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 09th September, 2021.

OFFICE MEMORANDUM

Subject:– Filling up of vacancies in the National Council of Vocational Education and Training (NCVET) on deputation basis -reg.

The undersigned is directed to circulate the Vacancy Circular No. 11001/26/2020-NCVET/703 dated 06.09.2021(along with enclosures) received from Ministry of Skill Development and Entrepreneurship, National Council of Vocational Education and Training who proposed to fill up vacancies in the National Council of Vocational Education and Training (NCVET) on deputation regarding. **The last date of submission of application is 08.10.2021.**

2. The circular is hereby uploaded only 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 who has advertised the circular.**

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

9/9/21

(Zachariah Thomas)
Under Secretary to the Govt. of India
Tel.No.24629412

To :

All Ministries/ Departments (through DOPT's website)

No.11001/26/2020-NCVET/703
Government of India
Ministry of Skill Development and Entrepreneurship
National Council for Vocational Education and Training

Kaushal Bhawan,
B-2, Pusa Road,
Karol Bagh,
New Delhi-110005
Dated: 07.09.2021.

To

Under Secretary (CS.I)
Department of Personnel and Training,
Lok Nayak Bhawan,
Khan Market,
New Delhi-110003.

Subject: Placing Vacancy Circular of NCVET in DoPT website – reg.

Sir,

National Council for Vocational Education and Training (NCVET) under Ministry of Skill Development and Entrepreneurship, New Delhi proposes to fill various vacancies on deputation basis from CSS/CSCS and Public Sector Entreprises.

2. It is requested that in order to get wider publicity and good response to the Vacancy Circular, it is requested to place the Vacancy Circular in DoPT website. Hard copy of the Vacancy Circular is enclosed herewith.

Yours faithfully,

Encl: Vacancy Circular;

(C. Mohandas) 07/09/2021
Under Secretary to the Govt. of India
Tel.No.2578 8010
email: mohandas.challa@gov.in

8/9/21

No.11001/26/2020-NCVET/702
Government of India
Ministry of Skill Development and Entrepreneurship
National Council for Vocational Education and Training

Kaushal Bhawan,
B-2, Pusa Road,
Karol Bagh,
New Delhi-110005

Dated: 06.09.2021

VACANCY CIRCULAR

Subject: Filling up of vacancies in the National Council for Vocational Education and Training (NCVET) on deputation basis.

Applications are invited for filling up of following posts in National Council for Vocational Education and Training under Ministry of Skill Development and Entrepreneurship, Government of India, New Delhi.

Mode of Appointment: Purely on deputation basis on "FOREIGN SERVICE" terms as prescribed by Department of Personnel and Training from time to time.

S.No	Name of Post & Pay Band level	Qualification Requirements	Number of posts and period of deputation
1.	Deputy Director/US (Rs.67700-208700) (Level-11)	Essential: 1. Officers holding analogous posts in Central Civil Services Group A or Autonomous Organisations or Regulatory Authorities, Universities or Academic or Research Institutions etc. OR 2. Officers with 5 years' experience in the grade rendered after appointment thereto on regular basis in the pay band of Rs.56100-177500 (Level 10) of such services as mentioned in (1) above; OR 3. Officers with 6 years' experience in the grade rendered after appointment thereto on regular basis in the pay band of Rs.47600-151100 (level 8) of such services as mentioned in (1) above; OR 4. Officers with 7 years' experience in the grade rendered after appointment thereto on regular basis in the pay band of Rs.44900-142400 (Level 7) of such services as mentioned in (1) above; 5. Possessing the qualification of Bachelor's Degree or above in any discipline. Desirable: 1. Bachelor's degree in Law/Economics/ Commerce/Business Administration with finance and accounts/CA/CS/Cost Accountant or any equivalent degree	3 posts Initially for a period of 3 years extendable as per the norms of DoP&T.

