

F.No.2-2/2016-Estt
Government of India
National Commission for Minorities

5th floor, Lok Nayak Bhavan.
Khan Market, New Delhi

Dated:26.09.2016

C I R C U L A R

Sub: Filling up of one post of Upper Division Clerk (UDC) in National Commission for Minorities on deputation/absorption basis.

Please find enclosed herewith a copy of the vacancy circular for the post of **Upper Division Clerk** on deputation/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 alongwith **e-mail and mobile number**.

The appointment of the above post on deputation terms shall be ordinarily for a period not exceeding 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.

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

Information about the post of **Upper Division Clerk** is available in our website (www.ncm.nic.in)



(Shariq Saeed)

Under Secretary to Government of India
Tele No.24624128

Copy to:

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

Upper Division Clerk in the National Commission for Minorities

Deputation/Absorption: Officer under the Central Government

- (i) holding analogous posts on regular basis ; or
- (ii) With 8 years regular service in the grade of Lower Division Clerk or equivalent

(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation/absorption shall not be exceeding 56 years as on the closing date of receipt of applications.)

APPLICATION FOR THE POST OF UPPER DIVISION CLERK IN THE NATIONAL COMMISSION FOR MINORITIES

1. Name of applicant (In Block letters):

2. Father/Husband's Name:

3. Date of Birth

4. Age:

5. Qualification(Starting from latest):

6.

Sl. No.	Name of Exam.	Board/University	Year of passing	Div. %	Subject
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7. Work Experience:

S.No.	Name of Ministry/Department	Post held	Level of pay /pay scale and Grade pay of the post	Period from which working	Nature of duties
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8. Postal Address:

9. 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: