

F.No. 3-1/2019-Estt
Government of India
National Commission for Minorities

3rd Floor, Block No.3,
CGO Complex, Lodhi Road,
New Delhi-110003
Dated: 25.10.2019

C I R C U L A R

Sub: Filling up of one post of Administrative Officer in National Commission for Minorities on deputation basis in the Level – 10 of CCS (RP) Rules, 2016 (Pre-revised PB-3 Rs.15600-39100 with the Grade Pay of Rs.5400/-).

Please find enclosed herewith a vacancy circular for the post of Administrative Officer to be filled up on deputation basis in the Level – 10 of CCS (RP) Rules, 2016 (Pre-revised PB-3 Rs.15600-39100 with the Grade Pay of Rs.5400/-). Application of willing candidate may be forwarded to the Commission along with copies of APAR of last five years, vigilance clearance, and integrity certificate and major/minor penalty statement through proper channel within 45 days from the date of this circular i.e. by **05.12.2019**. Applicants are requested to invariably indicate their **e-mail and mobile number in their application form**.

2. 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 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 and subsequent amendments thereon, if any.

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

4. Information about the post of Administrative Officer is available on Commission's website (www.ncm.nic.in)


(Shariq Saeed)

Under Secretary to Government of India

Copy to:

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

Administrative Officer in the National Commission for Minorities in the Level – 10 of CCS (RP) Rules, 2016 (Pre-revised PB-3 Rs.15600-39100 with the Grade Pay of Rs.5400/-)

a) 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;

(i) holding analogous posts on regular basis in the parent cadre or department; or

(ii) with 5 years regular service in the grade rendered after appointment thereto on regular basis 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; and

(ii) 5 years' experience in Establishment or Administration matters.

(The period of deputation (including short term contract) including the period of deputation in another ex-cadre 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 limit for appointment on deputation (including short term contract) shall be not exceeding 56 years as on the closing date of receipt of application).

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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.	

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7: details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held 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			

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<p>10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.</p>		
<p>11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others</p>		
<p>12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.</p>		
<p>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</p>		
<p>14. Total emoluments per month now drawn</p>		
<p>Basic Pay in the PB</p>	<p>Grade Pay</p>	<p>Total Emoluments</p>
<p>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.</p>		
<p>Basic Pay with Scale of Pay and rate of increment</p>	<p>Dearness Pay/interim relief /other Allowances etc., (with break-up details)</p>	<p>Total Emoluments</p>
<p>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)</p>		

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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 (ISTC)/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 _____