

F.No.2-13/2007-Estt  
Government of India  
National Commission for Minorities

5<sup>th</sup> floor, Lok Nayak Bhavan,  
Khan Market, New Delhi

Dated:11.01.2011

**C I R C U L A R**

Please find enclosed herewith a copy of the vacancy circular for the post of Administrative Officer on deputation basis under composite method of recruitment. Application of the willing candidates may be forwarded to the Commission along with attested copies of ACR of last five years, vigilance clearance certificate through proper channel within 30 days from the date of publication of the advertisement in the Employment News.

The appointment of the above post will be on deputation terms and on purely temporary basis initially for a period of one year which shall ordinarily not exceed three years. On appointment the pay of the official will be regulated in accordance with the M/o Personal, Public Grievances & Pensions, Deptt. of Personal & Trainings 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.

Eligibility conditions, qualification and experience etc. required for the above posts are given in the Annexure-I.

Information about the post of Administrative Officer is available in our website ([www.ncm.nic.in](http://www.ncm.nic.in))

(A.K.Nigam)  
Under Secretary to Government of India

1. All Ministries/Departments of the Govt. of India
2. Comptroller & Auditor General of India, New Delhi.
3. Rajya Sabha./Lok Sabha, 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.

**Administrative Officer**

(a) Officers under the Central/State Governments

(i) holding analogous posts on regular basis; or

(ii) with three years' regular service in the pay grade of Rs.4600/- (Rs.6500-10500/- pre-revised) or two years regular service in the pay grade of Rs.4800/-

(b) Possessing the following educational qualification and experience-

(i) Bachelor Degree in any discipline from a recognized University or equivalent.

(ii) 5 years' experience in Establishment, Administration and accounts matter

(iii) The Departmental officers/officials in the pay grade of Rs.4600/- ( Rs.6500-200-10500/-pre-revised) of the Commission with three years regular service in the grade shall also be considered along with outsiders. In case he is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

(iv) 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.

**APPLICATION FOR THE POST OF ADMINISTRATIVE OFFICER IN THE  
NATIONAL COMMISSION FOR MINORITIES**

1. Name of applicant (In Block letters):
2. Father/Husband's Name:
3. Date of Birth
4. Age:
6. Qualification(Starting from latest):

<b>Sl. No.</b>	<b>Name of Exam.</b>	<b>Board/University</b>	<b>Year of passing</b>	<b>Div. %</b>	<b>Subject</b>
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7. Experience:
8. Category: (please tick whichever is applicable):

<b>SC</b>	<b>ST</b>	<b>OBC</b>	<b>GENERAL</b>
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9. In case of OBC state whether belong to creamy layer- Yes /No
10. Postal Address:
11. Permanent Address:

**Declaration**

I do hereby declare that the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect before or after test/interview or selection to the said post my candidature will be liable to be cancelled/terminated and if appointed, my services will be liable to be terminated

Place:

**(Signature of Applicant)**

Date: