

**JOB DESCRIPTION FOR THE POST OF DEPUTY DIRECTOR (GAD)**

1. Name of the Post : Deputy Director (General Administrative Division)
2. Status : Group 'A' Gazetted
3. Scale of pay : ` 10000-325-15200  
[revised PB-3/ ` 15600-39100, Grade pay ` 6600]
4. Eligibility : Officers under the Central Government :
  - I.(a)(i) Holding analogous post on regular basis; or
    - (ii) with five years regular service in the posts in the pre revised scale of ` 8000-13500 [revised PB-3/ ` 15600-39100, Grade pay ` 5400] or equivalent; or
    - (iii) with eight years regular service in the posts in the pre revised scale of ` 6500-10500 [revised PB-2/ ` 9300-34800, Grade pay ` 4600] or equivalent; and
  - (b) Possessing five years experience of administration, establishment and accounts matters.
5. Age limit : The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.
6. Duties attached to the post : The officer should possess administrative experience knowledge and actual application of various administrative and financial rules/regulations of Government. He/She should have practical experience of the exercise of administrative and financial powers. He/She should be familiar with the policies and programmes of the development of Micro, Small & Medium Enterprises Developmental Organisation and capable of holding independent charge of an office.
7. Period of deputation : Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/ Department of the Central Government shall ordinarily not exceeding three years.
8. Location of the post : New Delhi. However, the officers selected are liable to be posted /transferred any where in India.