be examined only if the applicant is prima facie eligible for the post on the basis of information regarding qualifications and experience claimed in the application. Hence, applicants must ensure that all information provided in the application is true. If at the time of interview or any subsequent stage, any information given by them or any claim made by them in their applications is found to be false, their candidature is liable to be rejected and if appointed, such appointment is liable to be terminated.
- d. Date of birth mentioned in online application is final. No subsequent request for change of date of birth will be considered or granted.

- e. Applicants must be in sound health. They must, if selected, be prepared to undergo such medical examination and satisfy such medical authority as the Government may require.
- f. All appointees shall be deemed to be public servants for the purpose of the Central Civil Services (Conduct) Rules, 1964 and such other statutes as notified by the Government from time to time.
- g. The appointees on contract basis would not be entitled to residential accommodation, official transport, leave encashment or any such allowances/facilities as granted to regular government employees.
- h. The appointment on contract basis is liable to be terminated by either side with a minimum notice period of 3 months in writing.
