



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

No. IN-SPACE: ADMN: A.25 (5)

26<sup>th</sup> July, 2025

To

1. The Chief Secretaries,  
All State Governments
2. All Secretaries  
Ministries/Departments of Government of India
3. Director, VSSC/SAC/URSC/SDSC - SHAR/LPSC/NRSC/ISTRAC/MCF/  
ADRIN/IISU/LEOS/DECU/IIRS/IPRC/HSFC

Sir,

विषय/Sub: Filling up of posts of Assistant Section Officer in the Indian National Space Promotion and Authorization Centre (IN-SPACE), on Deputation basis - reg.

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It is proposed to fill up the four (4) positions of Assistant Section Officer in Level 7 of the Pay Matrix in Indian National Space Promotion and Authorisation Centre (IN-SPACE) on Deputation basis from the eligible employees working in the administrative areas in Central Govt/State Government or Union Territories or PSU or Universities of Recognized Research Institutions or Semin Government or Autonomous bodies & Statutory Organizations.

Post No.	Name of Post	Pay level in the pay matrix (7 <sup>th</sup> CPC)	Entity/ Directorate	No. of Vacant Post	Place of operation of post
1.	Assistant Section Officer	L-7	Admin	4	4 - Ahmedabad

2. The terms and conditions of deputation will be as contained in the DoP&T OM No. 6/8/2009-Estt. (Pay II) dated the 17.06.2010, as amended from time to time. The eligibility criteria and general terms and conditions are at **Annexure-A**.
3. In this connection, it is requested that the above requirement may be circulated in your respective Centre/Unit and applications may be called for from the eligible and willing employees in the enclosed proforma (**Annexure-B**). The applications along with their bio-data, attested copies of Annual Performance Assessment Reports (APAR) for the last five (05) years, work report for the past five (05) years and Vigilance Clearance Certificate may be forwarded to this Office by **25<sup>th</sup> August 2025**. Incomplete/late applications will not be considered and will be rejected summarily.

Deputy Director (P&GA)  
IN-SPACE Headquarters  
Department of Space  
Bopal-Shilaj Road  
Bopal, Ahmedabad  
Gujarat-380058

4. IN-SPACE reserves the right to increase/decrease the number of vacancies as per the need. IN-SPACE reserve the right to cancel the process or recruitment at any stage for the above post (s) without assigning any reason therefore.
5. This has approval of the Competent Authority.

(नितिना नागोरी, भा.रा.से. / Nitina Nagori, IRS)  
उप निदेशक (प्रशासन) / Deputy Director (Admin)

**Encl: As stated above**

**Copy to:**

- 1. Scientific Secretary, ISRO HQ**
- 2. Additional Secretary (P), DOS**
- 3. Director (AS), ISRO HQ**
- 4. Dy. Secretary (P&PS), DOS**

Mahabharti.in

**Terms and conditions and eligibility criteria for deputation**

**1. Age limit:**

Maximum age limit for deputation shall not exceed 56 years as on the last date of receipt of application.

**2. Tenure of Deputation:**

The period of deputation shall be 3 years which is extendable up to 5 years as per the extant orders on the subject. No further extension beyond the fifth year shall be considered. On repatriation, the officer will be posted to the Centre/Unit where the vacancy is available.

**3. Eligibility:**

Sl. No.	Name of Post	Eligibility
1	Assistant Section Officer	<p>(i) Holding analogous posts on regular basis at induction level (Level-7); OR</p> <p>(ii) Holding analogous post Level -7 with minimum of 6 years combined service in Level-4/Level-6 or Level-7; OR</p> <p>(iii) With 4 years' service in Level-6 of the Pay Matrix or equivalent in the parent cadre or department; OR</p> <p>(iv) With 10 years regular service in the grade rendered after appointment thereto on a regular basis in post in Level-4 in the pay matrix or equivalent in the parent cadre or department;</p> <p align="center"><b>AND</b></p> <p>Possessing the following educational qualification and experience: -</p> <p>a) Graduation from recognised University/ Institute; and</p> <p>b) Experience in the field of Administration</p>

**4. Pay:**

The Officer may elect to draw either the pay in the Level Matrix of deputation post or basic pay of the post he was holding in parent Department/Centre/Unit plus Deputation (Duty) Allowance, as applicable. The Officer has to exercise an option to this effect within **one month** of his /her joining IN-SPACE. The option once exercised shall be final.

Regulation of Pay, Deputation [Duty] Allowance, other allowances, tenure of deputation and other terms and conditions will be as per the DoPT OM No. 6/8/2009-Estt. (Pay II) dated 17.06.2010 read with OMs dated 17.02.2016 and 22.04.2016 and

DoPT OM No. 2/11/2017-Estt (Pay II) dated 24.11.2017 and, the terms and conditions set out in the referred OMs will apply *mutatis mutandis*, as amended from time to time.

## **5 Allowances:**

### **(i) Deputation Allowance:**

The deputation allowance shall be in accordance with the provisions contained in the DOP&T OM No. 6/8/2009-Estt (Pay 11) dated the 17.06.2010, as amended from time-to-time.

Following allowances will be regulated as per Government of India Orders:

- a. HRA/Transport Allowance
- b. Joining Time and Joining Time Pay
- c. Travelling Allowance and Transfer TA
- d. Children Education Allowance

### **(ii) Dearness Allowance:**

The Employee will be entitled to dearness allowance at the rates prevailing in the borrowing Entity or in the lending entity depending on whether he/she has opted to draw the pay in the ex-cadre post or the parent grade plus deputation allowance.

### **(iii) Performance Related Incentive Scheme (PRIS)**

The Officer will be eligible for Performance Related Incentive Scheme (PRIS) subject to fulfilment of eligibility conditions like minimum attendance, APAR grading, etc. As per the extant orders on the subject:

1. PRIS – Organizational Incentive
2. PRIS – Group Incentive

### **(iv) Launch Campaign Allowance**

The officer will be eligible for Launch Campaign Allowance as per the prevailing rules on the subject.

## **6 Leave and Pension Contribution**

During the period of deputation, the Officer will continue to be governed by the Leave Rules and Pension Rules of Government of India as applicable to him/her before such deputation to IN-SPACE.

## **7 Extra-ordinary pension/Gratuity**

This will be regulated in accordance with the Ministry of Finance (Department of Space) OM No. F.19(23)-E. V(A)/64 dated 02.08.1965 as amended from time to time.

## **8 LTC**

The officer will be entitled to Leave Travel Concession as applicable to Employees of Central Government.

**9 Medical Facility**

During the period of deputation, the officer and his/her dependent family members will be entitled to Contributory Health Service Scheme (CHSS) of Department of Space (DOS)

**10 Residential Accommodation**

The Officer will be entitled to residential accommodation according to the rules of Department of Space (DOS).

**11 Central Government Group Insurance Scheme**

The Officer will continue to be member of CGEGIS, 1980.

**12 Promotion during Deputation:**

In case, during the period of deputation, if the officer is offered promotion in his parent cadre, he/she may opt either to receive proforma promotion or an early repatriation to assume the charge of the regular vacant post at the place of vacancy.

**13 Premature reversion to parent Centre/Unit:**

Requests for premature repatriation (except in the case of promotion in the parent cadre) will not be entertained before completion of a minimum period of 3 years. For premature repatriation on very genuine grounds, a notice of not less than 3 months should be given.

**14 Miscellaneous**

On all matters that are not mentioned explicitly, the employee will be governed by the rules/regulations/orders of DOS/ISRO/Government of India as amended from time to time.

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**प्रपत्र/PROFORMA**

पासपोर्ट आकार  
का अपना  
नवीनतम रंगीन  
फोटो चिपकाएँ  
Affix your latest  
passport size  
colour  
photograph

1. Post applied for :
2. Contact Details
  - a) Name in Block Letters :
  - b) Address for Communication :
  - c) Email-ID :
  - d) Tel. No. And Mobile No. :
3. Date of Birth (in Christian Era) :
4. Date of retirement :
5. Educational qualifications and experience :
6. Details of employment, in chronological order :  
Enclose a separate sheet duly authenticated by  
Your signature, if the space below is insufficient

Office/ Institution	Post Held	From	To	Pay in pay matrix and level	Nature of duties (in details)

7. Additional information, if any, which you would like to mention in support of your suitability for the post.

This among other things may provide information with regard to:

- (a) Additional academic qualifications :
- (b) Professional training and :
- (c) Work experience over and above prescribed :

8. Whether belong to SC/ST :
9. Remarks :

The candidates may indicate information with regard to Official Appreciation and any other information relevant.

**हस्ताक्षर/Signature of the Candidate**

**स्थान/Place:**  
**दिनांक/Date:**