

Government of India  
Ministry of Labour & Employment

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Shram Shakti Bhawan, New Delhi  
Dated: 06<sup>th</sup> May, 2022

OFFICE MEMORANDUM

**Sub: Filling up of the post of Director General, Dattopant Thengadi National Board for Workers Education and Development, Delhi.**

The undersigned is directed to say that it is proposed to fill up one post of Director General in the pay at Level 14 (Rs. 1,44,200 - 2,18,200/- 7<sup>th</sup> CPC), in Dattopant Thengadi National Board for Workers Education and Development (DTNBWE&D), Delhi, an Autonomous Body (registered society) set up in 1958 for administration and implementation of the Workers Education Scheme, under the administrative control of Ministry of Labour & Employment.

2. The Director General, as the Principal Executive Officer of the Board, shall be responsible for the proper administration of the affairs of the Board. The Director General shall prescribe duties of all officers and staff of the Board and shall exercise supervision and disciplinary control as may be necessary. Subject to the orders, rules and bylaws of the Board the Director General has to exercise overall control of administration, accounts, Grants-in-Aid, vigilance, confidential matters, education for rural and unorganized sector workers, implementation of national official language policy in Zonal Directorates, Indian Institute of Workers' Education, Mumbai and all Regional Directorates.

3. As per the Recruitment Rules, the post is required to be filled up by deputation/promotion.

4. Officers under the Central Government/State Government/UT Admn./Universities/Recognized Research Institute/Public Sector Undertakings/Semi Government Statutory or Autonomous Organizations possessing the following requirements are eligible for being considered for appointment by deputation:-

- (a) (i) holding analogous posts on regular basis; or  
(ii) with 2 year regular service in the posts in the pay scale of level 13A ₹ 131100 - ₹ 216600/-; or  
(iii) with 3 years regular service in the posts in the pay scale of level 13A ₹ 123100 - ₹ 215900/-; and  
(b) possessing qualification and experience as follows:-  
(i) Masters Degree from a recognized University and equivalent;  
(ii) With fifteen years experience in Group 'A' post or its equivalent in a responsible capacity.

Desirable: Practical and administrative experience in labour related issues in the field of training or educational or rural development or planning development.

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5. The Departmental Additional Director with three years' regular service in the grade will also be considered along with outsiders and in case he is selected for appointment to the post, the same shall be deemed to have been filled by promotion.
6. The Departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.
7. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organizations or Department of the Government of India shall not exceed five years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.
8. The Department of Pension and Pensioners' Welfare has exempted the post of Director General, DTNBWE&D from the purview of the principle of immediate absorption.
9. The terms & conditions and pay & allowances of the officers selected for appointment on deputation basis will be regulated as per the provisions contained in Govt. of India, DOPT's OM No. 6/08/2009-Estt.(Pay II) dated 17.06.2010, as amended from time to time.
10. Applications of eligible and willing officers may be forwarded the application (in duplicate) in the format enclosed at Annexure through proper channel, to Under Secretary (ESA) Ministry of Labour & Employment, Shram Shakti Bhawan, Rafi Marg, New Delhi - 110001 within 60 days from the date of publication of this circular in the 'Employment News', along with the documents listed below. Applications received directly or without through proper channel will not be considered.
11. While forwarding the application in the enclosed format, the following documents are sent along with the application:
  - a. Copies of the Annual Performance Appraisal Report (APAR) for the last five years (duly attested by the competent authority).
  - b. Certificate to the effect that no vigilance/disciplinary proceeding is pending against the applicant.
  - c. Integrity Certificate.
  - d. Details of minor/major penalties imposed upon the applicant during the last 10 years.
  - e. Cadre clearance.

12. Applications received after the last date or without complete documents will not be entertained and liable to be rejected. While forwarding the applications, it has to be verified and certified by the Head of the Department that the particulars furnished by the officer are correct and he/she is clear from vigilance angle as per records of the office.

13. Candidates, who apply for the post, will not be permitted to withdraw later.

14. Hindi version will follow.

*Atul Kumar Singh*

**(Atul Kumar Singh)**

**Under Secretary to the Government of India**

**Tel: 23753083**

To

1. All Ministries/Departments of the Government of India.
2. Chief Secretaries of all the State Governments/Union Territories.
3. Chairman/Head of Departments of all Public Sector Undertaking/ Semi Govt. Bodies/ Statutory or autonomous Organizations.
4. Registrar of all Recognized Universities/Research Institutes.
5. DGLW/ CLC(C)/DGE/DGFASLI/DGMS/DGLB/VVGNLI.
6. Chairman, DTNBWE&D, New Delhi.
7. Director General, DTNBWE&D Delhi.
8. Hindi Anubhag, Ministry of Labour & Employment for Hindi translation.
9. NIC, Ministry of Labour & Employment for uploading a copy of the circular on website of the Ministry of Labour & Employment.
10. Technical Director, NIC, DOP&T Room No. 11/A, North Block, New Delhi-110001. {For posting on the DOPT website (under the heading vacancy in Autonomous organization)}.

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ANNEXURE

7.

**CURRICULUM VITAE PROFORMA**

Paste here  
recent passport  
size Photograph

1. Name and Address :  
(in Block Letters)
2. Date of Birth :  
(in Christian era)
3. Date of retirement under Central/State :  
Government Rules
4. Educational Qualifications :
5. Whether Educational and other :  
qualifications required for the post are  
satisfied.  
(If any qualification has been treated as  
equivalent to the one prescribed in the  
rules state The authority for the same)

|  |           |    | Qualifications/<br>Experience required | Qualifications/<br>Experience possessed by the<br>officer |
|--|-----------|----|--|---|
|  | Essential | 1. |  |   |
|  |           | 2. |  |   |
|  |           | 3. |  |   |
|  | Desirable | 1. |  |   |
|  |           | 2. |  |   |
|  |           | 3. |  |   |

6. Please state clearly whether in the :  
light of entries made by you above,  
you meet the requirement of the post



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7.

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 | Scale of pay and Basic pay | Nature of duties (in detail) |
|--------------------|-----------|------|----|----------------------------|------------------------------|
|                    |           |      |    |                            |                              |
|                    |           |      |    |                            |                              |
|                    |           |      |    |                            |                              |
|                    |           |      |    |                            |                              |

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 office/ organization to which you belong :

10. Additional details about present employment :

Please state whether working Under : (indicate the name of Your employer against the relevant column)

a) Central Govt.

b) State Govt. :

c) Autonomous Organization :

d) Government Undertaking :

e) Universities :

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f) Others (Specify) :

11. Please state whether you are working :  
in the same Department and are in the  
feeder grade or feeder to feeder grade.
12. 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
13. Total emoluments per month now :  
drawn
14. 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 (i)  
additional academic qualifications (ii)  
professional training and (iii) work  
experience over and above prescribed  
in the Vacancy Circular/  
Advertisement) (Note: Enclose a  
separate sheet, if the space is  
insufficient).
15. Please state whether you are applying :  
for deputation (ISTC)/ Absorption re-  
employment basis. (Officers under  
Central/ State Governments are only  
eligible for "Absorption" candidates  
of non- Government Organisations  
eligible only for Short Term Contract)
16. Whether belongs SC/ST :
17. Remarks (The candidates may indicate :  
information with regard to (i) Research  
publications and reports special  
projects (ii) Awards Scholarship  
Official Appreciation (iii) Affiliation  
with the professional  
bodies/institutions /societies and (iv)  
any other information.  
(Note: Enclose a separate sheet If the  
space is insufficient)

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I have carefully gone through the vacancy circular advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the candidate

Date \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Countersigned by Head of Department**

It is certified that the particulars mentioned above have been checked and verified from the official record.

\_\_\_\_\_  
\_\_\_\_\_

(Employer with Seal)