



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

ADVERTISEMENT NO: IN-SPACE: 04:2025
INVITES APPLICATIONS FOR LATERAL RECRUITMENT OF
DEPUTY DIRECTOR ON SHORT TERM CONTRACT BASIS
(Through the website <https://www.inspace.gov.in/inspace>)

Indian National Space Promotion & Authorization Centre (IN-SPACE) is an independent Nodal agency under Department of Space (DoS) for promotion and authorization of Space activities and usage of DOS owned facilities by Non-Government Private Entities (NGPEs).

2. IN-SPACE invites applications for the post of **Deputy Director (Co-Ordination)** under lateral Recruitment, at Office of Chairman, IN-SPACE, Ahmedabad. Talented and motivated Indian Nationals working in recognized research institutes, private sector companies, consultancy organizations, international/multinational organizations etc., and willing to contribute towards expanding the Space activities in the country are encouraged to apply.

3. The period of the contract will be of 03 years.

4. Pay Levels: Equivalent to **Level – 13** of the Pay Matrix (7th CPC) for Deputy Director, **Last Date** for receipt of Application: **15.08.2025**. Note: Government employees are **NOT** eligible to apply.

5. Details of Posts

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

ESSENTIAL QUALIFICATION: (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 with strong research, interpersonal, organizational, coordination, 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, multiple projects, and strict timelines. Strong commitment to accuracy and professionalism. Ability to work amid strict deadlines and on multiple projects. **Candidate must be ready to travel across India along with Chairman, IN-SPACE as per the requirement.** **JOB DESCRIPTION:**

(i) To provide insights, information, and strategic inputs to support IN-SPACE on Space Sector. (ii) Plan IN-SPACE board meetings in coordination with the Chairman and Members. (iii) Prepare agendas, attend meetings, and transcribe correspondence. (iv) Provide support to IN-SPACE in generating documents, presentational materials, analysis reports and liaising services as deemed necessary by IN-SPACE. (v) Ensuring consistent messaging to all stakeholders aligned with the strategic mandate of the Organization. (vi) Instrumental in cascading & alignment of the mandate of IN-SPACE through annual goal-setting exercises. (vii) Participating in IN-SPACE technical reviews and provide technical insight and summary to Chairman, IN-SPACE.

Note: The Job description given above 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 the Post.

6. Upper Age Limit: 45 years as on 01.01.2025.

7. PAY LEVELS

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

Deputy Director - Rs. 2,38,895/per month (Level 13)

However, IN-SPACe reserves its right to place deserving appointees at an appropriate level within the scale of pay.

(Any upward change in the remuneration structure will be applied prospectively)

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. 26 lakhs per year during any of the financial years 2024-25 or 2023-24 as per Form – 16/ITR (or pay slip in the absence of Form – 16/ITR).

10. HOW TO APPLY:

- i) 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>.
- ii) Applicants may scan 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 marksheet.
 - 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, 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 is liable to be rejected.

e) Similarly, applicants who have claimed relevant experience but the experience certificate attached in support of that is not for the entire duration claimed or do not support the claim made would be rejected. Only the time period of relevant experience for which experience certificate has been submitted would be considered.

f) 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.

g) Documentary support for any other claim(s) made.

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 and the mere possession of the same does not entitle an applicant to be called for Interview.

b. **Mode of Selection: Interview**

The minimum level of suitability in interview will be 50 (fifty) marks out of total marks of 100 (hundred)

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

- (i) On the basis of higher Experience in the relevant field than the minimum prescribed in the advertisement.
- (ii) On the basis of higher relevant Educational Qualifications than the minimum prescribed in the advertisement.

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 Interview. In the event of failure to do so or any ambiguity therein, the Applicant shall not be interviewed.
- e. Call letter for interview convey no assurance whatsoever of selection. No TA/DA is payable for attending interview.
- f. The results of selection will be notified in the website. 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.**

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>.
- 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 in the IN-SPACE Digital Platform (IDP). 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 claim made in the application will be examined only if the applicant is prima facie eligible to be shortlisted on the basis of information regarding qualifications and experience claimed in the application. The basis for shortlisting would be claims made in the application, documents supporting those claims and modalities & criteria adopted for shortlisting. 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 CCS (Conduct) Rules 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 admissible 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.

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