

File No. 2-10/2006-Estt.
Government of India
National Commission for Minorities

Block – 3, ground and 3rd Floor,
CGO Complex, Lodhi Road,
New Delhi -110003
Dated : 21.08.2018

CIRCULAR


Subject:- Filling up the post of Dispatch Rider in National Commission for Minorities on deputation(including short term contract)/absorption basis – Reg.

Please find enclosed herewith a copy of the vacancy circular for the post of **Dispatch Rider on deputation (including short term contract)/absorption 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 **60** days from the date of publication of the advertisement in the Employment News along with **e-mail and mobile number**.

The appointment of the above post on deputation terms shall be ordinarily for the period not exceeding three years. On appointment the pay of the official will be regulated in accordance with the M/o Personnel, Public Grievances & Pension, 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 11.03.1998 and subsequent amendment thereon.

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

Information about the post is available in our website (www.ncm.nic.in).


(Shariq Saeed)

Under Secretary to the Government of India

Copy to:

1. All Ministers/Departments of the Govt. of India
2. Comptroller & Auditor General of India,
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

Annexure - I

Serial No.	Name of the Post and Scale of Pay	Educational Qualifications & Experience
1.	Dispatch Rider Level -2 in the pay Matrix (19900-63200)	<p>Official under the Central Government/State Government/UT Administrations or Public Sector Undertakings or Universities or recognized Research Institutions/semi-Government or Autonomous Bodies or Statutory Organizations:-</p> <p>Deputation/Absorption : Persons holding analogous or equivalent post possessing the requisite qualifications as under:</p> <p>Essential:</p> <p>(i) Possession of a valid driving license for Motor Cycles/Auto Rickshaw/LMV;</p> <p>(ii) Two years' experience in driving Motor Cycle/Auto Rickshaw</p> <p>(iii) Knowledge of Motor Cycle/Auto Rickshaw mechanism. (The candidates should be able to remove minor defects in the vehicles).</p> <p>iv) Ability to read English and Hindi</p> <p>Desirable:</p> <p>(i) 8th standard pass.</p> <p>(ii) Experience as Home Guards, Civil Defence Volunteer.</p>

जारी किया.....
Issued.....
दिनांक.....
Date.....

(Signature)
21/09/18

**Proforma for application
Bio-Data**

1. Post applied for:
2. Name of the applicant:
3. Date of Birth:
4. Date of Retirement:
5. Residential & Office Address with telephone, e-mail, if any:
6. Educational qualifications
7. Whether Educational Qualifications and other qualifications required for the post are satisfied:

		Qualifications Experience required	Qualifications/Experience Possessed by the Officer
Essential	(1) (2)		
Desired	(1) (2)		

8. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post:
9. Details of Employment along with pay scale and period for which the post held, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.
10. Nature of present employment, i.e. adhoc or temporary or permanent
11. In case of the present employment is held on deputation, please state -
 - (a) The date of initial appointment -
 - (b) Period of appointment on deputation -
 - (c) Name of the parent office/organization to which you belong -
12. Present post held, stage of apy, scale of pay and date of regular appointment, if so:
13. Experience:
14. Whether SC/ST/OBC/PH (Please specify category, percentage of disability)
15. Please write (maximum of 200 words) as to why you consider yourself suitable for the post:

Signature of the applicant

Name:

Date:

Certificate by the Cadre Controlling Authority/Forwarding Authority

The information furnished byhas been verified from official records and found correct.

2. It is also certified that no disciplinary/departmental enquiry is either pending or contemplated againstand that he/she is not undergoing any penalty.

3. His/Her integrity is certified.

Date

Name.....

Designation.....

Name of Office.....

Stamp.....