		considered useful by the Selection Committee; 2. Having Experience of Administration and Finance; 3. Experience in dealing Technical and General Education needed to understand Skill Development.	
2.	Public Relation Officer (PRO) (Rs.56100-177500) (Level-10)	Essential: 1. Persons holding analogous post in Central Civil Services Group A or Autonomous Organisations or Regulatory Authorities, Universities or Academic or Research Institutions etc. OR 2. Officers with 4 years' experience in the grade rendered after appointment thereto on regular basis in the pay band of Rs.47600-151100 (Level 8) of such services as mentioned in (1) above; OR 3. Officers with 5 years' experience in the grade rendered after appointment thereto on regular basis in the pay band of Rs.44900-142400 (Level 7) of such services as mentioned in (1) above; OR 4. Officers with 8 years' experience in the grade rendered after appointment thereto on regular basis in the pay band of Rs.35400-112400 (Level 6) of such services as mentioned in (1) above; Desirable: 1. Graduate from a recognised University; 2. Having knowledge in Administration and Finance; and 3. Social Media Operation;	1 Post Initially for a period of 3 years extendable as per the norms of DoP&T.
2.	PA/PS (Rs 44900-142400) (Level 7)	Essential: 1. Officers holding analogous posts in Central Civil Services or Autonomous Organisations or Regulatory Authorities, Universities or Academic or Research Institutions etc. OR 2. Officers with 5 years' experience in the pay band of Rs.35400-112400 (Level-6); 3. A speed of 100 w.p.m. Stenography in English and/or in Hindi; 4. Typing speed of 30 w.p.m. in English and/or 25 w.p.m. in Hindi; 5. Knowledge of working on computer using MS office, power point etc. Desirable: 1. Graduate from a recognised University;	3 posts Initially for a period of 3 years extendable as per the norms of DoP&T.
3.	ASO/Research Assistant (Rs 44900-142400) (Level 7)	Essential: 1. Officers holding analogous posts in Central Civil Services or Autonomous Organisations or Regulatory Authorities, Universities or Academic or Research Institutions etc. OR	4 Posts Initially for a period of 3 years extendable as per

		2. Officers with 5 years of regular service in the pay band of Rs.35400 – 112400 (Level - 6) 3. 5 years' experience in Administration and Establishment matters; OR 4. 2 years' experience in maintenance of accounts in Autonomous Body/PSU/Society; Desirable: 1. Graduate from recognised University;	the norms of DoP&T.
4.	Office Assistant (Rs.35400-112400) (Level – 6)	Essential: 1. Officers holding analogous posts in Central/State Govt./ Autonomous Organisations/ Regulatory Authorities/ Universities/ Academic or Research Institutions etc. OR 2. Officers with 6 years of regular service in the pay band of Rs.35400 – 112400 (Level- 6) 3. Officers with 10 years of regular service in the pay band of Rs.25500-81100 (Level - 4); Desirable: 1. Graduate from Recognised University.	2 Posts Initially for a period of 3 years extendable as per the norms of DoP&T.
5.	Assistant (Accounts) (Rs.35400-112400) (Level – 6)	Essential: 1. Officers holding analogous posts in Central/State Govt./ Autonomous Organisations/ Regulatory Authorities/ Universities/ Academic or Research Institutions etc. OR 2. Officers with 6 years of regular service in the pay band of Rs.29200 – 92300 (Level – 6) OR 3. Officers with 10 years of regular service in the pay band of Rs.25500-81100 (Level - 4); 4. Experience in PSUs/Autonomous Bodies/Societies maintaining Accounts in double entry system/commercial pattern; Desirable: 1. Bachelor's Degree from Recognised University. 2. Knowledge of Tally (Software in Accounts)	1 Post. Initially for a period of 3 years extendable as per the norms of DoP&T.

Note 1: The Departmental Officers in the Feeder Category who are in the direct line of promotion will not be eligible for consideration for appointment by deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. (Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government should ordinarily not to exceed *three* years. The maximum age limit for appointment by deputation shall not exceeding 56 years as on the closing date of receipt of application).

Note 2: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1.1.2016 (the date from which the revised pay structure based on the 7th Central Pay Commission recommendations has been extended) shall be deemed to be service rendered in the correspondence grade pay or pay scale extended based on the recommendations of the 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, 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 deputation will be governed contained in the DOP&T O.M. No. 6/8/2009-Estt(Pay-II) dated 17.6.2010 as amended from time to time.

3. It is requested that the particulars of the eligible persons, who fulfil the required qualification and can be considered for appointment to the above posts and whose services could be spared immediately may be forwarded to this office in the proforma enclosed along with their vigilance clearance, integrity certificate, No penalty certificate for the last ten years and up-to-date ACRs/APARs for the last five years, so as to reach this office latest by **08.10.2021**.

4. The application complete in all respects shall be sent to :

Under Secretary(A),
National Council for Vocational Education and Training,
Kaushal Bhawan, B-2, Pusa Road, Karol Bagh,
New Delhi-110 005.

The last date for receipt of application in this office is 08.10.2021.

(C. Mohandas) 06/09/2021
Under Secretary (A)

ANNEXURE

FORMAT OF APPLICATION

1.	**Name in Full (IN BLOCK LETTERS)**	
2.	Post Applied for (Separate applications are to be sent for different posts)	
3.	Date of Birth (DD/MM/YYYY)	
4.	Dated of superannuation (DD/MM/YYYY)	
5.	Service to which you belong	
6.	Status of your present employer (Pl. specify whether Central Govt./State Govt./Autonomous /Statutory Body/PSU University/Judicial Institution/others)	
7.	Initial date of appointment in Govt. service.	
8.	Office address with Telephone No.	
9.	Residential Address with Telephone No.	
10.	Present post held, along with Pay Level and present Basic Pay/Pay Scale/Pay Band and Grade Pay of the post held	

11.	**Educational Qualification (Matric onwards)**				
	Exam Passed	**Name of University/Institute/ Board**	**Year of passing**	**Duration of Course**	**Subjects**
12.	Please state clearly whether in the light of entries made below, you met the requisite Essential Educational and other qualifications required for the post are satisfied (If any qualification has been treated as equivalent to the one prescribed in the rule, state the authority for the same)				

Qualification/Experience required
Essential:
A) Qualification
B) Experience
Desirable
A) Qualification
B) Experience

13. Details of employment in chorological order) if needed, enclose a separate sheet duly authenticated by your signature in the format given below):

SL No.	Name of Office/Instt./ Organisations	Post Held (Designation)	Period of Service		Nature of Appointment (Regular/Ad-hoc/ Deputation)	Scale of Pay Level/Pay Band and Grade Pay	Nature of duties
			From	To			

14	Details of experience in chronological order, if any, of handling investigation/enforcement of any economic regulatory law dealing with regulation/investigation and experience in Competitive Law/Mention the name of the Economic Laws etc. & specify number of years of such experience).

15.	Name of present employment i.e. Permanent/Adhoc/Temporary)	
	In case the present employment is held on deputation, please state: a) The date of initial appointment b) Period of appointment with address c) Name of the parent office/organization	
17.	Details of training undergone.	
18.	Details of proficiency in computer:	
19.	Any other information, applicant wants to furnish:	
20.	Please state briefly how you find yourself best suitable for the post for	

Applicants not holding the post in the new Pay Matrix Pay scales/Pay Band & Grade Pay pertaining to Central Government should indicate the equivalence of their pay scale vis-à-vis the Central Government's pay scales and also furnish supporting documents in this regard.

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. It is also certified that the information furnished above is correct and true to the best of my knowledge. In the event of my selection I shall abide by the terms and conditions of services attached to the post.

Place:

Date: (Signature)

Name:_____

(Certificate to be furnished by the Employer/Head of office/Forwarding authority)

2. Certified that 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 vacancy circular. If selected, he/she will be relieved immediately.

It is also certified:-

(i) That there is no vigilance/disciplinary case or criminal case pending or contemplated against Shri/Smt. Ms._____

(ii) That his/her integrity is certified.

(iii) That his/her CR/APAR dossier in original is enclosed/pohoto copies of the ACRs/APAR for the last five years duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed.

(iv) That no major/minor penalty has been imposed on him/her during that last ten years or A list of major/minor penalties imposed on him/her during the last ten years is enclosed (as the case may be).

(v) That the cadre controlling authority has no objection to the consideration of applicant for the post mentioned in this advertisement.

Signature_____

Name and Designation_____

Tele. No._____

Place:

Official Seal

Date:

List of enclosures:

1.
2.
3.
4.