

F.No.21/01/2021-CS.I (Coord.)
Ministry of Personnel, Public Grievances & Pension
Department of Personnel & Training
(CS.I Division)

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2nd Floor, A Wing,
Lok Nayak Bhavan
Khan Market, New Delhi.
Dated 21 February, 2022.

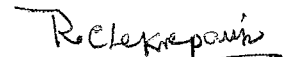
OFFICE MEMORANDUM

Subject:- Filling up of One (1) post of Administrative Officer, One (01) post of Legal Officer, One (01) Principal Private Secretary, One (01) Librarian and Information Assistant, One (01) Staff Car Driver, One (01) Dispatch Rider in National Commission for Minorities on deputation basis - reg.

The undersigned is directed to circulate the circular no. 2-3/2021-Estt. dated 02.02.2022 (along with enclosures) received from National Commission for Minorities regarding filling up various posts in National Commission for Minorities on deputation basis. **The last date of receipt of application is 45 days from the issue of this letter.**

2. The circular is hereby uploaded for eligible CSS Officers in terms of OM No. 2/2/2010-CS.I (U) dated 18th August 2010. **In case of any further clarification, applicants are requested to contact the concerned Ministry/Department which has advertised the circular.**

3. It may be noted that cadre clearance from CS.I Division will be required for Under Secretary and above level officers of CSS applying for deputation.


(R.Chakrapani)

Under Secretary to the Govt. of India
Tel.No.24629412

To :

All Ministries/ Departments (through DOPT's website)

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**F.No.2-3/2021-Estt.
Government of India
National Commission for Minorities**

Block-3, Ground and 3rd Floor,
CGO Complex, Lodhi Road
New Delhi – 110003
Dated: 2 .02.2022

C I R C U L A R

Subject: Filling up of One (1) post of Administrative Officer, One (01) post of Legal Officer, One (01) Principal Private Secretary, One (01) Librarian and Information Assistant, One (01) Staff Car Driver, One (01) Dispatch Rider in National Commission for Minorities on deputation basis – reg.

Please find enclosed herewith a copy of the vacancy circular for the post of Administrative Officer (1), Legal Officer (01), Principal Private Secretary (01), Librarian and Information Assistant (01), Staff Car Driver (01) Dispatch Rider (01) in National Commission for Minorities on deputation basis. Application of the willing candidates may be forwarded to the Commission along with attested copies of ACR/APAR of last five years, vigilance clearance, Integrity Certificate and Penalty statement for last ten years through proper channel within 45 days from the date of publication in the Employment News. Applicants are requested to invariably indicate their e-mail and mobile number in their application form.

The appointment to the above post will be on deputation basis initially for a period of three years. On appointment the pay of the official will be regulated in accordance with the M/o Personnel, Public Grievances & Pensions, Deptt. of Personnel & Training O. M. No. 2/29/91-Estt. (Pay-II) dated 5.1.1994 read with No. 2/8/97-Estt. (Pay-II) dated 11.3.1998 and subsequent amendments thereon, if any.

Eligibility conditions, qualification and experience etc. required for the above post are given in the **Annexure-I** and are also available on our website (www.ncm.nic.in)

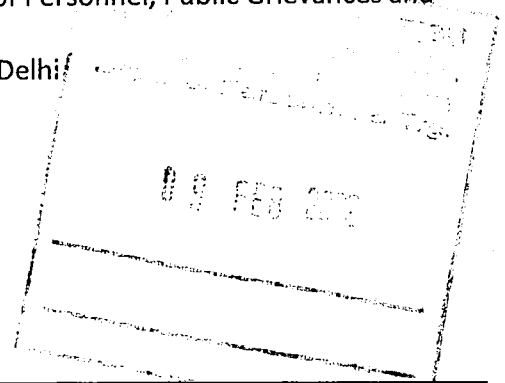
Rel
17/2/22
SO(C)

Copy to:

W
(Shariq Saeed)
Under Secretary to the Govt. of India
Tele No.24362527

1. All Ministries/Departments as per list attached.
2. Comptroller & Auditor General of India, New Delhi.
3. RajyaSabha/LokSabha, Secretariat, New Delhi.
4. Union Public Service Commission, New Delhi.
5. All attached/subordinate offices of the Ministry of Personnel, Public Grievances and Pensions and Ministry of Home Affairs,
6. Staff Selection Commission, CGO Complex, New Delhi

CS



Annexure - I

Sl. No.	Name of Post	Number of posts	Group of Post & Pay Level	Method of Recruitment Rules
1.	Principal Private Secretary	01	Group 'A' Pay Matrix Level -11 (Rs. 67700-208700)	By promotion failing which by deputation <u>Deputation :</u> Officers of the Central Government or State Government or Union Territory Administrations or public sector undertakings or Universities or recognised research institutions or Semi-Government or autonomous bodies or statutory organisations.- (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with five years regular service in Level -10 (Rs. 56100-177500) in the pay matrix or equivalent rendered after appointment in the parent cadre or department; or (iii) with six years regular service in Level – 8 (Rs. 47600-151100) in the pay matrix or equivalent rendered after appointment in the parent cadre or department; or (iv) with seven years regular service in the Level – 7 (Rs. 44900-142400) in the pay matrix or equivalent in the parent cadre or department. Note 1: 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, the deputationists shall not be eligible for appointment by promotion. Note 2: The period of deputation (including short-term contract) including the period of deputation in another <i>ex-cadre</i> 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 3: The maximum age-limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.
2.	Legal Officer	01	Group 'A' Pay Matrix Level -11 (Rs. 67700-208700)	By deputation <u>Deputation :</u> Officers of the Central Government or State Government or Union Territory Administrations or public sector undertakings or Universities or recognised research institutions or Semi-Government or autonomous bodies or statutory organisations.- (a) (i) Holding analogous post on regular basis in the parent cadre or department; or (ii) With five years regular service in Level -10 (Rs. 56100-177500) in the pay matrix or equivalent rendered after appointment in the parent cadre or department; and (b) Possessing the following educational qualifications and experience: (i) Bachelor's degree in Law of a recognized University or institution and six years' experience in legal matters; or (ii) Master's degree in Law of a recognised University or institution and five years' experience in legal

				matters. Note 1: The period of deputation (including short-term contract) including the period of deputation in another <i>ex-cadre</i> post held immediately preceding this appointment in the same or some other organisations or department of the Central Government shall ordinarily not to exceed three years. Note 2: The maximum age-limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.
3.	Administrative Officer	01	Group 'A' Pay Matrix Level – 10 (Rs.56100-77500)	By promotion failing which by deputation. Officers under the Central Govt. or State Govt. or Union Territory Administrations or Public sector undertaking or Universities or recognised research institutions or semi-government or autonomous bodies or statutory organisations; (A) (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) with 3 years regular service in the Level -7 in the pay matrix (Rs. 44900-142400), or equivalent in parent cadre or department; and (B) Possessing the following educational qualifications and experience:- (i) Bachelor's Degree from a recognized University or institute; and (ii) 3 years' experience in Accounts, Administration, Establishment work in a Government Office/Public Sector undertaking/autonomous body/Statutory body. Note 1: 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, the deputationists shall not be eligible for consideration for appointment by promotion. Note 2: The period of deputation (including short-term contract) including the period of deputation another <i>ex-cadre</i> post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed three years. Note 3: The maximum age-limit for appointment by deputation shall be not exceeding fifty- six years as on the closing date of receipt of application.
4.	Librarian Information Assistant	01	Group 'B' Pay Matrix Level-6 (Rs. 35400-112400)	Deputation : Officers of the Central Government or State Government or Union Territory Administrations or public sector undertakings or Universities or recognised research institutions or Semi-Government or autonomous bodies or statutory organisations.- (A) (i) holding analogous post on regular basis in the parent cadre or department; or (ii) Six years regular service in Level -5 (Rs. 29200-92300) in the pay matrix or equivalent in the parent cadre or department; and (B) Possessing the following qualifications: (i) Bachelor's degree in Library Science or Library

				and Information Science of a recognized University or institute; and (ii) Two years' professional experience in a Library under Central Government or State Government or autonomous bodies or statutory bodies; Note 1 : The period of deputation including period of deputation in another <i>ex-cadre</i> post held immediately preceding this appointment in the same or some other organisations or department of the Central Government shall ordinarily not to exceed three years. Note 2: The maximum age-limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.
5.	Staff Car Driver	01	Group 'C' Pay Matrix Level-2 (Rs. 19900-63200)	Deputation/ Absorption/ Re-employment failing which by direct recruitment <u>Deputation/Absorption :</u> From amongst the regular Despatch Riders (Group 'C') and Group 'D' employees in the National Commission for Minorities, Ministry of Minority Affairs who possesses driving licence on the basis of a driving test to assess the competence to drive motor cars; failing which from officials holding the post of Despatch Riders on regular basis or regular Group 'D' in the Ministries/Department/Offices of the Central Government having below mentioned necessary qualifications: Essential :- (i) Possession of a valid driving licence for Motor cars. (ii) Knowledge of Motor mechanism. (The candidate should be able to remove minor defects in the vehicles). (iii) Experience of driving a motor car for at least three years. Desirable :- (i) 8th standard pass (ii) 3 years' service as Home Guard/Civil Volunteers. Note: The qualification regarding experience are relaxable at the discretion of the competent authority in the case of candidates belonging to the Scheduled Castes and the Schedule Tribes, if at any stage of selection; the competent authority is of the opinion that the sufficient number of the candidates with requisite experience are not likely to be available to fill up the vacancies reserved for them. <u>For Ex-Servicemen/deputation/re-employment:</u> The Armed Forces personnel due to retire or who are to be transferred to reserve within period of one year and having the requisite experience and qualifications prescribed shall also be considered. Such persons would be given deputation terms up-to-date on which they are due for release from the Armed Forces, thereafter they may be continued on re-employment. (Period of deputation including period of deputation in another <i>ex-cadre</i> post held immediately preceding this appointment in the same or some other organization/Department of the Central Government shall ordinarily not exceed three years). The maximum age limit for appointment by deputation shall be, not exceeding 56 years as on the closing date of receipt of applications).

6.	Dispatch Rider	01	Group 'C' Pay Matrix Level -2 (Rs. 19900-63200)	Promotion/Deputation/ Absorption/ (including short – term contract) failing which by direct recruitment. <u>Deputation/Absorption :</u> Persons holding analogous or equivalent posts possessing the following requisite qualifications: Essential :- (i) Possession of a valid driving licence for Motor Cycles/Auto Rickshaw/LMV; (ii) Two years' experience in driving Motor cycle/Auto Rickshaw; (iii) Knowledge of Motorcycle/Auto Rickshaw mechanism. (The candidates should be able to remove minor defects in the vehicle) (iv) Ability to read English and Hindi Desirable:- (i) 8th Standard Pass (ii) Experience as Home Guard/Civil Volunteers Note: The qualification regarding experience are relaxable at the discretion of the competent authority for reason to be recorded in writing in the case of candidates belonging to the scheduled Castes and the Schedule Tribes, if at any stage of selection; the competent authority is of the opinion that the sufficient number of the candidates possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.
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BIO-DATA/CURRICULUM VITAE PROFORMA

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

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 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/Institution	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
9. In case the present employment is held on deputation/contract basis, please state-			
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.			
9.2 Note: Information under Column 9(c) & (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/ organisation			

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 Organization d) Government Undertaking 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 the Organisation showing the following details may be enclosed.		
Basic Pay with Scale of Pay and rate of Increment	Dearness Pay/interim relief/other Allowances etc., (with break-up details)	Total 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 Organizations are eligible only for Short Term Contract)	
# (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
18. Whether belongs to SC/ST	

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 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 _____

Date _____