

Government of India
Ministry of Skill Development and Entrepreneurship
Directorate General of Training
REGIONAL DIRECTORATE OF SKILL DEVELOPMENT & ENTREPRENEURSHIP
VIJAYAWADA, ANDHRA PRADESH-520013
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Date: 17.08.2026.

VACANCY CIRCULAR

Sub: Invitation of applications from eligible officers/staff for appointment on deputation basis in RDSDE Vijayawada, Andhra Pradesh.

Regional Directorate of Skill Development & Entrepreneurship (RDSDE), Andhra Pradesh, Vijayawada, under the Directorate General of Training (DGT), Ministry of Skill Development & Entrepreneurship (MSDE), Government of India, invites applications from eligible Officers/Officials for filling up the vacant posts on deputation basis.

The selected Officers/Officials shall be liable to be posted and required to discharge their duties at RDSDE Andhra Pradesh, Vijayawada and/or NSTI Extension Centre, Visakhapatnam, as per the administrative requirement of the Department.

The eligible and willing Officers/Employees serving under the Central Government or State Governments, including those serving in Central/State Government Departments, Attached/Subordinate Offices, and Central/State Public Sector Undertakings/Enterprises, and fulfilling the prescribed educational qualifications, experience, service conditions and other eligibility criteria, may submit their applications through proper channel in the prescribed format, along with all requisite supporting documents/certificates, within the stipulated time. The appointment shall be governed by the Central Government deputation rules/procedure and shall be subject to the approval of the Competent Authority.

Closing Date for receipt of applications: 10.09.2026

I. POST DETAILS & ELIGIBILITY CONDITIONS:

1. POST: Accountant / Internal Auditor / Hostel Superintendent / Purchase Assistant

- Pay Level: Level-5 in the Pay Matrix (Rs. 29,200 - 92,300)

- Eligibility:

(a) Officers holding an analogous post on a regular basis in the parent cadre or department;

OR

(b) Officers holding a post in Pay Level-4 (Rs. 25,500 - 81,800) with Five (5) years' regular service in any one or more of the posts of UDC, Cashier, or Assistant Hostel Superintendent, possessing basic computer knowledge.

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2. POST: Upper Division Clerk (UDC)

- Pay Level: Level-4 in the Pay Matrix (Rs. 25,500 - 81,100) as per 7th CPC
- Educational Qualification: Graduation (Bachelor's Degree) in any stream from a recognized University/Institution.

- Eligibility:

(a) Officers holding an analogous post of UDC on a regular basis in the parent cadre or department;

OR

(b) Officers holding a post in Pay Level-2 (Rs. 19,900 - 63,200) with Eight (8) years' regular service in the grade rendered after regular appointment.

3. POST: Workshop Attendant

- Pay Level: Level-2 in the Pay Matrix (Rs. 19,900 - 63,200)

- Minimum Educational Qualification:

(i) 10th class pass from a recognized Board; AND

(ii) National Apprenticeship Certificate (NAC) in any engineering trade awarded by NCVET; OR National Trade Certificate (NTC) in any engineering trade awarded by NCVET with one-year industry/institute experience.

- **Eligibility:** Employees holding an analogous post of Workshop Attendant on a regular basis in the parent cadre or department.

II. CRITICAL TERMS & CONDITIONS:

1. Period of Deputation: Ordinarily one (1) year initially, extendable based on administrative requirements, up to a maximum period of Three (3) Years.

2. Age Limit: The maximum age limit for appointment by deputation shall be less than 56 Years as on the closing date for receipt of applications.

3. Departmental / Promotion Restrictions: Departmental officers/employees in the direct line of promotion to the respective post are NOT eligible to apply on a deputation basis.

- A Deputationist shall NOT be eligible for consideration for appointment by promotion against the post during the period of deputation.

4. PSU Applicants: Officers from Central/State PSUs/Enterprises will be considered only, if their post is equivalent to the prescribed level and duties, duly certified by the parent organization and verified by the competent authority.

5. Basis of Selection: Eligibility will be determined strictly based on the post held on a regular basis, Pay Level, length of regular service, and the nature of duties performed, rather than just the designation.


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III. APPLICATION PROCEDURE & DOCUMENTS REQUIRED:

Eligible and willing officers who can be spared immediately by their parent organization must forward their applications through the Proper Channel in the prescribed proforma, accompanied by the following mandatory documents:

1. Complete and up-to-date APAR dossiers/reports for the preceding eight (8) years (duly attested by the Head of Office/competent authority).
2. Vigilance Clearance Certificate (certifying no vigilance case is pending/contemplated).
3. Integrity Certificate.
4. No Penalty Certificate (certifying no major/minor penalty has been imposed during the preceding 5 years).
5. Cadre Clearance Certificate (wherever applicable).
6. Sparing Certificate / Statement from the parent department confirming the officer can be spared upon selection.
7. Attested copies of relevant service particulars (date of appointment, present post, Pay Level, regular service history, and educational qualification certificates).

Selection for the post shall be made in accordance with the **Central Government rules and procedure for appointment on deputation basis**, subject to approval of the **Competent Authority**.

Incomplete Applications

Incomplete applications and applications received **after the prescribed closing date**, or without the requisite certificates/documents, shall be **summarily rejected** and shall not be considered.

Eligible candidates may submit their applications, **as per the prescribed guidelines**, within the stipulated time to the following address:

**The Regional Director,
Regional Directorate of Skill Development & Entrepreneurship (RDSDE),
2ND Floor, NTR Administrative Block,
PN Bus Stand, Vijayawada,
Andhra Pradesh -520013.**

Copy to: -

1. All Ministries/Department of Govt. of India including DGT, Ministry of Skill Development & Entrepreneurship.
2. Department / Offices of State Government of Andhra Pradesh.
3. Director CFI and Director / DS Establishment Section, DGT, New Delhi.
4. Portal In-charge for uploading at DGT / RDSDE websites.


(V. BABU)
Regional Director / HoD,
RDSDE, Vijayawada, A.P.
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PROFORMA FOR SUBMISSION BY THE CANDIDATES FOR APPOINTMENT ON DEPUTATION

FOR THE POST OF -----

1.	Name & Address [In Block Letters]	
2.	Date of Birth (In Cristian Era):	
3.	(a) Date of entry in to Service	
	(b) Date of retirement under Central / State Government rules:	
4.	Educational Qualifications:	
5.	Whether Educational and other qualifications required for the post are satisfied. <i>(If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same.)</i>	
	Qualifications / Experience required as mentioned in the advertisement / Vacancy circular.	Qualifications / Experience possessed by the Officer [in the case of Degree and Post Graduate qualifications Elective / main Subjects may be indicated by the Candidate]

	Essential	Essential
a)	Qualification:	Qualification:
b)	Experience:	Experience:
	Desirable	Desirable
a)	Qualification:	Qualification:
b)	Experience:	Experience:
5.1	Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry Department/ Office at the time of issue of Circular and issue of Advertisement in the Employment News.	
5.2	Note: In the case of Degree and Post Graduate Qualifications Electrive main subjects and subsidiary subjects may be indicated by the candidate	
6.	Please State clearly whether in the light of entries made by you above, you meet the REQUISITE Essential Qualifications and work experience of the post.	
6.1	Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualifications / Work experience possessed by the Candidate (as indidcated in the Bio-Data) with reference to the post applied.	

7.	Details of Employment in chronological order Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.				
Office/Institution/ Organisation	Post held on regular basis	From	To	Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for
*Important: • Pay-band and Grade Pay/pay level granted under ACP/MACP are personal to the officer and therefore. • Only Pay Band and Grade Pay/Pay Level of the post held on regular basis to be mentioned. • Details of ACP/MACP/ with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;					
Office/Institution	Pay, Pay Band and Grade Pay drawn under ACP/MACP Schemes		From	To	

8.	Nature of present employment, i.e., ad-hoc or temporary or quasi permanent or permanent.	
9.	In case the present employment is held on deputation/contract basis, please state	
a)	The date of initial appointment	
b)	Period of appointment on deputation/contract	
c)	Name of the parent officer/Organization to which you belong	
d)	Name of the post and pay of the post held in substantive capacity in the parent organization	
9.1 Note:	In case of Officers already on deputation, the application of such officers should be forwarded by the parent Cadre/Department along with supporting document (Cadre Clearance, Vigilance Clearance and Integrity certificate)	
9.2 Note:	Information under Column 9© and (d) must be given in all cases where a person is holding a post on deputation outside the Cadre/Organization but still maintaining a lien in his parent Cadre/Organization.	
10.	If any post held on deputation in the past by the applicant, date of return from the last deputation, post and other details	
11.	Additional details about present employment, please state whether working under	
a)	Central Government	
b)	State Government	
c)	Autonomous Organisations	
d)	Government Undertaking	
e)	Universities	
f)	Others	

12.	Please state whether you are working in the same Department and are in the feeder grade of feeder to feeder grade	
13.	Are you in Revised Scale of Pay? If Yes, give the date from which the revision took place and also indicate the pre-revised scale.	
14.	Total Emoluments per month now drawn. [Basic Pay, Grade Pay, Total Emoluments]	Basic Pay (in level),
Grade Pay Level		
Total Emoluments		
15.	In case the applicant belongs to an organisation which is not following the Central Government Pay-Scales, the latest salary slip issued by the Organisation showing the following details may be enclosed	
Basic Pay with Scale of Pay and rate of increment		Dearness Pay/ Interim relief/other allowances etc. (with break up details)
		Total Emolument

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Information furnished in the Curriculum Vitae duly supported by documents submitted in respect of Essential Qualifications/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

Signature of the Candidate:

(As is given in ID Proof)

Address:

:

Date:

Contact Number (Mobile/Telephone),, Email ID:

CERTIFICATE OF EMPLOYER

It is certified that the above particulars of Shri/Smt. _____ are verified and he/she is free from vigilance angle. His/her attested copies of upto date APARs for the last 05/08 years are enclosed herewith. He/She can be spared for transfer as & when required.

Signature of Head of Office

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