

SERVICES DEPARTMENT: COORDINATION BRANCH
DELHI SECRETARIAT, 5th LEVEL, 'A' WING
I.P. ESTATE, NEW DELHI-110002
(<http://services.delhigovt.nic.in>)

F.10(306)/Coord/2018/Vol-I/081510756

Dated:

12/12/18

To

All HODs/Pr. Secretaries/Secretaries,
Govt. of NCT of Delhi and Autonomous Bodies of Delhi.

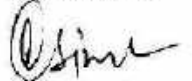
Sir/Madam

I am directed to upload the following letters/vacancy circulars/ Office Memorandums received from Ministries/Departments for circulation. This is for your kind information.

S. NO	Departments	Letter No. & Date	Subject
1	National Jute Board	Ref. No. NJB/Secd/Deputation/2018-19/3, dated 27.11.2018	Filling up the post of Joint Director (Administration & Establishment) and Private Secretary, in National Jute Board, Kolkata on deputation-reg.
2	National Investigation Agency, MHA	No. E-76/01/Legal/Deput/2018/NIA/14219, dated 28.11.2018	Inviting nomination for the post of Deputy Legal Advisor in NIA on deputation (ISTC)/absorption basis.
3	Central Institute of Fisheries Nautical & Engineering Training (CIFNET)	C.No. 13-11/2018-Admn, dated 14.11.2018	Recruitment to one post of Instructor (Electrical) in Central Institute of Fisheries Nautical and Engineering Training of this Institute unit, at Chennai on deputation basis (including short term contract)- Reg.
4	Ministry of Home Affairs, Disaster Management Division	F.No. 1-14020/4/2018-Ad (CD), dated 15.10.2018	Filling up of six posts of Laboratory Technician Grade-I in National Fire Service College, Nagpur under the Ministry of Home Affairs on deputation basis.
5	Ministry of AYUSH	F.No. R. 13017/24/2018-NI(H), dated 12.10.2018	Filling up one post of Director, National Institute of Homeopathy, Kolkata-reg.
6	Ministry of Home Affairs, WAQF Division	No.8/2/2018-Waqf Division, dated 13.11.2018	Filling up of the post of Secretary in Central Waqf Council (CWC), New Delhi Through deputation on Foreign Service Terms-regarding.
7	Ministry of Personnel, Public Grievances and Pensions	No.6/6/2017-PO (MM-II), dated 12/11/2018	Filling up the post of Financial Advisor and Chief Accounts Officer in Central Administrative Tribunal, Principal Bench, New Delhi.
8	Ministry of Human Resources Development	No.F. 1-4/2016-Sch.4, dated 5/11/2018	Appointment to the post of Joint Director, National Council of Educational Research and Training (NCERT), New Delhi-regarding
9	Govt. of India, Ministry of Defence	No.16090/Recd/HD(Coord)/2018-19/DSSC/IDS/PERS/471/18/D (Appts), dated 29.10.2018	Filling up one post of Joint Director (Coordination) at Defence Services Staff college, Wellington, Nilgiris by composite method (deputation (including short term contract) plus promotion).

Encls: As above

Yours faithfully



(RANJEET SINGH)

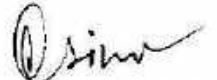
ADDITIONAL SECRETARY (SERVICES)

F.10(306)/Coord/2018/Vol-I/081510756

Dated:

12/12/18

1. PA to Secretary (Services)/PA to Special Secretary-I/II, Govt. of NCT of Delhi.
2. Section Officer (Coordination), Services Department with the direction to upload the letter on the website of the Services Department.
3. Section Officer Services-I/II/II.



(RANJEET SINGH)

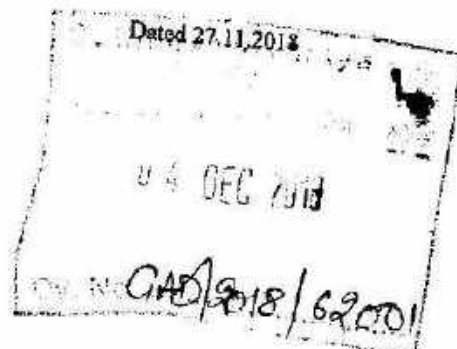
ADDITIONAL SECRETARY (SERVICES)



NATIONAL JUTE BOARD

भारत सरकार का एक संविधिक निकाय, वस्त्र मंत्रालय
A Statutory Body, Ministry of Textiles, Govt. of India

Ref No: NJB/Sect/Deputation/2018-19/3



To

1. The Chief Secretary, all State Governments / UTs
2. The Secretary, Ministry of Textiles, New Delhi
3. The Secretary, all Departments / Ministries, Govt. of India
4. Head of all Statutory / Autonomous Bodies under Central Govt.
5. The Managing Director, Public Undertakings

Dear Sir/Madam,

Sub: Filling up the post of Joint Director (Administration & Establishment) and Private Secretary, in National Jute Board, Kolkata On deputation -- reg.

National Jute Board (a statutory body under Ministry of Textiles, Government of India) having its Head Office in Kolkata and Regional Offices in New Delhi, Chennai and Hyderabad intends to appoint suitable officers to the following posts of Joint Director (Administration & Establishment) and Private Secretary on deputation as per the NJB Employees (Recruitment Rules) Regulations, 2017 (copy attached) :-

1. Joint Director (Administration & Establishment), Kolkata - Pay 7th CPC Pay Matrix of L-12- Rs 78,800/- to Rs 2, 09,200/-
2. Private Secretary, Kolkata, H.O - 7th CPC Pay Matrix of L-7- Rs. 44,900/- Rs.1, 42,400/-

It is requested that the vacancies are circulated amongst willing & eligible officers and applications received from them as per the enclosed format (Annexure 1) may kindly be forwarded along with the certificate from employer/controlling authority (Annexure 2) so as to reach this office within 14th January, 2019. Details of deputation including eligibility are given in Annexure (3).

Thanking you,

Encl : As above.

Yours faithfully,
(Arvind Kumar, M)
Secretary

3ए एवं 3बी पार्क प्लाना, 71 पार्क स्ट्रीट, कोलकाता-700 016, फोन : 2217 2107, 2217 2540, 2226 3438, फ्याक्स : 33-2217 2456
3A & 3B Park Plaza, 71 Park Street, Kolkata - 700 016. Phone : 2217 2107, 2217 2540, 2226 3438. Fax : 33-2217 2456
E-mail : jute@njbindia.in, Website : http://www.jute.com

National Jute Board
(A statutory body under Ministry of Textiles, Government of India)
3 A & 3B Park Plaza, 71, Park Street, Kolkata -700 016

Ref No: NJB/Sect/Deputation/2018-19/3

Dated: 27.11.2018

Vacancy Circular- Joint Director and Private Secretary Posts.
National Jute Board (a statutory body under Ministry of Textiles, Government of India) having its Head Office in Kolkata intends to appoint suitable officers to following posts on deputation as per the NJB Employees (Recruitment Rules) Regulations, 2017.

Sl No	Name of Post	Classification	No of Post	Scale of Pay
1	Jt. Director (Administration & Establishment)	Group A	1 (vacancy arising on 1.3.2019)	Pay- PB -III, G.P.Rs 7600/- (Revised- Level -12 of 7 th CPC Pay Matrix, Rs 78,800/-2,09,200/-)
2	Private Secretary	Group B	1* (Vacancy arising on 1.1.2019)	Pay -PB II, G.P.Rs 4600 (Revised- Level -7of 7 th CPC Pay Matrix, Rs 44,900-Rs.1,42,400/-)

*Subject to change

The officers/officials selected will either draw pay attached to the deputation posts or Pay drawn by them in their parent cadres plus deputation allowance as per DOPT's O.M No No. 6/8/2009-Estt. (Pay II) dated 17.6.2010.

Regarding deputation terms and eligibility, candidates are requested to go through Annexure 3 and the NJB Employees (Recruitment Rules) Regulations, 2017 -Sl No 4 & 18 of the Schedule - and satisfy that they are meeting the criteria before applying.

Interested and eligible candidates should submit their applications in the prescribed Application Format (Annexure 1) through proper channel along with vigilance clearance and integrity certificate. Only applications forwarded through proper channel will be considered. Applications should be addressed to 'The Secretary, National Jute Board' and sent in sealed envelope marked 'confidential' super scribing the envelope "Application for the post of Jt. Director (Administration & Establishment) / Private Secretary" as the case may be so as to reach the office of The Secretary, National Jute Board 3A & 3B, Park Plaza, 71 Park Street, Kolkata -700 016 within 14th January, 2019 along with the following documents:

1. Duly filled in Application in prescribed format as per Annexure - 1
2. Photocopy of APARs /ACRs of the applicant for last 5 years, ending latest reporting year, duly attested by the officer not below the rank of Under Secretary /designated officer on each page.
3. Self-attested copies of all certificates relating to proof of educational qualification, work experience containing starting and end date of working in the respective posts and pay scale.
4. No objection certificate of the present employer / competent authority along with vigilance clearance and Integrity certificate and Departmental clearance as per Annexure 2
5. Two recent colour passport size photographs.

It may kindly be noted that applications received late or incomplete applications or applications received without the aforesaid certificates, as per the prescribed pro-forma, may not be considered. No action will be taken on Advance Copy.

Secretary,
National Jute Board

NATIONAL JUTE BOARD,
A Statutory body, Ministry of Textiles, Govt of India.
3A & 3B Park Plaza, 71, Park Street, Kolkata - 700 016

APPLICATION FOR THE POST OF (please tick the appropriate box) -√

1. Jt. Director (Administration & Establishment) - Kolkata

2. Personal Secretary - Kolkata

☐
☐

Self-attested
colour photo to
be pasted

1	Name of applicant and Complete Office Address with Telephone No: & Email ID (in Block letters)					
2	Residential Address with Phone no:					
3	Date of Birth (DD/MM/YYYY)					
4	Whether belongs to SC/ST					
5	Date of Retirement under Central/State Govt rules					
6	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 / experience required	Qualification / Experience possessed by the officer			
	Essential - i)					
	ii)					
	iii)					
	Desirable - i)					
	ii)					
7	Whether in view of entries made above the officer satisfies the educational and other qualification required for the post as per NJB Employees Recruitment Regulations (Sl. No. 1 to 3 of the schedule)		Yes / No Remarks if any:			
8	Details of Employment in chronological order Enclose a separate sheet duly authenticated by your signature if the space below is insufficient					
Sl. No.	Name of organization	Post held on regular basis	From	To	Substantive Scale of pay and Basic pay therein	Nature of duties

9	Nature of the present employment i.e adhoc or temporary or permanent	
10	Additional details about present employment. Please state whether working under Central Govt /State Govt. Autonomous Organization/Public Undertakings	
10	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.	
11	Total emoluments per months now drawn	
12	Posts held on regular(i.e substantive) basis and date from which held with pay scale	
13	Training/Courses attended	
14A	Additional information. If any which you would like to mention in support of your suitability for the post. Enclose a separate sheet if the space is insufficient	
14B	<p>Achievements:</p> <p>The candidates are requested to indicate information with regard to;</p> <ul style="list-style-type: none"> (i) Research publications and reports and special projects (ii) Awards / Scholarships / Official Appreciation (iii) Affiliation with the professional bodies / institutions / societies and; (iv) Any other information <p>(Note: Enclose a separate sheet if the space is insufficient)</p>	

I have carefully gone through the vacancy circular / advertisement and I am well aware that the information furnished above duly supported by the documents in respect of Essential Qualification / 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)

Address _____

Place & Date: _____

Certification by the Employer / Cadre Controlling Authority

The information / details provided in the above application by the applicant are true and correct as per the facts available on records. He / She possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

- i) There is no vigilance or disciplinary case pending / contemplated against Shri / Smt.....
- ii) His / Her integrity is certified.
- iii) His / Her CR Dossier in original is enclosed / photocopies of the APARs/ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary to the Govt. of India or above are enclosed.
- iv) No major / minor penalty has been imposed on him/her during the last 10 years Or A list of major / minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer / Cadre Controlling Authority with Seal)

Details of deputation terms including eligibility:-

1. Method: - By deputation.
2. Pay during deputation - Pay drawn by the officer in parent cadre plus deputation allowance (as per DOPT's O.M No No. 6/8/2009-Estt. (Pay II) dated 17.6.2010 or Pay of the deputation post.
3. Eligibility for deputation:-
 - (i) For the Post of Joint Director (Administration & Establishment) -1 Post (Vacancy arising on 01.03.2019)
- Officers working in the same field or in analogous posts with 5 years regular service in G.P.Rs.6600/-(L-11, Rs.67,700/-Rs.2,08,700/-) in the Central or State Government or Statutory /Autonomous organizations or Public Undertakings.
 - (ii) For the Post of Private Secretary - 1* Post (Vacancy arising on 1.1.2019)
- Officers/Officials working in the same field or in analogous posts with 5 years regular service in G.P.Rs.4200/-(L-6, Rs.35,400/-Rs.1,12,400/-) in the Central or State Government or Statutory / Autonomous organizations or Public Undertakings.
4. Period of Deputation: - Period of deputation shall be three years.
5. Upper Age Limit - 56 years as on the closing date of receipt of applications.
6. Joining time and joining pay will be borne by NJB as per standard terms of deputation.
7. Pension and leave salary contribution shall be paid by NJB to parent organization as per FR.

*Vacancy is subject to change.

Secretary
National Jute Board

3	Director (Technology & Technical)	01* (one) (2015) (Subject to variation dependent on workload)	Group-A	PB-4 GP-8700	Selection	Max-55 Years (No age bar for Departmental Candidates)	M. Tech/Ph.D. in Textile/Jute Technology Or Equivalent, with at least 15 years' post qualification work experience in textiles/Jute Business/ Research/ Projects/ Development/ Technology upgradation/ transfer related work at officer/ managerial level. Research Work in Jute/Textile sector desirable.	Yes	1 Year	By Composite Method	DD/DD of NJB with 5/10 years of regular service in the relevant field. For deputation, officers working in the same field with 5 yrs. regular service in GP 7600/-. Departmental candidate will be partially exempted from DR Education Qualifications.	As above
4	Jt. Director (Admin. & Estt.)	01* (one) (2015) (Subject to variation dependent on workload)	Group-A	PB-3, GP-7600	Selection: Seniority-cum- Merit	Max-50 Years	Master in Business Administration (MBA) from recognized University in HR/Social Work/Finance/ Business Management or Equivalent. At least 10 years' work experience in Personnel management/ Administration at officer/ managerial level. Law Degree desirable.	Yes	1 Year	By Promotion failing which by deputation, failing which by direct recruitment failing which by short term Contract	DD/DD of NJB with 5/10 years of regular service in the relevant field. For deputation, officers working in the same field with 5 yrs. regular service in GP 6600/-.	As above
5	Jt. Director (Finance & ES)	01* (one) (2015) (Subject to variation dependent on workload)	Group-A	PB-3, GP-7600	Selection: Seniority-cum- Merit	Max-50 Years	CA/ ICWA/ ICMA OR B.Com. with MBA(Finance) Or Equivalent with at least 10 yrs post qualification work experience in finance, accounts and audit at officer/ managerial level. Law Degree desirable.	Yes	1 Year	By Promotion failing which by deputation, failing which by direct recruitment failing which by short term Contract	DD/DD of NJB with 5/10 years of regular service in the relevant field. For deputation, officers working in the same field with 5 yrs. regular service in GP 6600/-.	As above
6	Jt. Director (Technology & Technical)	01* (one) (2015) (Subject to variation dependent on workload)	Group-A	PB-3, GP-7600	Selection: Seniority-cum- Merit	Max-50 Years	B. Tech in Textile/Jute Technology Or Equivalent, with at least 10 years' post qualification work	Yes	1 Year	By Promotion failing which by deputation, failing which by direct recruitment failing which by short term Contract	DD/DD of NJB with 5/10 years of regular service in the relevant field. For deputation, officers working in the same field with 5 yrs. regular service in GP 6600/-.	As above

16	Section Officer (Administrative on & East.)	01* (one) (2015) (Subject to variation dependent on workload)	Group-B	PB-2, GP 4600	Non-Selection/Seniority	Max-30 Years	MBA Recognized from a University with specialization in Marketing/HR Or Equivalent. At least 3 years' work experience at executive/supervisory level	Not Applicable	1 Year	*75% Promotion & 25% Direct recruitment	By EA of NIB with 5 years of regular service. For officers/officials working in the same field with 5 yrs. regular service in GP 4200/-	1. Secy, NIB-Chairman, 2. Dir/Geny Rep. Member, 3. Dy. JC/Rep. Member, 4. Dir/Rep. Deputy, NIB-Member, 5. Jt./Sr. Officer (Adm), NIB-Member & Convener
17	Accounts Officer	02* (two) (2015) (Subject to variation dependent on workload)	Group-B	PB-2, GP 4600	Non-Selection/Seniority	Max-30 Years	B.Com/MBA(Finance) Or Equivalent with at least 3 yrs work experience in finance, accounts and audit at level. Law qualification desirable.	Not Applicable	1 Year	*75% Promotion & 25% Direct recruitment	By Accountant of NIB with 5 years of regular service. For deputation officers/officials working in the same field with 5 yrs. regular service in GP 4200/-	As above
18	Private Secretary	03* (three) (2015) (Subject to variation dependent on workload) HQ-02, Del-01	Group-B	PB-2, GP 4600	Non-Selection/Seniority	Max-30 Years	Graduate from a recognized University with at least 6 months diploma in Secretarial practices. At least 5 years' work experience as Personal Assistant (PA). English shorthand speed of 120 wpm & English typing speed of 30 WPM. Knowledge of basic operation of computer viz. MS work, Excel, power point, internet etc.	Not Applicable	1 Year	By Promotion failing which by deputation failing which by direct recruitment	PA of NIB with 5 years of regular service. For officers/officials working in the same field with 5 yrs. regular service in GP 4200/-	As above
19	Executive Assistant	08* (eight) (2015) (Subject to variation dependent on workload) HQ-07 Del-01	Group-B	PB-2, GP 4200	Non-Selection/Seniority	Max-30 Years	Graduate from a recognized University with at least 6 months diploma in computer operations. At least 3 years' work experience in dealing in official files. Knowledge of basic operation of computer viz. MS work, Excel, power point, internet etc. must. Diploma in	Not Applicable	1 Year	*75% Promotion & 25% Direct recruitment	By OA of NIB with 10 years of regular service by in the relevant field	As above



भारत का राजपत्र The Gazette of India

असाधारण

EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (i)

PART II—Section 3—Sub-section (i)

प्राधिकार से प्रकाशित

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NEW DELHI, FRIDAY, MAY 25, 2018/JYAISTHA 4, 1940

वस्त्र मंत्रालय

अधिसूचना

नई दिल्ली, 25 मई, 2018

सा. का. नि. 500 (अ).—राष्ट्रीय पटसन बोर्ड अधिनियम, 2008 (2009 का 12) की धारा 22 द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए केंद्र सरकार, एतद् द्वारा राष्ट्रीय पटसन बोर्ड कर्मचारी (भर्ती नियम) विनियमन, 2017 में दिनांक 17 अप्रैल, 2017 के संशोधनों के साथ संशोधन करने के लिए निम्नलिखित नियम बनाती है, नामतः

2. उक्त नियम में, अनुसूची में,—

(i) अनुसूची के क्रमांक 1 से 27 में उल्लिखित पदों के कॉलम (5) में, केंद्र सरकार द्वारा यथा अनुमोदित और अधिसूचित तथा एनजेबी को यथा प्रदत्त 7वें केंद्रीय वेतन आयोग के तदंतर पे मेट्रिक्स/लेवल के साथ 'पे बैंड और ग्रेड पे/वेतनमान' को 'पे मेट्रिक्स में लेवल' निम्नलिखित अनुसार पढ़ा जाए:-

(क) क्रमांक (1) से क्रमांक (3) के लिए: लेवल 13, 1,23,100-2,15,900 रुपए

(ख) क्रमांक (4) से क्रमांक (8) के लिए: लेवल 12, 78,800-2,09,200 रुपए

(ग) क्रमांक (9) से क्रमांक (12) के लिए: लेवल 11, 67,700-2,08,700 रुपए

(घ) क्रमांक (13) से क्रमांक (15) के लिए: लेवल 10, 56,100-1,77,500 रुपए

(ङ) क्रमांक (16) से क्रमांक (18) के लिए: लेवल 7, 44,900-1,42,400 रुपए

(च) क्रमांक (19) से क्रमांक (22) के लिए: लेवल 6, 35,400-1,12,400 रुपए

(छ) क्रमांक (23) के लिए: लेवल 5, 29,200-92,300 रुपए

- (ज) क्रमांक (24) से क्रमांक (25) के लिए: लेवल 4, 25,500-81,100 रुपए
- (झ) क्रमांक (26) से क्रमांक (27) के लिए: लेवल 2, 19,900-63,200 रुपए
- (ii) क्रमांक 4 से 12 में उल्लिखित पदों के कॉलम (9) में शब्द 'हां' के स्थान पर 'उम्र-कोई बाधा नहीं और अर्हता- पढ़ा जाए-
- (क) वित्त एवं लेखा विभाग से संबंधित पदों के लिए - वित्त/लेखा अथवा वाणिज्य में स्नातक डिग्री;
- (ख) विपणन विभाग से संबंधित पदों के लिए - व्यवसाय प्रबंधन/वाणिज्य अथवा अर्थशास्त्र में स्नातक डिग्री;
- (ग) प्रशासन/सतर्कता विभाग से संबंधित पदों के लिए - किसी भी विषय में स्नातक डिग्री;
- (घ) तकनीकी विभाग से संबंधित पदों के लिए- सीधी भर्ती के लिए प्रावधान के अनुसार।
- (iii) अनुसूची के क्रमांक 14 और 15 में उल्लिखित पदों के कॉलम 12 में, शब्द '8 वर्ष' .. को '9 वर्ष' पढ़ा जाए;
- (iv) अनुसूची के क्रमांक 13, 14, और 15 में उल्लिखित पदों के कॉलम 11 में, शब्द 'पदोन्नति द्वारा 75% और सीधी भर्ती द्वारा 25%' को 'पदोन्नति द्वारा 50% और सीधी भर्ती द्वारा 50%' पढ़ा जाए;
- (v) क्रमांक 13, 14, 15, 16, 17, 19, 24, 25, 26 में उल्लिखित पदों के लिए कॉलम 8 में सीधी भर्ती स्तर के लिए अनुभव को वांछनीय पढ़ा जाए।
- (vi) अनुसूची के क्रमांक 24 में उल्लिखित पदों के कॉलम 12 में, शब्द 'विद्यमान एमटीए जो 10वीं कक्षा उत्तीर्ण सहित 8 वर्ष के लिए एनजेवी/जेएमडीसी/एनसीजेडी के लिपिकीय संवर्ग में कार्यरत हैं' को जोड़ा जाए।
- (vii) अनुसूची के क्रमांक 1 से 13 के पदों के लिए दोहरी पदोन्नति पर विचार नहीं किया जा सकता, जिससे यह सुनिश्चित किया जा सके कि उनके वरिष्ठ स्तर के अधिकारियों (विशेष रूप से सीधी भर्ती) के विरुद्ध कनिष्ठ अधिकारियों की नियम विरुद्ध पदोन्नति नहीं की जा सकती। पदोन्नति पद और उनके फीडर पद निम्नलिखित अनुसार होंगे:

पदोन्नति पद	फीडर पद
निदेशक	संयुक्त निदेशक (एक कार्यक्षेत्र में)
संयुक्त निदेशक	उप निदेशक (एक कार्यक्षेत्र में)
उप निदेशक (विपणन/तकनीकी)	सहायक निदेशक (विपणन/तकनीकी)
उप निदेशक (वित्त/लेखा)	लेखा अधिकारी
उप निदेशक (प्रशासन)	सहायक निदेशक (सतर्कता)
सहायक निदेशक (विपणन)	अनुभाग अधिकारी

*टिप्पणी: यदि आवश्यक हुआ, 2-3 सहायक निदेशक (विपणन) के पद अनुभाग अधिकारी के स्तर पर अस्थायी रूप से चलाए जाएंगे, जब तक कि पदधारी (अनुभाग अधिकारी) पदोन्नति के लिए पात्र न हो जाए।

टिप्पणी: भारत के राजपत्र के भाग II, खंड-3, उप-खंड (i) में दिनांक 16 फरवरी, 2017 की अधिसूचना सं. सा.का.नि. 133(अ) के तहत प्रकाशित मूल नियम और भारत के राजपत्र के भाग II, खंड-3, उप-खंड (i) में दिनांक 17 अप्रैल, 2017 की अधिसूचना सं. सा.का.नि. 374(अ) के तहत प्रकाशित संशोधित अधिसूचना, को इन संशोधनों के साथ पढ़ा जाए।

[फा. सं. 2/1/2012-जेई/पटसन (भाग-II)]

ए. मधुकुमार रेड्डी, संयुक्त सचिव

MINISTRY OF TEXTILES

NOTIFICATION

New Delhi, the 25th May, 2018

G.S.R. 500(E).— In exercise of the powers conferred by section 22 of the National Jute Board Act, 2008 (No. 12 of 2009), the Central Government hereby makes the following rules to amend the National Jute Board Employees (Recruitment Rules) Regulations, 2017 alongwith its Amendments dated the 17th April, 2017, namely :-

1. In the said rules, in the Schedule, -
 - (i) In Column (5) of the posts mentioned at Sl. No. 1 to 27 of the Schedule, "Pay Band and Grade Pay/Scale" may be read as "Level in the pay matrix" with the corresponding Pay Matrix/Levels of the 7th Central Pay Commission as approved and notified by the Central Government and as extended to NJB; as under:-
 - a. For Sl. No. (1) to Sl. No. (3): Level 13, Rs. 1,23,100 – 2,15,900/-
 - b. For Sl. No. (4) to Sl. No. (8): Level 12, Rs. 78,800 – 2,09,200/-
 - c. For Sl. No. (9) to Sl. No. (12): Level 11, Rs. 67,700 – 2,08,700/-
 - d. For Sl. No. (13) to Sl. No. (15): Level 10, Rs. 56,100 – 1,77,500/-
 - e. For Sl. No. (16) to Sl. No. (18): Level 7, Rs. 44,900 – 1,42,400/-
 - f. For Sl. No. (19) to Sl. No. (22): Level 6, Rs. 35,400 – 1,12,400/-
 - g. For Sl. No. (23): Level 5, Rs. 29,200 – 92,300/-
 - h. For Sl. No. (24) to Sl. No. (25): Level 4, Rs. 25,500 – 81,100/-
 - i. For Sl. No. (26) to Sl. No. (27): Level 2, Rs. 19,900 – 63,200/-
 - (ii) In Column (9) of the posts mentioned at Sl. no : 4 to 12 the word "Yes" May be read as.... "Age - No Bar & Qualification -
 - (a) For posts pertaining to Finance & Accounts Deptt. - Graduate Degree in Finance/ Accounts or Commerce;
 - (b) For posts pertaining to Marketing Deptt. - Graduate Degree in Business Management/ Commerce or Economics;
 - (c) For posts pertaining to Administration/Vig. Deptt. - Graduate Degree in any Discipline;
 - (d) For posts pertaining to Technical Deptt. - As provided for DR".
 - (iii) In Column 12 of the posts mentioned at Sl. 14 & 15 of the Schedule, the word '... 8 years..' May be Read as '... 9 years...';
 - (iv) In Column 11 of the posts mentioned at Sl. 13, 14 & 15 of the Schedule, the word '75% By Promotion & 25% by Direct Recruitment' May be Read as 50% By Promotion & 50% by Direct Recruitment';
 - (v) In col. 8, for the posts mentioned at sl. no. 13,14,15,16, 17, 19,24,25,26 i.e. for direct entry level the experience may be read as desirable.
 - (vi) In Column 12 of the posts mentioned at Sl. 24 of the Schedule, the word... 'Existing MTAs who have worked in the clerical cadre of NJB/JMDC/NCID for 8 years with 10th pass' may be added.
 - (vii) Double promotions will not be permitted for the posts at Sl. 1 to 13 of the Schedule, to ensure that anomalous promotion of juniors over their senior level officers (particularly direct recruit) does not take place. The promotion posts and their feeder posts will be as follows:

Promotion Post	Feeder Post
Director	Jt. Director(same field)
Jt. Director	Dy. Director(same field)
Dy Dir.(Mkt/Tech)	AD (Mkt/Tech)
Dy Dir(Fin./Acct)	Accounts Officer
Dy Dir (Admin)	AD(Vig.)
AD(Mkt)	Section Officer

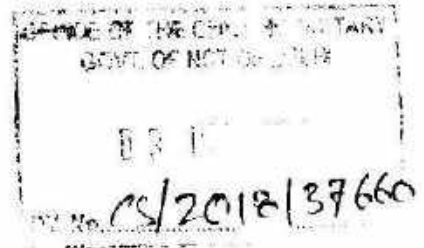
- *Note: if needed, 2 - 3 AD (Marketing) posts will be operated temporarily at the level of Section Officer, till the time the incumbents (SO) become eligible for promotions.
- Note: The principal rules published in the Gazette of India, Part II, Section 3, Sub-section (i) vide notification number GSR 133(E), dated the 16th February, 2017 and the amendment notification published in the Gazette of India, Part II, Section 3, Sub-section (i) vide notification number GSR 374(E) dated the 17th April, 2017 may be read together with these amendments.

[F. No. 2/1/2012-JE/Jute, (Part-II)]

A MADHUKUMAR REDDY, Jt. Secy.

Subject: Inviting nomination for the post of legal Advisor

To: cs-arunachal@nic.in, cs-assam@nic.in, cs-bihar@nic.in,
cs-office.cg@gov.in, administrator-dd-dnh@nic.in,
administrator-dd@gov.in, csdelhi@nic.in, cs-go@nic.in,
chiefsecretary@gujarat.gov.in, cs@hry.nic.in, cs-hp@nic.in,
cs-jandk@nic.in, Shri Sudhir Tripathi <cs-jharkhand@nic.in>,
cs@karnataka.gov.in, chiefsecy@kerala.gov.in, cs@mp.nic.in,
cs@maharashtra.gov.in, cs-manipur <cs-manipur@nic.in>,
cs_mez@rediffmail.com, Chief Secretary Nagaland <csnlg@nic.in>,
Chief Secretary Odisha <csorl@nic.in>, cs.pon@nic.in,
cs-skm@nic.in, cs@tn.gov.in,
Sekhar Prasad Singh <cs@telangana.gov.in>,
cs-tripura <cs-tripura@nic.in>, cs-uttarakhand@nic.in, csup@nic.in,
cs-westbengal <cs-westbengal@nic.in>



Date: 12/02/18 16:04

From: Duty Officer National Investigation Agency <do.nia@gov.in>

14219.pdf (2.2MB)

Sir,

Please see the attached file

With regards

So to CS
3/2/18

Secy (Sec)

3/12/18

SS (S-11)

A/S

s/o (CN)

Aug.
2/12

Sh. Sanjay

1/10

NATIONAL INVESTIGATION AGENCY
MINISTRY OF HOME AFFAIRS,
GOVERNMENT OF INDIA
OPPOSITE CGO COMPLEX
LODHI ROAD
NEW DELHI

No E-76/01/Legal/Depu/2018/NIA/14219

Dated 28.11.2018

To

1. All Ministries/Departments of Government of India.
2. The Chief Secretaries to the Government of all States/UTs.
3. The Directors General of Police of all States/UTs.
4. The Directors General of BSF, CRPF, CISF, SSB, ITBP, RPF, Assam Rifles, BPR&D, NCRB.
5. The Director of CBI, IB & ED.
6. The Joint Secretary (Pers), Cabinet Secretary, New Delhi.
7. The Chairman of CBTD.

Subject:- Inviting nomination for the post of Deputy Legal Advisor in NIA on deputation (ISTC) / absorption basis.

Sir,

Nominations are invited for the posts of Deputy Legal Advisor on deputation (ISTC) / absorption basis in NIA. Details of posts and vacancies are as under:-

Srl No	Post with pay scale	Vacancies	Proposed place of posting depending on vacancies
i)	Deputy Legal Advisor Pay Scale - Pay Matrix Level - 12 (Rs 78,800/- to 2,09,200/-) (PB-3 with GP 7600/- pre-revised)	03	Delhi, Guwahati, Kolkata & Mumbai

2. The eligibility criteria (educational qualification, experience, etc.) are furnished in the **Annexure-I** (available at **NIA website www.nia.gov.in/recruitment-notice.htm**). The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

3. It is requested that the above advertisement may kindly be circulated among all Departments / Institutions / Offices under your charge and also hosted on their websites. The nominations of eligible officers along with following documents should reach **the DIG(Adm), NIA HQ, Opposite CGO Complex, New Delhi-110003 through proper channel within 02 month from the date of publication of this item in 'Employment News'.**

i) Bio-data / application form in the prescribed proforma **Annexure-II** (available at **NIA website www.nia.gov.in/recruitment-notice.htm**) duly countersigned by the competent authority.

Contd...02/-

:2:

ii) Attested (each page) photocopies of the APARs dossier from the year 2013-14 to 2017-18.

iii) Vigilance Clearance Certificate and Integrity Certificate issued by the respective department.

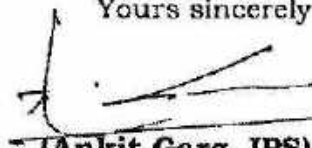
iv) Details of major/minor penalties imposed on the official during the last 10 years.

4. Applications received after the last date, or application incomplete in any respect or those not accompanied by the documents/ information as per Para 3 above will not be considered. The Cadre Authorities may ascertain that the particulars sent by the officials are correct as per the records.

5. The eligibility criteria and application form as well as Recruitment Rules are also available on the NIA website www.nia.gov.in/recruitment-rules.htm.

Encl:- Annexure 'I' & 'II'.

Yours sincerely


(Ankit Garg, IPS)
 DIG (Adm)
 NIA Hqrs, New Delhi
 011-24368801 (Fax)
 e-mail : ankitgarg.nia@gov.in

Copy forwarded for information and needful action to:-

- i) The DIG (IT), NIA HQ, New Delhi for uploading the matter on NIA Website.
- ii) NIA Branch Offices, Lucknow, Guwahati, Kolkata, Hyderabad, Mumbai, Kochi, Jammu and Raipur - for information and wide publicity.

3/10

NATIONAL INVESTIGATION AGENCY
MINISTRY OF HOME AFFAIRS
GOVERNMENT OF INDIA
OPPOSITE CGO COMPLEX
LODHI ROAD
NEW DELHI

No E-76/01/Legal/Depu/2018/NIA//422/

Dated 28.11.2018

NOTICE FOR DEPUTATION (ISTC) / ABSORPTION TO NIA
AS DEPUTY LEGAL ADVISOR

Nominations are invited for the posts of Deputy Legal Advisor on deputation (ISTC) / absorption basis in NIA. Details of posts and vacancies are as under:-

Sri No	Post with pay scale	Vacancies	Proposed place of posting depending on vacancies
i)	Deputy Legal Advisor Pay Scale - Pay Matrix Level - 12 (Rs 78,800/- to 2,09,200/-) (PB-3 with GP 7600/- pre-revised)	03	Delhi, Guwahati, Kolkata & Mumbai

2. The eligibility criteria (educational qualification, experience, etc.) are furnished in the **Annexure-I** [available at NIA website www.nia.gov.in/recruitment-notice.htm]. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

3. The nominations of eligible and willing officers along with following documents should reach **the DIG(Adm), NIA HQ, Opposite CGO Complex, New Delhi-110003 through proper channel within 02 month from the date of publication of this item in 'Employment News'**.

i) Bio-data / application form in the prescribed proforma **Annexure-II** [available at NIA website www.nia.gov.in/recruitment-notice.htm] duly countersigned by the competent authority

ii) Attested (each page) photocopies of the APARs dossier from the year 2013-14 to 2017-18.

iii) Vigilance Clearance Certificate and Integrity Certificate issued by the respective department.

iv) Details of major/minor penalties imposed on the official during the last 10 years.

4. Applications received after the last date, or application incomplete in any respect or those not accompanied by the documents/ information as per Para 3 above will not be considered. The Cadre Authorities may ascertain that the particulars sent by the officials are correct as per the records.

Contd...02/-

4/10

::2::

5. The eligibility criteria and application form as well as Recruitment Rules are also available on the NIA website www.nia.gov.in/recruitment-rules.htm.



(Ankit Garg, IPS)
DIG (Adm)
NIA Hqrs, New Delhi
011-24368801 (Fax)
e-mail : ankitgarg.nia@gov.in

**DETAILS OF THE POST OF DEPUTY LEGAL ADVISOR IN
NATIONAL INVESTIGATION AGENCY**

1	Name of the post	Deputy Legal Advisor
2	Nos. of post	* 03 Posts for deputation (ISTC) / absorption (*subject to variation depending on vacancies)
3	Classification of the post	General Central Service, Group - 'A', Gazetted, Non-Ministerial.
4	Scale of pay	Pay Matrix Level - 12 (Rs 78,800/- to 2,09,200/-) (PB-3, Rs. 15600-39100/- with GP of Rs. 7600/- pre-revised)
5	DA, HRA, TPT & other allowance	As admissible under the Central Government orders from time to time.
6	Special Incentive Allowance	20% of basic pay.
7	Eligibility Criteria for deputation (ISTC) / absorption to NIA	<p><u>Deputation (Including Short Term Contract) / absorption:</u></p> <p>Officers of the Central Government / State Government / Recognized Research Institutions / Universities / Public Sector Undertakings / Semi-Government / Statutory or Autonomous Organisation:-</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre/ department, or</p> <p>(ii) With five years' service in the grade on regular basis in posts in the Pay Band-3, Scale of Pay Rs. 15,600-39,100/- with Grade Pay of Rs. 6600/- or equivalent in the parent cadre/ department, and</p> <p>(b) Possessing following educational qualifications and experience:</p> <p>(i) Bachelors' Degree in Law from a recognised University;</p> <p>(ii) Ten years' experience in Prosecution of Criminal Cases.</p> <p>Note: - 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, deputations</p>

