

Advertisement No : IN-SPACe:01:2022

Government of India

Department of Space

Indian National Space Promotion & Authorisation Centre (IN-SPACe)

Lateral Recruitment of **Deputy/Astt Director & Sr/Law Officer** on
Contract/Deputation basis

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

2. IN-SPACe invites applications for the posts of **Deputy Directors/ Assistant Directors** under Lateral Recruitment, at its Directorates viz., International Promotion, Project Management & Authorisation, Technical; and for the post of **Senior Law Officer/Law Officer** in the Legal Directorate. Talented and motivated Indian Nationals working in State Govt./UT cadres, Public Sector Undertakings (PSUs), Autonomous Bodies, Statutory Organisations, Universities, Recognised Research Institutes, Private Sector Companies, Consultancy Organisations, International/ Multinational Organisations etc, and willing to contribute towards expanding the Space activities in the Country are encouraged to apply.

3. The appointment will be on Deputation basis for employees of State Govt./UT cadres, PSUs etc and on Contract basis for persons from Private Sector Companies, Consultancies etc. Period of Deputation/ Contract will be 03 years (extendable to 05 years subject to need and satisfactory performance).

4. PAY Levels : **Level-13A/13** of the Pay Matrix (7th CPC) for Deputy Director, **Level-12/11** for Assistant Director and **Level-11/10** for Sr/Law Officer. **Last Date** for receipt of Application : **31.05.2022**. Note : Central Govt employees are **NOT** eligible to apply.

5. Details of Posts

- **(Post No. 1) Deputy / Assistant Director - International Promotion** (1 post - UR) in Directorate of Promotion at Bengaluru.
QUALIFICATION: (a) **EDUCATIONAL**: First Class **B Tech** with minimum 65% marks or CGPA 6.84/10 from a recognised University. **Desirable**: **MBA** /equivalent in Marketing / Business Economics / Commerce / International Relations/equivalent. (b) **EXPERIENCE**: Minimum 6 years' experience for Assistant Director and 12 years' experience for Deputy Director (10 years if possessing MBA/equivalent), as (i) Senior Project Manager / Middle-level Manager in **National Level Projects / Programmes** or in co-ordinating **International Promotional** activities. (OR) (ii) **Teaching** in Marketing / Business Economics / Commerce / International Relations subjects. **Desirable**: Some exposure to Space sector. JOB DESCRIPTION : To (i)

identify opportunities for Industry in end-to-end Space activities. (ii) develop programmes / initiatives / schemes for promoting Space start-up eco-systems in the Country. (iii) organise activities to enable & promote the participation of NGPEs in the field of Space. (iv) establish a mechanism to handhold start-ups in terms of technical & financial assistance for the initial period. (v) identify global opportunities for Indian companies, Indian opportunities for global companies and facilitate participation.

- **(Post No. 1A) Deputy / Assistant Director - Industry Outreach** (1 post - UR) in Directorate of Promotion at Bengaluru. QUALIFICATION: (a) **EDUCATIONAL:** First Class **B Tech** with minimum 65% marks or CGPA 6.84/10 from a recognised University. **Desirable: MBA** /equivalent in Marketing / Business Economics / Commerce / Industrial Relations / equivalent. (b) **EXPERIENCE:** Minimum 6 years' experience for Assistant Director and 12 years' experience for Deputy Director (10 years if possessing MBA/equivalent), as (i) Senior Project Manager / Middle-level Manager in **National Level Projects / Programmes** or in co-ordinating **Business Promotion** activities. (OR) (ii) **Teaching** in Marketing / Business Economics / Commerce subjects. **Desirable:** Some exposure to Space sector. JOB DESCRIPTION: same as for Post No: 1.

** Note : **Single application** may be submitted for Post Nos:1 & 1A.

- **(Post No. 2) Deputy / Assistant Director - Public Relations & Communication** (1 post - UR) in Directorate of Promotion at Bengaluru. QUALIFICATION: (a) **EDUCATIONAL:** Post Graduate Degree/ PG Diploma in Public Relations / Corporate Communication/ Marketing/ Journalism / Mass Communication /equivalent; with minimum 60% marks or CGPA 6.32/10; from a recognised University. (b) **EXPERIENCE:** Minimum 6 years' experience for Assistant Director and 12 years' experience for Deputy Director, as (i) Senior Project Manager / Middle-level Manager in **National Level Projects / Programmes** or in co-ordinating **Business Promotion** activities in marketing. (OR) (ii) **Teaching** in Mass Communication / Journalism / Public Relations subjects. JOB DESCRIPTION: (i) planning Publicity strategies, Campaigns & PR activities. (ii) making Presentations, Press releases, Publicity materials etc. (iii) dealing with the Public, Press, NGPEs etc. (iv) organising & attending Promotional events i.e open days, exhibitions, tours & visits, analysing media coverage, etc. (v) providing information to clients about new Promotional opportunities & PR campaigns. (vi) undertaking market research.
- **(Post No. 3) Deputy / Assistant Director** in Technical Directorate (1 post - UR) and in Programme Management & Authorisation