		<p>shall not be eligible for consideration for appointment by Promotion.</p> <p>(Period of deputation (including short term contract), including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/ department of the Central Government shall not exceed four years. The maximum age limit for appointment by Deputation (including short term contract) shall be not exceeding 56 years as on closing date of receipt of applications).</p>
8.	Nature of duties	<p>i) Comments on final Reports in cases wherein the authority competent to pass final orders.</p> <p>ii) Carry out inspection of all the prosecution Branches of his Region once in a year. Every year in the month of January, DLAs should prepare their inspection Programme of Malkhana of the Branches of their Region which should be intimated to the SP/DIG concerned</p> <p>iii) While the individual Prosecutor/ Law officer is fully responsible and accountable for successful and effective prosecution of cases and all matters pending in various Courts/ tribunals etc. assigned to him, the DLAs at the Regional level shall closely supervise the functioning and performance of the Prosecutors at the Branch level and shall hold monthly meetings on regular basis with the Prosecutors to review the progress, achievement of targets etc. Monthly reports containing the details of deliberations at the Branch level shall be sent to the Regional DIG and SP by the DLA concerned for prompt follow-up and coordination.</p> <p>iv) DLA will be in charge of Legal Division and perform all those duties specifically entrusted to Legal Division.</p> <p>v) DLA should ensure monthly submission of progress report in all the cases pending within his Region in the Courts of Special Judges appointed under NIA Act 2008 in the proforma circulated or any other information required by Directorate of Prosecution/Policy Division pertaining to trial / Court matters.</p> <p>vi) Advice in legal matters on general points or specific issues arising during investigation or trial, as may be requested by the DIG.</p>

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		<p>vii) Checking and vetting of SP's Reports, draft sanction orders for prosecution, draft charges, statement of allegations etc. in cases in which comments are given by him on Final Reports.</p> <p>viii) Scrutiny of results of court trials and Departmental Action and scrutiny of Court Diaries in respect of cases.</p> <p>ix) Scrutiny of exoneration cases and those of inadequate punishment.</p> <p>x) Review of judicial decisions relating to Criminal Law and procedure arising from cases and preparation of notes and comments thereon for publication in NIA Bulletin/Periodicals/Reports.</p> <p>xi) Such other subjects relating to legal matters as may be allotted to them by the DIG.</p> <p>xii) Maintaining close liaison with the DIG & SP and to attend periodical meetings to review prosecution cases.</p> <p>xiii) To supervise the work and conduct of the Senior PPs/PPs working under him in the Region/Branches.</p>
9.	Deputation (ISTC)	The other terms and conditions of deputation will be government as laid down in the Govt. of India, DoP&T OM No. 6/08/2009-Estt (Pay-II) dated 17.06.2010 as amended from time to time.


(Ankit Garg, IPS)
 DIG (Adm)
 NIA Hqrs, New Delhi
 011-24368801 (Fax)
 e-mail : ankitgarg.nia@gov.in

CURRICULUM VITAE PRO FORMA**FOR THE POST DEPUTY LEGAL ADVISOR**

1	Name and Address (in block letter)					
2	Date of Birth (in Christian era)					
3	Date of retirement under Central/State Government rules					
4	Education Qualification					
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/ Experience required	Qualifications/ Experience possessed by the officer			
	Essential					
	Desired					
6	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post					
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 detail) (in
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					

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	(c) Name of the parent office/organization to which you belong	
10	<p>Additional details about present employment:-</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government</p> <p>b) State Government</p> <p>c) Autonomous Organization</p> <p>d) Government Undertaking</p> <p>e) Universities</p> <p>f) Others</p>	
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	<p>Additional information, if any, which you would like to mention in support of your suitability for the post</p> <p>(This among other things may provide information which regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the vacancy circular/advertisement).</p> <p>(Note-enclose a separate sheet, if the space is insufficient).</p>	
15	<p>Please state whether you are applying for deputation (ISTC)/absorption/re-employment basis</p> <p>(Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government organizations are eligible only for short term</p>	

10/10

	contract)	
16	Whether belongs to SC/ST	
17	Remarks (The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards/Scholarship/Officials Appreciation (iii) Affiliation with the professional bodies/ institution/ societies and (iv) any other information. (Note - Enclose a separate sheet if the space is insufficient)	

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
Address
Contact No

Date:-

Countersigned

(Employer with Seal)

Certificate to be given by the Head of the Office of the Applicant

- I. Certified that particulars furnished by Shri/Smt/Km _____ have been verified from his/her record and found correct.
- II. No vigilance case is either pending/contemplated against Shri/Smt/Km _____. His/her integrity is certified.
- III. No major/minor penalties was imposed on Shri/Smt/Km _____ for the last 10 years as per records of the Ministry/Department.

Signature of the Head of Office with Seal

Telephone
Office : 0484-2351810, 2351493, 2351790
Director : 0484-2351107 (per.)



Fax : 91-0484-2370879
E-mail : cifnet@nic.in

भारत सरकार
GOVERNMENT OF INDIA

कृषि एवं किसान कल्याण मंत्रालय (पशुपालन, डेयरी एवं मत्स्यपालन विभाग)
Ministry of Agriculture and Farmers' Welfare (Department of Animal Husbandry, Dairying & Fisheries)
केंद्रीय मत्स्य नौचालन एवं इंजीनियरी प्रशिक्षण संस्थान (सिफनेट)
Central Institute of Fisheries Nautical & Engineering Training (CIFNET)
फाईन आर्ट्स एवन्यू, कोच्ची-682 016
Fine Arts Avenue, Kochi-682 016

F.No:13-11/2018-Adm.

Dated: 14-11-2018

To

Chief Secretary,
Govt. of Delhi (National Capital Territory),
New Delhi

2 F No 21118
GAD/2018/61192

Sub: Recruitment to one post of **instructor(Electrical)** in Central Institute of Fisheries Nautical and Engineering Training of this Institute unit, at Chennai on **deputation basis**(including short term contract) – Reg.

Sir,

Please find enclosed a notification for filling up of one post of **instructor(Electrical)** of this Institute unit at Chennai on **deputation basis**(including short term contract). It is requested that the vacancy may kindly be circulated among the eligible staff members of your Department and applications in the prescribed proforma with recent passport size photograph and other relevant documents may be forwarded to this office within 60 days from the date of publication of the vacancy notification in the Employment News.

Yours faithfully

DIRECTOR

Encl : as above.

Aug 1
6/12
Sir Saigee



भारत सरकार

GOVERNMENT OF INDIA

कृषि एवं किसान कल्याण मंत्रालय (पशुपालन, डेयरी एवं मत्स्यपालन विभाग)

Ministry of Agriculture and Farmers' Welfare (Department of Animal Husbandry, Dairying & Fisheries)

केंद्रीय मत्स्य नौचालन एवं इंजीनियरी प्रशिक्षण संस्थान (सिफनेट)

Central Institute of Fisheries Nautical & Engineering Training (CIFNET)

फाईन आर्ट्स एवन्यू, कोच्ची-682 016

Fine Arts Avenue, Kochi -682 016

F.No:13-11/2018-Adm.

Dated: 14-11-2018

To,

1. All Ministries/Departments of Government of India,
2. Chief Secretaries of All State Govts/UT Administrations.
3. Indian Council of Agricultural Research
4. Commissioners/Secretaries dealing with Fisheries Departments of all State Govts.

Subject: Recruitment to one post of **Instructor(Electrical)**, (Group 'B' Non-Gazetted, Non-Ministerial) in Level 6 in the Pay Matrix (i.e in the pre-revised pay band-2 Rs.9300-34800+Grade pay of Rs.4200/- in Central Institute of Fisheries Nautical and Engineering Training, Cochin, a subordinate office of the Department of Animal Husbandry, Dairying and Fisheries, on **deputation** (including short term contract)-regarding.

Sir,

I am to say that one post of **Instructor(Electrical)**, (Group 'B' Non-Gazetted, Non-Ministerial) in Level 6 in the Pay Matrix (ie. in the pre-revised pay band- 2 Rs. 9,300-34,800 Plus Grade pay of Rs.4,200/-) in Central Institute of Fisheries Nautical and Engineering Training, Cochin is proposed to be filled on **deputation** (including short term contract) from amongst the Officers under the Central Government or State Governments or Union Territories or Universities or Recognized Research Institutions or Public Sector Organizations or Semi Government or Autonomous or Statutory organizations;

- (a) (i) holding analogous posts on regular basis in the parent cadre or Department; or
(ii) with six years' service in the grade rendered after appointment thereto on a regular basis in posts in Pay Band-I (Rs.5200-20200) with Grade Pay of Rs.2800 or equivalent in the parent cadre or department; and

(b) possessing the following educational qualifications and experience:

Essential:

- (i) Degree in Electrical Engineering or Electrical and Electronics Engineering from a recognized University and
- (ii) One year experience in operation, repair and maintenance of electrical machineries and appliances in a recognized technical or industrial concern;
Or
- (i) Diploma in Electrical Engineering or Electrical and Electronics Engineering issued by a State Board of Technical Education; and
- (ii) Two year's experience of undertaking electrical works in a recognized workshop.

Desirable: One year experience in imparting training or teaching electrical subjects in a technical institute recognized by the Central Government or State Government.

The departmental Officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment by promotion. Period of deputation (including short term contract) including period of deputation(including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation(including short term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.

Note: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the said Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post, for which that grade pay or pay scale is the normal replacement grade without any up-gradation.

Job description: Repair and maintenance of electrical equipments/machinery fitted on board the Institute vessels, marine work shop, trainees hostel and office. Imparting practical classes in electrical technology. Control and supervision of electrical supervisor and electrician. Imparting theoretical and practical classes in electrical technology and elements of refrigeration subjects including practical demonstration on board the vessels as shore participants during voyage. To assist the electrical engineer for the maintenance of electrical installations/vessel. Any other duties assigned by the superiors. The place of posting will be at CIFNET Unit at Chennai.

2. The pay of the official selected will be governed by the provisions laid down in the Department of Personnel and Training's O.M.No.6/8/2009-Estt(pay II) dated 17th June 2010.as amended from time to time.

3. Applications from eligible officers in the enclosed proforma (in duplicate) may be forwarded through proper channel to the Director, Central Institute of Fisheries Nautical and Engineering Training, Foreshore Road, Cochin -682 016 within a period of 60 days from the date of publication of this advertisement in the Employment News alongwith copies of upto date ACRs for the last five years, duly attested by an officer of the level of Under Secretary or above, vigilance clearance and integrity certificate. Cadre controlling authority may also kindly ensure that while forwarding the application they should verify and certify that the particulars furnished by the officer are correct. It may also be certified that no major or minor penalty was imposed on the officer during the last 10 years of his service.

4. Applications received after the due date or without ACRs or otherwise found incomplete will not be considered.


DIRECTOR

BIO-DATA PROFORMA

- 1 Name & Address
- 2 Date of Birth(in Christian era)
- 3 Date of entry into Govt. Service
- 4 Date of Retirement under Central/State Government Rules

Affix recent
passport size
photograph

- 5 Educational Qualifications:-
Whether educational and other qualification required for the post are satisfied.(If nay qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same).

Qualifications/Experience required		Qualifications/Experience possessed by the officer
(i)		
(ii)		

6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.
7. Whether your candidature is for appointment on transfer on deputation(including short-term contract) or by promotion.
8. Details of employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/Instt /Orgn.	Post held	From	To	Pay Band and Grade Pay/Level	Nature of apptt. i.e. whether regular/adhoc/deputation	Nature of duties
(1)	(2)	(3)	(4)	(5)	(6)	(7)

9. Name of post held substantively, if any and the scale of pay thereof:
10. Nature of present employment i.e., ad-hoc or temporary or quasi-permanent.
11. Present pay and date from which it is drawn(Scale in which drawn also to be indicated).
12. 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/organisation to which you belong.

13. Additional details about present employment. Please state whether working under:

- (i) Central Government.
- (ii) State Government
- (iii) Autonomous Organisation.
- (iv) Government Undertakings
- (v) Universities.

14. Are you drawing pay in revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.

15. Additional information, if any which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.

16. Do you belong to Scheduled Castes/Scheduled Tribes? If so, please specify.

17. Are you applying for the post for appointment by transfer on deputation or by transfer?

18. Whether the officer satisfied all the conditions prescribed for the post viz. qualification, experience and service in analogous posts.

19. Remarks, if any.

Date:

Signature of the candidate.
Address.....

Countersigned.....

CERTIFICATE TO BE RECORDED BY THE EMPLOYER WHILE FORWARDING THE APPLICATION.

Certified that the particulars filled up by Shri..... Designation..... have been verified and found correct. It is also certified that no vigilance case is pending or contemplated against Shri....
.....and his integrity is beyond doubt. Character Roll is enclosed.

SIGNATURE OF THE EMPLOYING AUTHORITY

F.No. I-14020/4/2018-Ad(CD)
Bharat Sarkar/Government of India
Grih Mantralaya/Ministry of Home Affairs
Disaster Management Division

NDCC-II Building, B Wing, 3rd Floor
Jai Singh Road, New Delhi-110001
Dated the, 15th October, 2018

To

The Secretaries of Ministries/Departments of Government of India/
Chief Secretaries of State Governments/Union Territories.

Subject:- Filling up of six posts of Laboratory Technician Grade-I in National Fire Service College, Nagpur under the Ministry of Home Affairs on deputation basis.

Madam/Sir,

The Ministry of Home Affairs requires the services of suitable officers for filling up the 6 posts of Laboratory Technician Grade-I in National Fire Service College, Nagpur under the Ministry of Home Affairs on deputation basis (Including Short Term Contract).

2. The posts of Laboratory Technician Grade-I are General Central Service, Group B, Non- Gazetted, Non- Ministerial at Pay Level 7 (Rs. 44900-142400/-) . Pay of the officers selected would be fixed as per the existing instructions of the Government of India.

3. The grades from which deputation (including short term contract) to the posts of Laboratory Technician Grade-I are to be made is as under:-

Officers under the Central Government or State Government or Union territories administration or Public Sector Undertakings or recognised research Institutions or Universities or Semi- Government or statutory or autonomous organisations: -

- (a) (i) holding analogous posts on regular basis in the parent cadre or department; or
(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in level-6 (Rs.35400-112400) of the pay matrix or equivalent in the parent cadre or department; and

(b) possessing following educational qualifications and experience namely: -
(i) Bachelor of Science with Physics, Chemistry and Mathematics from a recognised University or Institute; and

(ii) two years' experience in Teaching or Training or Research or Quality control or Testing or Handling of Lab equipment in Central or State Government or Union territory administration or Public Sector Undertaking or recognised research Institution or University or Semi-Government or statutory or autonomous organisation.

Note 1.- The period of deputation (including short term contract) including the period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not to exceed three years.

Note 2.- The maximum age-limit for appointment by deputation (including short term contract) shall be not exceeding fifty six years as on the closing date of receipt of applications.

4. A copy of the existing Recruitment Rules for the post of Laboratory Technician Grade-I in the National Fire Service College, Nagpur under the Ministry of Home Affairs is enclosed.

5. Officers who volunteer and are sponsored by their Ministry/Department/State Governments/UTs Administration etc. for the posts will not be permitted to withdraw their names later.

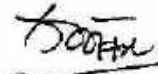
6. It is requested to give wide circulation to these vacancies among all PSUs/Semi-Govt. Organizations/Statutory/Autonomous Organization/Recognized Research Institute/Universities under your administrative control. The nominations of eligible officers along with their applications (in duplicate) duly countersigned by the competent authority in the enclosed proforma along with Annual Confidential Reports/APARs in original or their attested copies duly attested with rubber stamp on each page by an officer not below the rank of Under Secretary for the last five years of the Officer who could be spared immediately in the event of their selection may be sent to the **Director General (Fire Services, Civil Defence & Home Guards), O/o. Director General (Fire Service Civil Defence & Home Guards) Government of India, Ministry of Home Affairs, East Block-7, Level-7, R. K. Puram, New Delhi-110066** within 60 days of the date of issue of this circular. While forwarding the names, an integrity certificate and a certificate that no disciplinary action/proceedings,

vigilance case is either pending or being contemplated against the officer may also be attached.

7. Applications received after the last date or application incomplete in any respect or those not accompanied by the document/information mentioned in para 6 above will not be considered. The cadre authorities may ascertain that the particulars sent by the officer are correct as per their service record.

Yours faithfully

Encl: As above


15. X. 2018

(Surendra Thakur)

Under Secretary to the Government of India,
Telefax : 23438144

Note 2: The crucial date for determining the age-limit in the case of candidates from Employment Exchange shall be the last date up to which the Employment Exchange is asked to submit the names.	or Gujarati, etc.	
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Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made
(9)	(10)	(11)
Two years.	Direct Recruitment.	Not applicable.

If a Departmental Confirmation Committee (for considering confirmation) exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
(12)	(13)
Group 'C' Departmental Promotion Committee (for confirmation) consisting of : 1. Deputy Director 2. Assistant Director 3. Administrative Officer Grade-II	Not applicable.
- Chairman: - Member; and - Member.	

[F. No. 23611/04/2017-PT]

AJAY KUMAR SINGH, Under Secy.

नई दिल्ली, 9 मार्च, 2018

मा.का.नि. 78.—संविधान के अनुच्छेद 309 के परंतुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, गृह मंत्रालय के अधीन, राष्ट्रीय अग्निशमन सेवा महाविद्यालय, नागपुर में, प्रयोगशाला तकनीशियन ग्रेड-II के पदों पर भर्ती की पद्धति का विनियमन करने के लिए निम्नलिखित नियम बनाते हैं अर्थात्:-

1. संक्षिप्त नाम और प्रारंभ.—(1) इन नियमों का संक्षिप्त नाम राष्ट्रीय अग्निशमन सेवा महाविद्यालय, नागपुर (प्रयोगशाला तकनीशियन ग्रेड-II) भर्ती नियम, 2018 है।

(2) ये राजपत्र में उनके प्रकाशन की तारीख को प्रवृत्त होंगे।

2. पदों की संख्या, वर्गीकरण और वेतन मैट्रिक्स में स्तर.—पदों की संख्या, उनका वर्गीकरण और वेतन मैट्रिक्स में स्तर वे होंगे जो इन नियमों से उपाबद्ध अनुसूची के स्तंभ (2) से स्तंभ (4) में विनिर्दिष्ट है।

3. भर्ती की पद्धति, आयु सीमा, अर्हताएं आदि.—भर्ती की पद्धति, आयु सीमा, अर्हताएं और उसमें संबंधित अन्य बातें वे होंगी जो उक्त अनुसूची के स्तंभ (5) से (13) में विनिर्दिष्ट है।

4. निरर्हता.—वह व्यक्ति-

(क) जिमने ऐसे व्यक्ति से जिसका पति या जिसकी पत्नी जीवित है, विवाह किया है या विवाह की संविदा की है, या

(ख) जिमने अपने पति या अपनी पत्नी के जीवित रहते हुए किसी व्यक्ति से विवाह किया है या विवाह की संविदा की है;

उक्त पद पर नियुक्ति का पात्र नहीं होगा।

परन्तु यदि केन्द्रीय सरकार का यह समाधान हो जाता है कि ऐसा विवाह ऐसे व्यक्ति और विवाह के अन्य पक्षकार को लागू स्वीय विधि के अधीन अनुज्ञेय है और ऐसा करने के लिए अन्य आधार हैं तो वह किसी व्यक्ति को इस नियम के प्रवर्तन से छूट दे सकेगी।

5. **शिथिल करने की शक्ति.**—जहाँ केन्द्रीय सरकार की यह राय है कि ऐसा करना आवश्यक या समीचीन है, वहाँ वह उसके लिए जो कारण हैं, उन्हें लेखबद्ध करके तथा संघ लोक सेवा आयोग से परामर्श करके, इन नियमों के किसी उपबंध को किसी वर्ग या प्रवर्ग के व्यक्तियों की बाबत, आदेश द्वारा शिथिल कर सकेगी।

6. **व्याप्ति.**—इन नियमों की कोई बात, ऐसे आरक्षणों, आयु-सीमा में छूट और अन्य रियायतों पर प्रभाव नहीं डालेगी, जिनका केन्द्रीय सरकार द्वारा इस संबंध में समय-समय पर जारी किए गए आदेशों के अनुसार अनुसूचित जातियों, अनुसूचित जनजातियों, अन्य पिछड़े वर्गों, भूतपूर्व सैनिकों और अन्य विशेष प्रवर्ग के व्यक्तियों के लिए उपबंध करना अपेक्षित है।

अनुसूची

पद का नाम	पदों की संख्या	वर्गीकरण	वेतन मैट्रिक्स में स्तर	न्यून या अत्यून पद	सीधे भर्ती किए जाने वाले व्यक्तियों के लिए आयु-सीमा
(1)	(2)	(3)	(4)	(5)	(6)
प्रयोगशाला तकनीशियन ग्रेड-I	06* (2018) *कार्यभार के आधार पर परिवर्तन किया जा सकता है।	साधारण केन्द्रीय सेवा, समूह 'ख' अराजपत्रित, अनुसूचिनीय	स्तर-7 (44900-142400/- रु.)	लागू नहीं होता	लागू नहीं होता

सीधे भर्ती किए जाने वाले व्यक्तियों के लिए अपेक्षित शैक्षिक और अन्य अर्हताएं	सीधे भर्ती किए जाने वाले व्यक्तियों के लिए विहित आयु और शैक्षिक अर्हताएं प्रोन्नत व्यक्तियों की दशा में लागू होंगी	परिक्षा की अवधि, यदि कोई हो	भर्ती की पद्धति: भर्ती सीधे होगी या प्रोन्नति द्वारा या प्रतिनियुक्ति या आमेलन द्वारा तथा विभिन्न पद्धतियों द्वारा भरी जाने वाली रिक्तियों की प्रतिशतता
(7)	(8)	(9)	(10)
लागू नहीं होगा	लागू नहीं होता।	लागू नहीं होता।	प्रतिनियुक्ति द्वारा (जिसमें अल्पकालिक संविदा सम्मिलित है)।

प्रोन्नति या प्रतिनियुक्ति या आमेलन द्वारा भर्ती की दशा में वे श्रेणियाँ जिनसे प्रोन्नति या प्रतिनियुक्ति या आमेलन किया जाएगा	यदि विभागीय प्रोन्नति समिति है, तो उसकी संरचना	भर्ती करने में किन परिस्थितियों में संघ लोक सेवा आयोग से परामर्श किया जाएगा
(11)	(12)	(13)
प्रतिनियुक्ति (जिसमें अल्पकालिक संविदा सम्मिलित है): केन्द्रीय सरकार या राज्य सरकारों या संघ राज्य क्षेत्र प्रशासनों या पब्लिक सेक्टर के उपक्रमों या मान्यताप्राप्त अनुसंधान संस्थानों या विश्वविद्यालयों या अर्ध-सरकारी या कानूनी या स्वाशासी संगठनों के ऐसे अधिकारी:- क (i) जो मूल कांडर या विभाग में नियमित आधार पर सदृश पद धारण किए हुए हैं, या (ii) जिन्होंने मूल कांडर या विभाग में वेतन मैट्रिक्स में स्तर-6 (रु. 35400-112400) या समतुल्य पद पर नियुक्ति के पश्चात् उस स्तर में नियमित आधार पर पांच वर्ष की सेवा की है और ख. जो निम्नलिखित शैक्षिक अर्हता और अनुभव रखते हों; अर्थात्: (i) किसी मान्यता प्राप्त विश्वविद्यालय या संस्थान से भौतिकी रसायन शास्त्र और गणित के साथ बेचलर ऑफ	लागू नहीं होता।	संघ लोक सेवा आयोग से परामर्श करना आवश्यक नहीं है।

<p>साइंस; और</p> <p>(ii) केन्द्रीय या राज्य सरकार या संघ राज्य क्षेत्र प्रशासन या सार्वजनिक क्षेत्र के उपक्रम या मान्यताप्राप्त अनुसंधान संस्थान या विश्वविद्यालय या अर्ध सरकारी या कानूनी या स्वशासी संगठन में पढ़ाने या प्रशिक्षण या अनुसंधान या गुणवत्ता नियंत्रण या प्रयोगशाला के उपकरणों की जांच या संभालने का दो वर्ष का अनुभव हो।</p> <p>टिप्पण 1: प्रतिनियुक्ति की अवधि (अल्पकालिक संविदा सहित), जिसके अंतर्गत केन्द्रीय सरकार के उसी या किसी अन्य संगठन या विभाग में इस नियुक्ति से ठीक पहले धारित किसी अन्य कादर बाह्य पद पर प्रतिनियुक्ति की अवधि है, जो साधारणतया तीन वर्ष से अधिक नहीं होगी।</p> <p>टिप्पण 2: प्रतिनियुक्ति (अल्पकालिक संविदा सहित) द्वारा नियुक्ति के लिए अधिकतम आयु सीमा आवेदन प्राप्त करने की अंतिम तारीख को 56 वर्ष से अधिक नहीं होगी।</p>		
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[फा. सं. I-12013/12/2016-प्रशा. (सीजी)]

गौतम घोष, निदेशक

New Delhi, the 9th March, 2018

G.S.R. 78.—In exercise of the powers conferred by the proviso to article 309 of the Constitution the President hereby makes the following rules regulating the method of recruitment to the post of Laboratory Technician Grade-I in the National Fire Service College, Nagpur under the Ministry of Home Affairs namely:—

1. **Short title and commencement:** (1) These rules may be called the National Fire Service College, Nagpur (Laboratory Technician Grade-I) Recruitment Rules, 2018.

(2) They shall come into force on the date of their publication in the official Gazette.

2. **Number of post, classification and level in the pay matrix.** - The number of the post, its classification and level in the pay matrix attached thereto, shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

3. **Method of Recruitment, age-limit, qualifications etc.** - The method of recruitment, age-limit, qualifications and other matters relating thereto, shall be as specified in columns (5) to (13) of the aforesaid Schedule.

4. **Disqualifications.** - No person,-

(a) who has entered into or contracted a marriage with a person having a spouse living; or

(b) who, having a spouse living has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said posts:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and other party to the marriage and that there are other grounds for so doing, exempt such person from operation of this rule.

5. **Power to relax.** - Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing and in consultation with the Union Public Service Commission, relax any of the provisions of these rules with respect to any class or category of persons.

6. **Saving.** - Nothing in these rules shall affect reservation, relaxation of age-limit and other concessions required to be provided to the Scheduled Castes, the Scheduled Tribes, the Other Backward Classes, Ex-servicemen and other special categories of persons in accordance with orders issued by the Central Government from time to time in this regard.

SCHEDULE

Name of post	Number of post	Classification	Level in the pay matrix	Whether selection or non-selection post
(1)	(2)	(3)	(4)	(5)
Laboratory Technician Grade-I	06*(2018) *subject to variation dependent on workload.	General Central Service, Group B, Non-Gazetted, Non-Ministerial	Level 7 (Rs. 44900-142400/-)	Not applicable

Age-limit for direct recruits	Educational and other qualification required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any
(6)	(7)	(8)	(9)
Not applicable	Not applicable	Not applicable	Not applicable

Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made
(10)	(11)
By Deputation (including short term contract).	<p>Deputation (including short-term Contract):</p> <p>Officers under the Central Government or State Government or Union territories administration or Public Sector Undertakings or recognised research Institutions or Universities or Semi-Government or statutory or autonomous organisations: -</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in level-6 (Rs.35400-112400) of the pay matrix or equivalent in the parent cadre or department; and</p> <p>(b) possessing following educational qualifications and experience namely: -</p> <p>(i) Bachelor of Science with Physics, Chemistry and Mathematics from a recognised University or Institute; and</p> <p>(ii) two years' experience in Teaching or Training or Research or Quality control or Testing or Handling of Lab equipment in Central or State Government or Union territory administration or Public Sector Undertaking or recognised research Institution or University or Semi-Government or statutory or autonomous organisation.</p> <p>Note 1: The period of deputation (including short term contract) including the period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not to exceed three years.</p> <p>Note 2: The Maximum age-limit for appointment by deputation (including short term contract) shall be not exceeding fifty six years as on the closing date of receipt of applications.</p>

If a Departmental Promotion Committee exists, what is its composition (12)	Circumstances in which Union Public Service Commission is to be consulted in making recruitment (13)
Not applicable	Consultation with Union Public Service Commission is not necessary.

[F. No. I-12013/12/2016-Ad (CD)]

GOUTAM GHOSH, Director

नई दिल्ली, 13 मार्च, 2018

सा.का.नि. 79.—राष्ट्रपति, संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए राष्ट्रीय अग्निशमन सेवा महाविद्यालय, नागपुर समूह 'ग' (अगजपत्रित) भर्ती नियम, 2014 को, उन बातों के सिवाय अधिकृत करते हुए, जिन्हें ऐसे अधिकरण से पूर्व किया गया है, या करने का लोप किया गया है, होस्टेल वार्डन के पद पर भर्ती की पद्धति का विनियमन करने के लिए निम्नलिखित नियम बनाते हैं, अर्थात् :-

1. **संक्षिप्त नाम और प्रारम्भ :** (1) इन नियमों का संक्षिप्त नाम राष्ट्रीय अग्निशमन सेवा महाविद्यालय, नागपुर होस्टेल वार्डन (समूह 'ग' पद) भर्ती नियम, 2018 है।

(2) ये राजपत्र में उनके प्रकाशन की तारीख को प्रवृत्त होंगे।

2. **पद की संख्या, वर्गीकरण, वेतन मैट्रिक्स में स्तर :** पद की संख्या, उसका वर्गीकरण और उससे संगत वेतन मैट्रिक्स में स्तर यह होगा, जो इन नियमों से उपावद्ध अनुसूची के स्तंभ (2) से स्तंभ (4) में विनिर्दिष्ट है।

3. **भर्ती की पद्धति, आयु-सीमा, अर्हताएं आदि :** उक्त पद पर भर्ती की पद्धति, आयु-सीमा, अर्हताएं और उससे संबंधित अन्य बातें वे होंगी जो उक्त अनुसूची के स्तंभ (5) से स्तंभ (13) में विनिर्दिष्ट हैं।

4. **विरहता: वह व्यक्ति—**

(क) जिसने ऐसे व्यक्ति से जिसका पति या जिनकी पत्नी जीवित है, विवाह किया है, या विवाह की संविदा की है; या

(ख) जिसने अपने पति या अपनी पत्नी के जीवित रहते हुए किसी व्यक्ति से विवाह किया है या विवाह की संविदा की है,

उक्त पदों में से किसी पर नियुक्ति का पात्र नहीं होगा।

परन्तु यदि केंद्रीय सरकार का यह समझान हो जाता है कि ऐसा विवाह ऐसे व्यक्ति और विवाह के अन्य पक्षकार को लागू स्वीय विधि के अधीन अनुज्ञेय है और ऐसा करने के लिए अन्य आधार हैं तो वह किसी व्यक्ति को इस नियम के प्रवर्तन से छूट दे सकती है।

5. **शिथिल करने की शक्ति :** जहां केंद्रीय सरकार को यह राय है कि ऐसा करना आवश्यक या समीचीन है, वहां वह उसके लिए जो कारण हैं उन्हें लेखबद्ध करके और संघ लोक सेवा आयोग से परामर्श करके इन नियमों के किसी उपबंध को किसी वर्ग या प्रवर्ग के व्यक्तियों की बाबत, आदेश द्वारा शिथिल कर सकती है।

6. **व्याप्ति :** इन नियमों की कोई बात, ऐसे आरक्षण, आयु-सीमा में छूट और अन्य रियायतों पर प्रभाव नहीं डालेगी, जिनका केंद्रीय सरकार द्वारा इस संबंध में समय-समय पर निकाले गए आदेशों के अनुसार अनुसूचित जातियों, अनुसूचित जनजातियों, भूतपूर्व सैनिकों और अन्य विशेष प्रवर्ग के व्यक्तियों के लिए उपबंध करना अपेक्षित है।

1. Name and Address in Block Letters.
2. Date of Birth (in Christian era).
3. Date of retirement under Central Government Rules.
4. Educational Qualification.
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.)

	<i>Qualifications/experience required</i>	<i>Qualifications/experience possessed by the officer</i>
<i>Essential</i>	(1)	
	(2)	
	(3)	
<i>Desirable</i>	(1)	
	(2)	

6. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post.
7. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated under your signature, if the space below is insufficient.

<i>Office/Instt./ Orgn.</i>	<i>Post held</i>	<i>from</i>	<i>To</i>	<i>Scale of Pay and Basic Pay</i>	<i>Nature of Duties</i>

8. Nature of present employment, i.e. adhoc or temporary 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.
 - a. Central Government
 - b. State Government
 - c. Autonomous organization
 - d. Government Undertaking.
 - e. University.

11. 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.
12. Total emoluments per month now drawn.
13. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient
14. Whether belongs to SC/ST.
15. Remarks.

Signature of the Candidate
Address _____

Date _____
Countersigned _____
(Employer)

F. No. R.13017/24/2018-NI(III)
Government of India
Ministry of AYUSH

Delhi
Govt. of NCT of Delhi

18 NOV 2018

GAD/2018/59132
AYUSH Bhavan, B' Block,
GPO Complex INA,
New Delhi-110023,
Dated, the 18/11/2018.

20/11/18

VACANCY CIRCULAR

Sub: Filling up one post of Director, National Institute of Homoeopathy, Kolkata -reg.

It is proposed to fill up one post of Director, National Institute of Homoeopathy, Kolkata, an autonomous body under the Ministry of AYUSH, Government of India.

2. The post is proposed to be filled up on deputation including short term contract basis for a period not exceeding 5 years. The details for filling up the post are given in **Annex-I**.

3. The application complete in all respect should reach in the prescribed proforma through proper channel to Shri Yash Veer Singh, Under Secretary, NI(III), Ministry of AYUSH, Government of India, AYUSH Bhavan, B-Block, GPO Complex, INA, New Delhi-110023 within 45 days from the date of publication of the advertisement for this post in the Employment News/Rozgar Samachar. The format for the application is given at **Annex-II**. Details are also available on the website of this Ministry (www.ayush.gov.in) and National Institute of Homoeopathy (www.nih.nic.in)

Hindi version will follow.

Yash Veer Singh
(Yash Veer Singh)

Under Secretary to the Government of India
Telefax: 011-24651644

End: as above

To:

All Ministries/ Departments/ Chief Secretaries to State Governments/ Administrators, UT Administrations for wider circulation of the vacancy.

Copy to:-

1. Director, NIH, Kolkata. It is requested that it may be posted on the website of NIH.
2. All field organizations of Ministry of AYUSH.
3. DOPT with the request to upload it on their website.
4. Director, NIC, Ministry of AYUSH for posting on the Ministry's website.

Government of India
Ministry of AYUSH

Filling up one post of Director, National Institute of Homoeopathy, Kolkata-reg.

Applications are invited, **in duplicate**, from eligible candidates for filling up one post of Director, Director, National Institute of Homoeopathy, Kolkata, an autonomous body under the Ministry of AYUSH, Government of India. The eligibility criteria and other details are given below. Details are also available on the website of this Ministry (www.ayush.gov.in) and National Institute of Homoeopathy (www.nih.nic.in).

1	Name of the post	Director
2	Number of post	One
3	Mode of Recruitment	Deputation/Short Term Contract
4	Scale of pay/ Grade Pay	Level 14 of the pay matrix (Rs. 1,44,200-218200) plus NPA.
5	Age limit for applying (as on the closing date for receipt of application)	Not exceeding 58 years as on the closing date of receipt of application.
6	Eligibility Criteria	<p>Officers of Central Government, State Government, Statutory Organizations, Autonomous Bodies, PSUs, University or Research Institutions:</p> <p>(i) Holding analogous post on a regular basis in the parent cadre or department or organization</p> <p style="text-align: center;">OR</p> <p>(ii) 18 years' standing in the profession of which at least 3 (three) years' experience of regular service in Professor grade at Level-13 of Pay Matrix (Rs. 118500-240100) (pre-revised- PB-IV Rs. 37400-67000 with GP Rs. 8700) or 8 (eight) years of regular service in the grade of Associate Professor / Reader, Level-12 of Pay-matrix (Rs.78800-209200) (pre-revised-PB-III Rs. 15600-39100 with GP Rs. 7600) or equivalent;</p> <p style="text-align: center;">And</p> <p>Possessing the essential educational qualification and experience prescribed below:</p> <p><u>Essential Qualification</u> Postgraduate qualification in Homoeopathy recognized under Second Schedule of Homoeopathy Central Council Act, 1973.</p> <p><u>Desirable</u></p> <ol style="list-style-type: none"> 1. Published Research Work in peer reviewed research journals/ high quality academic publication. 2. Postgraduate Diploma or Degree in Health Care Management /Hospital Administration.

7	Tenure of appointment	The tenure will be of 5 years or upto the date of retirement in the parent organization, whichever is earlier.
8	Duties and Responsibilities	<ul style="list-style-type: none"> i. To act as in charge of overall administration for proper management and affairs of the NIH, Society. ii. To function as the Member Secretary of the Governing Body.
9	Place of duty	Kolkata, West Bengal
10	Last Date for receipt of applications	The application complete in all respect should reach in the prescribed proforma through proper channel to Shri Yash. Veer Singh, Under Secretary, NI(III), Ministry of AYUSH, Government of India, AYUSH Bhavan, B-Block, GPO Complex, INA, New Delhi-110023 within 45 days from the date of publication of the advertisement for this post in the Employment News/Rozgar Samachar.
11	General Instructions	<ul style="list-style-type: none"> i. Applications not received through proper channel as well as those received after closing date of receipt of Application shall not be entertained and summarily rejected. ii. While forwarding the application, the sponsoring authority shall ensure that the particulars of the candidate are verified and that he/she fulfils the eligibility conditions and may be forwarded alongwith vigilance clearance certificate and attested photocopies of ACRs/APARs of the candidate for the last five years. iii. The candidate once selected will not be allowed to withdraw. iv. The crucial date of determination of eligibility regarding age, experience, etc shall be the last dated for receipt of applications. v. Applicant will be fully responsible for the accuracy of the information furnished in the application. Any information furnished by the candidate if found wrong/ false at any stage will result in disqualification of the candidate and/ or action as per relevant rules, at any stage. vi. The terms & conditions for appointment will be as per prevailing DOP&T's instructions. vii. Ministry of AYUSH reserved the right not to fill up the post without assigning any reason thereof at any stage of the recruitment process.

Application for the post of Director, National Institute of Homoeopathy, Kolkata

1	Name in Block letters		Affix recent passport size Photograph duly self attested				
2	Address /Tel No./Mobile No./ E-mail ID						
3	Date of Birth (in Christian era)						
4	Age as on the as on the closing date for receipt of application						
5	Age of superannuation in the present organisation						
6	Educational and other Qualifications						
	S. No.	Qualification	Board/ Institution	Year of Passing	Percentage/ Position/ Division		
7	Published research work						
	S.No.	Topic	Name of Publication				
8.	Details of Employment, in chronological order.						
	Name of Office	Post held	Nature of employment i.e. Ad-hoc or temporary or quasi-permanent or permanent or deputation	From	To	Scale of Pay	Nature of duties performed
9	Please state clearly whether in the light of the entries made by you above, you meet the requirements of the post.						
10	Additional information, if any, which you would like to mention in support of your suitability for the post.						
11	List of documents attached (All documents should be duly self attested. Application should be continuously page numbered)						
	S No.	Name of the documents	Page No				

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found suppressed/false or incorrect or ineligibility being detected before or after the selection, my candidature/appointment is liable to be cancelled.

Signature of the candidate_____

Name of Candidate_____

Place : _____

Date : _____

CERTIFICATE/DOCUMENTS TO BE GIVEN BY HEAD OF OFFICE OF THE APPLICANT

1. It is certified that the particulars furnished by the official are correct.
2. It is certified that no disciplinary/vigilance case is either pending or contemplated against the applicant and he/she is clear from the Vigilance angle.
3. It is certified that no major/minor penalty has been imposed or contemplated on him/her during the last 10 years.
4. The record of service of the official has been carefully scrutinized and it is certified that there is no doubt about his/her integrity.
5. This office has no objection and the applicant will be immediately relieved consequent upon his/her selection for the post of Director, NIH, Kolkata.
6. The photocopies of ACRs for the last 5 years duly attested on each page are enclosed.

Date:.....

Place:.....

Signature:.....

Name:.....

Designation:.....

Name of organization-----

OFFICIAL SEAL

No. 8/2/2018-Waqf
Government of India
Ministry of Minority Affairs
Waqf Division

11th Floor, Pt. Deendayal Antyodaya Bhawan ,
CGO Complex, Lodhi Road,
New Delhi-110003

Dated the 13th November, 2018

Subject: Filling up of the post of Secretary in Central Waqf Council (CWC), New Delhi through deputation on Foreign Service Terms - regarding

Applications are invited for the post of Secretary, Central Waqf Council (CWC), New Delhi, a Statutory Body of the Ministry of Minority Affairs, Govt. of India, to be filled up by deputation on "Foreign Service Terms" as per the criteria mentioned below:-

Name of vacancy and Pay scale of the Post	Eligibility Criteria
Secretary, CWC PB-4:Rs 37,400-87,000/- + GP: Rs.8700/- (Level 13 in the Pay Matrix as per the 7th Pay Commission)	By deputation from the Muslim officers serving in Central government / State Government / UT Administrations / PSUs / Autonomous and Statutory body holding analogous posts on regular basis in the parent cadre or Department; or five years service in the grade rendered after appointment thereto on regular basis in post in Pay Band-3 Rs.15600- 39100 with Grade Pay of Rs.7600: Qualifications and Experience : Essential : (i) A bachelors' degree or equivalent from a recognized University or Institute; (ii) having at least five years experience of administrative, financial and legal matters. Desirable: (i) Five Years experience in financial and legal matters. (ii) Working knowledge of Urdu language; (iii) Experience in the field of Waqf Management, Administration, Finance and Management.

Note:

1. The pay of a person serving with the Central Government / State Govt. / Central or State Autonomous Body / Public Sector Undertaking, if selected for appointment as Secretary, CWC, will be protected. The other allowances viz. Transportation allowance, HRA, Deputation Allowance will be as applicable to Central Government employees in equivalent scale of pay and Grade Pay.

...con

2. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organization or department of the Central Government or State Government shall ordinarily not exceed four years and will be subject to the age of superannuation as determined by Government of India.
3. The upper age limit for deputation shall be 56 years as on the closing date of the receipt of applications.
4. The terms and conditions of the service which are not explicitly provided in the Recruitment Rules of the CWC, shall be governed by the relevant provisions of the FRSRs as well as the deputation rules/regulations/instructions issued by the Central Government.
5. Mere submission of an application would not entitle any candidate to claim for selection/interview/appointment. CWC has the right to reject any application without assigning any reason thereof.
6. Eligible and interested candidates may send their applications through their Cadre Controlling Authorities along with their bio-data in the attached prescribed proforma. Applications must be accompanied by Integrity Certificate, Vigilance Clearance and attested copies of Annual Confidential Reports (ACRs) for the last five years.
7. Application of officials, who may be relieved immediately, in case of their selection, may only be forwarded. Candidates once selected will not be allowed to withdraw his/her candidature later.
8. The applications duly forwarded by the concerned Cadre Controlling Authorities must reach within 30 days from the date of publication of advertisement in the Employment News to the Deputy Secretary (H & W), Room No. 1131, 11th Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi-110003. Applications received after the due date will not be entertained.


13/11/18

(Pradeep Kumar)

Under Secretary to the Government of India
Ph. No. 011-24364286

To

1. All Ministries / Department, Govt. of India
2. All State / UT Govts.
3. Joint Secretary (J/Director (CS-II) Department of Personal & Training, Ministry of Personnel Public Grievances and Pension, Lok Nayak Bhawan, Khan Market, New Delhi- 10003 - with the request to place our requirement on website of DOP&T.
4. Joint Secretary (J/Director (CS-I), Department of Personal & Training, Ministry of Personnel Public Grievances and Pension, Lok Nayak Bhawan, Khan Market, New Delhi- 10003 - with the request to place our requirement on website of DOP&T.
5. Sr. Technical Director, NIC, MoMA- with the request to place requirement on Ministry's website

Subject: [Chiefsecretaries] Filling up the post of Financial Adviser and Chief Accounts Officer in Central Administrative Tribunal
To: Chiefsecretaries@ismgr.nic.in

Date: 11/16/18 13:08
From: dirsm@nic.in
Sender: chiefsecretaries-bounces@ismgr.nic.in

Dear Sir/Madam

SS-1
21/11/18

CS/2018/36186

Kindly click on the URL to see the vacancy circular on the above subject. This is for your kind information.
Click Here to see the details of Vacancy Circular.

Regards,

EO Division

Department of Personnel & Training

Ministry of Personnel, Public Grievances & Pensions
NIC-DOPT,
Room No 11-A,
North Block, New Delhi

SS-1
16/11/18
Pr Secy (Fin)
Secy (Services)

Note :

19/11/18

SS-1 (S)

15/11/18
50/EN

24/11/18

DA Sh. Sanjay

Rs 17/2017-EQ (MM-II)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
(Office of the Establishment Officer)

North Block, New Delhi
Dated 12th November, 2018

To,

1. The Chief Secretaries,
All State Governments;
2. All Secretaries,
Ministries/Departments of Government of India

Subject: Filling up the post of Financial Advisor and Chief Accounts Officer in Central Administrative Tribunal, Principal Bench, New Delhi.

Subj: Filling up.

This is regarding filling up the post of Financial Advisor and Chief Accounts Officer in Central Administrative Tribunal, Principal Bench, New Delhi on deputation basis. The post is a Non-ES post. The applications were invited for the post vide circular of even number dated 10.01.2018 (copy enclosed). The last date for submission of application was 14.02.2018 which was last extended upto 09.11.2018.

2. It has been decided to further extend the last date for submission of application till 14.11.2018.

3. This may be brought to the notice of all concerned and the application(s) of the eligible candidate(s) may please be forwarded accordingly.

Enclosure: As above.

Yours faithfully


(J. Srinivasan)
Director (MM)
Tel: 23092842

Copy to

1. Dir Personnel and Training [Shri Indir Pal Nagpal, Under Secretary] AT Division, Lok Nayak Bhawan, New Delhi w.r.t. Cir No. 1-42011/10/2014-AT dated 11th May, 2017
2. PS to Dir (MM) for uploading through bulk e-mail system.

F. No 8/6/2017-3-0,100-111
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
(Office of the Establishment Officer)

North Block, New Delhi
Dated: 15th January, 2018

1. The Chief Secretaries,
2. State Governments,
3. All Secretaries,
Ministerial Departments of Government of India

Subject: Filling up the post of Financial Advisor & Chief Accounts Officer in Central Administrative Tribunal, Principal Bench, New Delhi.

Reference:

It is proposed to fill up the post of Financial Advisor & Chief Accounts Officer in Central Administrative Tribunal, Principal Bench, New Delhi on deputation basis.

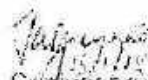
The officers of the rank of Deputy Secretary/Director of the Government of India or equivalent or officers on deputation under the Central Staffing Scheme who have knowledge of Budget & Accounts works are eligible for the post. The period of deputation is 4/5 years for Deputy Secretary/Director respectively.

The post may be circulated amongst officers eligible to be appointed at Deputy Secretary/Director level or equivalent level in the Government of India on priority basis. Names of eligible and eligible officers who can be spared by the State Governments/Ministries/Departments may be forwarded to the Department along with cadre clearance, vigilance clearance, detailed bio-data in the enclosed proforma and CK Dossiers for the last five years. For officers working in the cadre, it may also be ensured that the 'Cooling off' after a previous stint on deputation, if any, is completed and the officer is eligible to be appointed on Central Deputation as per extant guidelines.

The post is a Non-CSS in Staffing Scheme post to be filled up through the Civil Services Board (CSS) procedure. It may be noted that no 'Mandatory Posting Certificate' for allotment/retention of Government accommodation would be issued by this office to the officer appointed on the above mentioned post. However, those officers who have served and are currently serving on Central Staffing Scheme post in Civil for at least four years and require to retain Government accommodation, would be issued a certificate to the effect that the officer concerned has served for at least four years in CSS and hereby needs to retain Government accommodation for his/her tenure on non-CSS post.

It is requested that the application(s) of the eligible officer(s) may be forwarded so as to reach this Department within one month from the date of issue of this circular.

Yours faithfully


(J. Srinivasan)
Director (I/A)
Tel: 23002042

Copy to:

1. Dept. of Personnel & Training (Shri Indar Pal Nagpal, Under-Secretary) AT Division, Lok Nayak Bhawan, New Delhi. (C.O. No. 1-4201/10-0514-AT dated 14th May, 2017)

2. NIC O.S. to DPT with the request to place this circular on the Department's website.

3. PS to DPT for uploading through bulk e-mail system.

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Bio-Data

1	Name					:	
2	Date of Birth					:	
3	Service					:	
4	Rank					:	
5	Contact Telephone No. (C)					(R)	(M)
6	Educational Qualifications					:	
7	Complete Experience/Posting Profile						
Sl. No.	Period	Post held/ Organization	Cadre post/ Deputation post	Place of Posting	Brief Job description		
8	Whether clear from vigilance angle?					:	YES / NO
9	Whether the officer has been on deputation earlier. If so please provide details of organization, nature of deputation and period (dates) of deputation.					:	
10	Whether the officer is barred from deputation under the Central Staffing Scheme.					:	YES / NO

I, _____, Certified that the above particulars are correct and complete.

Signature of the applicant

Date: _____

Signature
Name/Designation & Rubber Stamp
of officer certifying the above Particulars

Notes:

Columns 1-7 to be filled in by applicant.

Columns 8-11, to be filled in by Ministry/Department concerned.

S.S.V.
19/11/18

15 NOV 2018
58802
GAD/2018/58802

No. F. 1-4/2016-Sch.4
Government of India
Ministry of Human Resource Development
(Department of School Education and Literacy)

Shastri Bhawan, New Delhi,
05th November, 2018

SO to CS
15/11/18

Sey (Services)
To

1. The Chief Secretaries of All States/ Union Territory Administrations.
2. Central Government Ministries/ Departments.

En

16/11/18

Subject: Appointment to the post of Joint Director, National Council of Educational Research and Training (NCERT), New Delhi – regarding.

Sir,

I am directed to forward herewith a copy of Advertisement for appointment to the post of Joint Director, National Council of Educational Research and Training (NCERT), New Delhi for wider publicity amongst the Departments/ Autonomous Organizations/ Statutory Bodies/ Research Institutions/ Universities, etc. under your jurisdiction.

2. The advertisement of vacancy has been advertised in leading newspapers (dated 02.11.2018) and the Employment News (dated 03.11.2018 to 09.11.2018) and the same has also been hosted on the website of the Ministry (www.mhrd.gov.in) as well as that of the NCERT (www.ncert.nic.in) and the DoPT (www.dopt.gov.in).

3. The nominations/applications of the interested persons, duly prepared in the proforma annexed with the advertisement on A4 size paper and recommended by the nominating/administrative authority along with upto date Character Roll Dossiers (wherever relevant) may kindly be forwarded to Shri T. S. Rautela, Deputy Secretary to the Government of India, Ministry of Human Resource Development, Department of School Education & Literacy, Room No. - 503, D-Wing, Shastri Bhawan, New Delhi - 110 001, by 02nd December 2018. Applications/ Nominations received after the last date or found deficient in any manner will not be entertained. While forwarding the applications/ nominations, it may be certified, after due verification, that the particulars furnished in the proforma are correct and no disciplinary case is either pending or contemplated against the applicant(s).

Encl: As above.

Yours faithfully,

(T. S. Rautela)

Deputy Secretary to Government of India
Tel: 2338 3193

Government of India
Ministry of Human Resource Development
(Department of School Education & Literacy)

**ADVERTISEMENT FOR THE POST OF JOINT DIRECTOR,
NATIONAL COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING (NCERT)**

Applications/ Nominations are invited from eligible persons for the post of Joint Director, National Council of Educational Research and Training (NCERT) having Pay Scale of Rs. 1,44,200 – 2,18,200/- (Academic Level - 14) (pre-revised pay band of Rs. 37,400 to 67,000 (PB-4) with AGP of Rs. 10,000/-). The Joint Director, NCERT, assists the Director, NCERT in his duties as the principal executive and academic officer of the Council and shall be responsible for the proper administration of the Council and the institutions of the Council under the direction and guidance of the Director, NCERT. In the absence of the Director, NCERT, the current duties of the Director including presiding over meeting of Committees shall be performed by the Joint Director, NCERT. The appointment will be for a period upto 5 years or till the age of 65 years or until further orders, whichever is earlier. In case a person, whose age of retirement is less than 65 years in his parent organization, is appointed as Joint Director, NCERT, he/she will retire on attaining the age of superannuation as prescribed in his parent organization. The Selection shall be made by the Central Govt. on the recommendation of a Search-cum-Selection Committee. Appointment shall be made by transfer on deputation or on short term contract.

Eligibility:

(a) Essential:

- (i) 5 years experience in Professor Grade or equivalent with some exposure to professional/ technical coordination and supervision work or academic administration.
- (ii) Experience of educational research, training, extension programme, etc.
- (iii) The applicant should not be more than 60 years of age as on closing date of receipt of applications. However, in case of exceptionally qualified candidates, this may be relaxed.

(b) Desirable:

Eminent scholar with published work of high quality.

2. Applications/ Nominations, duly prepared in the proforma annexed and printed on A4 size paper, should reach Shri T. S. Rautela, Deputy Secretary to the Government of India, Ministry of Human Resource Development, Department of School Education & Literacy, Room No. - 503, D-Wing, Shastri Bhawan, New Delhi – 110 001, **through proper channel**, within 30 days from the date of publication of the advertisement in the Employment News. While forwarding the applications/ nominations, it may be certified by the prescribed authority in the parent organization of the person concerned that the particulars furnished by the applicant in the proforma are correct and no disciplinary case is either pending or contemplated against the applicant. Applications received without proper channel shall not be considered. Applications/ Nominations received after the last date or found deficient in any manner will also not be entertained.

PROFORMA**APPLICATION FOR THE POST OF JOINT DIRECTOR, NCERT, NEW DELHI**

1. Name (in Block Letters):
2. Father's/ Husband's Name:
3. Date of Birth:
4. Date of superannuation in parent organization:
5. Age as on the last date for receipt of application:
6. Sex:
7. Nationality:
8. Permanent Address (in Block Letters):
9. Present Address (in Block Letters):
10. Telephone No., Mobile No., E-mail address:
11. Address of present office with telephone no. (in Block Letters):
12. Educational Qualifications (Bachelor's Degree onwards):

Recent
Photograph

Exam Passed	University	Year of Passing	Subject/ Area	Percentage of Marks/ Grade

13. Details of Posts Held (including present post)

Name of the Office/ Institution	Post Held	From	To	Scale of Pay	Whether Regular or Temporary	Nature of Duties

14. Details of 05 years experience in professor grade or equivalent:

15. Details of exposure to professional/ technical/ coordination and supervision work or academic administration:

16. Experience in the field of educational research, training and extension programme, etc.:

17. Details of publications:

18. Any other information not covered above which the candidate desires to provide:

I, hereby, declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I also declare and fully understand that in the event of any information furnished being found false or incorrect at any stage, my application/ candidature is liable to be summarily rejected at any stage and if I am already appointed, my service is liable to be terminated without any notice.

Place:

Date:

(Signature of the Candidate)

Remarks/ Recommendations of the Forwarding/ Nominating Authority:

Forwarded. The information furnished above has been checked from the relevant records and found to be correct.

(Signature of the Forwarding/ Nominating Authority with Designation)

Subject: FILLING UP ONE POST OF JOINT DIRECTOR (COORDINATION) AT DEFENCE SERVICES STAFF COLLEGE, WELLINGTON, NILGIRIS BY COMPOSITE METHOD (DEPUTATION (INCLUDING SHORT TERM CONTRACT) PLUS PROMOTION).

One post of Joint Director (Coordination) (General Central Services, Group 'A' Gazetted, Non-Ministerial) in Pay Band-3 of Rs.15,600-39,100/- plus Grade Pay of Rs.6,600/- (Level 11 in the Pay Matrix as per 7th CPC) at Defence Services Staff College, Wellington, Nilgiris is required to be filled up by Composite Method {Deputation (Including Short Term Contract) Plus Promotion} from officers under the Central or State Governments or Union territories or Public Sector Undertakings or Recognized Research Institutions or Universities or Semi-Government or Statutory or Autonomous Organizations. The eligibility conditions for the applicants are as under:-

- (A) (i) holding analogous posts on regular basis in the parent cadre or Department ; or
- (ii) with five years' service in the grade rendered after appointment thereto on a regular basis in the pay band-3 of Rs.15,600-39,100/- plus grade pay of Rs.5,400/- (Level 10 in the Pay Matrix as per 7th CPC) or equivalent in the parent cadre or department; or
- (iii) with six years' service in the grade rendered after appointment thereto on a regular basis in posts in the pay band-2 Rs.9,300-34,800/- plus grade pay of Rs.4,800/- (Level 08 in the Pay Matrix as per 7th CPC) or equivalent in the parent cadre or department; or
- (iv) with seven years' service in the grade rendered after appointment thereto on a regular basis in posts in the pay band -2, Rs.9,300-34,800 plus grade pay of Rs.4,600/- (Level 07 in the Pay Matrix as per 7th CPC) or equivalent in the parent cadre or department; and
- (B) Possessing the following educational qualifications and experience, namely:-
- (i) Bachelor's degree from a recognized University.
- (ii) Five years' experience in Administration & Establishment work.

Note1: The departmental Establishment Officer of Defence Services Staff College under Headquarter Integrated Defence Staff in the Pay Band-2 of Rs.9,300-34,800/- plus grade pay of Rs.4600/- (Level 07 in the Pay Matrix as per 7th CPC) with seven years regular service in the grade will also be considered and in case he or she is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

{Period of deputation (Including Short Term Contract) including period of deputation (Including Short Term Contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed four years. The maximum age limit for appointment by deputation (Including Short Term Contract) shall be not exceeding fifty six years, as on the closing date of receipt of applications}.

Note 2: For the purpose of appointment on deputation basis, the service rendered on a regular basis by any officer prior to 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post (s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.

2. The terms and conditions of deputation will be governed by the DOP&T's OM No.6/8/2009-
Estt(Pay-II) dated 17.06.2010, amended from time to time.

3. The Job description/Charter of duties for the post of Joint Director (Coordination) at
Defence Staff College, Wellington is annexed as Annexure-I

4. It is requested that the applications (in duplicate) in the enclosed Proforma alongwith the
complete and upto date Confidential Reports/APARs of the officers, who could be spared in the
event of their selection duly countersigned by the employer may be sent to the office of the
Principal Director (Pers), Headquarters Integrated Defence Staff, Ministry of Defence, Room
No.46, Kashmir House, Rajaji Marg, New Delhi - 110 011, within 60 days of the issue of this
O.M. Applications received after the last date or without the Confidential Reports or otherwise
found incomplete will not be considered. While forwarding the applications, it may be verified and
certified that the particulars furnished by the officer are correct and that no disciplinary and
vigilance case is pending. The details of major/minor penalties imposed on the officer during the
last 10 years may also be furnished.


(Biswajit Guha)

Under Secretary to Govt of India

Distribution (As per standard list)

All Ministries/Departments of Government of India (Attn: Under Secretary Admin)

JOB DESCRIPTION/CHARTER OF DUTIES FOR THE POST OF JOINT DIRECTOR (COORDINATION) AT DSSC, WELLINGTON

- (a) Personnel administration of Civilian Staff posted at Defence Services Staff College, Wellington, including maintenance of records of Civilian Staff.
- (b) Establishment matters and Co-Ordination functions as assigned by Superior Officer.
- (c) Budgeting, procurement, accounting and distribution of training stores and all other expenditure from the training grant and the incidental and miscellaneous grant.
- (d) Assisting Col 'A' in dealing with the functions of Administrative division of DSSC.
- (e) Immediate and complete actions required by guest speakers.
- (f) Expenditure of IIM Grants and College Funds.
- (g) Preparation of Bulletin and various Joint presentations.
- (h) Formulation of PE and concerned correspondence in consultation with Army, Navy and Air wings.
- (i) Procurement and presentation of memento and Gift items for foreign delegations/dignitaries visiting DSSC, Wellington.
- (k) Media Coverage of DSSC events.
- (l) Member of the College Coordination Committee.
- (m) To interface between MG-IC-Adm/Brig-IC-Adm/Col 'A' and Establishment Officer for dealing with Civilian staff.
- (n) Represent on behalf of the college in all Court cases up to the level of High court.
- (o) Member of Departmental Appointment Committee.
- (p) Member of Departmental Promotional committee.
- (q) Member of Civilian employee Welfare Committee.
- (r) Overall in-charge of the personnel management, administration, logistics, planning and quartering
- (s) Responsible for Official Language Implementation.
- (t) Drawal of pay and allowances of Group B Gazetted Officers.
- (u) Publication of Part II Orders in respect of Group B Gazetted Officers.
- (v) Total man-management and budgeting of Outsourced personnel.

BIO DATA-PROFORMA

POST APPLIED FOR _____

1.	Name and address (in block letters)	:	
2.	Date of Birth (in Christian era)	:	
3.	(i) Date of entry into service	:	
	(ii) Date of retirement under Central /State Government Rules;	:	
4.	Educational qualifications (enclose copy of Degree Certificate)	:	
5.	Whether educational and other qualifications required for the post are satisfied. (If any, qualifications have been treated as equivalent to the one prescribed in the rules, state the authority for the same)	:	
	Qualifications/Experience required as mentioned in the advertisement /vacancy circular		Qualifications/Experience possessed by the officer
	Essential (a) Qualification (b) Experience		Essential (a) Qualification (b) Experience
	Qualifications/Experience required as mentioned in the advertisement /vacancy circular		Qualifications/Experience possessed by the officer
	Desirable (a) Qualification (b) Experience		Desirable (a) Qualification (b) Experience
	<p>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.</p> <p>5.2 NOTE – In the case of Degree and Postgraduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.</p>		
6.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience for the post.	:	
	<p>6.1 NOTE – Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as indicated in the Bio-Data) with reference to the post applied.</p>		

Contd....2

7. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature if the space below is insufficient.					
Office /Instt.	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 granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay Scale 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 /Instt.	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme	From	To

8.	Nature of present employment i.e. adhoc 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/Organisation to which the applicant belongs	:	
	(d) Name of the post and Pay of the post held in substantive capacity in the present organization	:	

9.1 Note – In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department alongwith Cadre Clearance, Vigilance Clearance and Integrity Certificate.

9.2 Note – Information under Columns 9(c) and 9(d) above 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.

Contd....3

10.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details	
11.	Additional details about present employment : Please state whether working under (indicate the name of your employer against the relevant column)	
	(a) Central Government	:
	(b) State Government	:
	(c) Autonomous Organisation	:
	(d) Government Undertakings	:
	(e) Universities	:
	(f) Others	:
12.	Please state whether you are working in the same Department and are in the feeder grade or 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 in the PB: Grade Pay: 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 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 Emoluments
16-A.	Additional information, if any, relevant to the post you applied for 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).	

16-B	Achievements: The candidates are requested to indicate information with regard to:-	
	(i) Research publications and reports and special projects	:
	(ii) Awards/Scholarships/Official Appreciation	:
	(iii) Affiliation with the professional bodies/institutions/societies and	:
	(iv) Patents registered in own name or achieved for the organization	:
	(v) Any research/innovative measure involving official recognition.	:
	(vi) Any other information (Note – Enclose a separate sheet if the space is insufficient)	:
17.	Please state whether you are applying for deputation (STC)/Absorption/Re-employment Basis. # (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organisations are eligible only for Short Term Contract" # (The option of 'STC'/Absorption/'Re-employment' are available only if the vacancy circular are specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	:
18.	Whether belongs to SC / ST	:
19.	Contact Telephone/Mobile No.	:

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 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
Address: _____

Date: _____

Contd....5

Certification by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the Applicant are true and correct as per the facts available on records. He/She possesses educational qualifications and experience mentioned in the vacancy circular, if selected, he/she will be relieved immediately.

2. Also certified that --

- (i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.
- (ii) His/Her integrity is certified.
- (iii) His/Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Government of India or above are enclosed.
- (iv) No major/minor penalty has been imposed on him/her during the last 10 years or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be).

Countersigned

.....
(Employer/Cadre Controlling Authority with Seal)