Directorate (1 post - UR), both at Ahmedabad. QUALIFICATION: (a) **EDUCATIONAL: B Tech** in Mechanical Engg/Electronics/ Computer Science/Civil Engg; and allied branches OR **M.Sc.** in Geo-informatics/Natural resources/ Geo-sciences / Geology/Forestry/Agriculture/Water resources /Ocean Sciences; or equivalent. B Tech / M Sc should be in First Class from a recognised University with a minimum of 65% marks or CGPA 6.84/10. **Desirable: M.Tech.** in Geo-informatics/ Natural resources/ Geo-sciences/ Geology/ Forestry/ Agriculture/ Water resources/Ocean Sciences Engineering; or equivalent. (b) **EXPERIENCE:** Minimum 6 years' experience for Assistant Director and 12 years' experience for Deputy Director (10 years if possessing M Tech), as (i) Assistant Professor/ Senior Project Manager/ Middle-level Manager in technical/ operational/ project management in **Astronautics** (OR) (ii) Senior Project Manager/ Middle-level Manager in major **Infrastructure projects** & facilities **or** in the development / operation of **Launch Vehicle/ Satellite /Space Applications** area. For both (i) & (ii), the applicant should have demonstrated an understanding of the Space sector. JOB DESCRIPTION: (i) Assessment and evaluation of technological maturity of NGPEs related to Space-application proposals. (ii) Providing innovative ideas to start-ups on areas of Space-technology Applications.

- **(Post No. 4)Deputy / Assistant Director** - Technical Directorate (1 post - UR) at Ahmedabad. QUALIFICATION: (a) **EDUCATIONAL:** First Class **B Tech** with minimum 65% marks or CGPA 6.84/10 from a recognised University in Mechanical Engg / Electronics/ Computer Science; and allied branches. **Desirable: M Tech** in Aerospace Engineering / equivalent, with specialisation in Launch Vehicle aspects. (b) **EXPERIENCE:** Minimum 8 years' experience for Assistant Director and 12 years' experience for Deputy Director (10 years if possessing M Tech), as (i) Assistant Professor/Senior Project Manager/Middle-level Manager in technical/ operational/ project management in **Launch vehicle or related technologies** (OR) (ii) Senior Project Manager/Middle-level manager in National level **Infrastructure projects** & facilities **or** in the development / operation of **Launch Vehicles**. For both (i) & (ii), the applicant should have demonstrated an understanding of the Space sector. JOB DESCRIPTION: (i) Assessment & evaluation of proposals w.r.t technical requirements, infrastructure capability, technological maturity, quality requirements etc.(ii) Planning & supervision of technical activities of NGPEs in ISRO premises. (iii) Technical liaising with ISRO for enabling NGPEs in the field of Space. (iv) Generate quality & reliability standards for commercial Space activities. (v) Develop methodologies and mechanism for effective assessment & evaluation.

- **(Post No. 5) Senior / Law Officer**(1 post - UR) in the Legal Directorate at Ahmedabad. QUALIFICATION: (a) **EDUCATIONAL:** (i) Bachelor's Degree in Law with minimum 60% marks or CGPA 6.32/10 from a recognised University. (ii) Must have completed a course on Space law / Commercial law / Arbitration law. **Desirable:**LLM in the field of Space law. (b) **EXPERIENCE:** Minimum work experience of 3 Years for Law Officer and 6 years for Sr. Law Officer. **Desirable:** Experience in the field of Commercial Law/ Space Law. JOB DESCRIPTION: (i) Frame regulations under the Space Activities Act and submit for Board approval. (ii) Liaising with Government Ministry/ Departments in legal matters. (iii) Conduct background checks of applicants for grant of license, following due process of diligence. (iv) Assess company background, compliance aspects of statutory norms, legal implications etc. (v) Provide legal inputs to the Board in case of disputes arising out of grant/denial of license. (vi) Handle matters related to liabilities arising out of licensed Space activities. (vii) Handle matters related to legal actions against deviations/ violations of license conditions. (viii) Develop methodologies and mechanisms for assessing and evaluating the proposals from the legal point of view. (ix) Implement the tasks identified by the Directorate.

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 and 35 years for Sr/Law Officer, as on 31.05.2022.

7. PAY LEVELS

Deputy Director: Level – 13A (Rs.131100-216600) of the Pay Matrix as per 7th CPC or Level-13 (Rs.123100-215900) of the Pay Matrix as per 7th CPC.

Assistant Director: Level – 12 (Rs.78800-209200) of the Pay Matrix as per 7th CPC or Level-11 (Rs.67700-208700) of the Pay Matrix as per 7th CPC.

Senior Law Officer: Level-11 (Rs.67700-208700) of the Pay Matrix as per 7th CPC.

Law Officer: Level – 10 (56100-177500) of the Pay Matrix as per 7th CPC.

Note : Applicable allowances extra as admissible.

Personnel appointed on Contract will be paid Consolidated Pay depend on the educational qualification and experience but will not be less than

Deputy Director – Rs. 220759/- (Level 13A)

Rs. 207879/- (Level 13)

Assistant Director - Rs. 136556/- (Level 12)

Rs. 118685/- (Level 11)

Sr.Law Officer- Rs. 118685/-

Law Officer - Rs. 100009/-

(The consolidated pay is inclusive of TA, HRA and DA at present level)

8. Eligibility Conditions

Deputy Director: Officers holding analogous posts in Level 13 /13A or equivalent levels of the Pay Matrix (7th CPC).

Assistant Director: Officers holding analogous posts in Level 12 /equivalent levels of the Pay Matrix (7th CPC) OR with 2 years' regular service in Level 11/equivalent levels.

Senior Law Officer: Officers holding analogous posts at Level 11/equivalent of the Pay Matrix (7th CPC).

Law Officer: Officers holding analogous posts at Level 10 / equivalent of the Pay Matrix (7th CPC).

Eligibility for Contract : Persons working at comparable levels in Private Sector Companies, Consultancies, International / Multinational organisations / Law Firms 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 of Rs.15 lakhs per year during any of the financial years 2019-20 or 2020-21 as per Form-16/ITR (or payslip in the absence of Form-16/ITR).
- Applicant for the post of Assistant Director must have a minimum gross salary of Rs.10 lakhs per year during any of the financial years 2019-20 or 2020-21 as per Form-16/ITR (or payslip in the absence of Form-16/ITR).
- Applicant for the post of Sr Law Officer must have a minimum gross salary of Rs.10 lakhs per year during any of the financial years 2019-20 or 2020-21 as per Form-16/ITR (or payslip in the absence of Form-16/ITR).

- Applicant for the post of Law Officer must have a minimum gross salary of Rs.08 lakhs per year during any of the financial years 2019-20 or 2020-21 as per Form-16/ITR (or payslip in the absence of Form-16/ITR).

10. HOW TO APPLY:

i) Soft copy of the application in the prescribed format alongwith supporting documents/certificates, in pdf file or compressed .zip single file and not exceeding 10 MB, may be forwarded to: recruitment@inspace.gov.in

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, alongwith 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, 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.

iii) Applicants who wish to apply for more than one post should apply separately for each post (*except for Post Nos:1 & 1A in which a single application duly mentioning the Post No (s) would suffice, with all supporting documents*).

11. INSTRUCTIONS

a. **MINIMUM ESSENTIAL QUALIFICATIONS :** All applicants must fulfill 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

NOTE-II: IN THE EVENT OF NUMBER OF APPLICATIONS BEING LARGE, SHORT LISTING 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 Desirable Qualifications (DQ).(anyone 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.

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.

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| IMPORTANT |
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| THE MINIMUM LEVEL OF SUITABILITY IN INTERVIEW WILL BE 50 (FIFTY) MARKS OUT OF TOTAL MARKS OF 100 (HUNDRED) |
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- 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. Employees working in State Govt. UT Cadre., Public Sector Undertakings, Autonomous Bodies, Statutory Organisations, Universities, Recognised Research Institutes etc shall additionally submit NOC from their employer at the time of Interview.
- f. Call letter for interview convey no assurance whatsoever of selection. No TA/DA is payable for attending interview.
- g. The results of selection will be notified in the website. No correspondence in this regard will be entertained.
- h. Canvassing in any form will disqualify the candidate.
- i. 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.

12. OTHER CONDITIONS

- a. All Applicants whether in Government service or in Government owned industrial or other similar organizations or in private employment should submit their applications direct to the email id indicated. Persons in Regular Government service, whether in permanent or temporary capacity other than casual/adhoc/daily wages/hourly paid/contract basis are however required to submit a declaration that they have informed in writing to their Head of Office/Department that they have applied for the selection.
- b. IMPORTANT : 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 MAIL ID. INTERVIEW SCHEDULE WILL BE SENT TO THE REGISTERED EMAIL ID AND WILL ALSO BE POSTED IN THE WEBSITE OF THE DEPARTMENT.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 is liable to be terminated by either side with a minimum notice period of 3 months in writing.
