

DGE&T-A-12023/2/2005-Adm.II
Government of India
Ministry of Labour & Employment
(Director General of Employment & Training)
New Delhi,

Filling up of one post of Director of Employment Exchanges Group 'A' Gazetted in the pay scale of Rs. 37,400-67,000 (PB-4) + Rs. 8,700/- (Grade Pay) (Revised) (Rs. 14,300-300-18,300/- (pre-revised)) under the Directorate General of Employment and Training, Ministry of Labour & Employment by deputation (including short-term contract).

It is proposed to fill up one post of Director of Employment Exchanges Group 'A', Gazetted, Non-Ministerial, in the pay scale of Rs. 37,400-67,000 (PB-4) + Rs. 8,700/- (Grade Pay) (Revised) [Rs. 14,300-300-18,300/- (pre-revised)] in the Directorate General of Employment and Training, on deputation (including short-term contract). The eligibility for appointment to the post of Director of Employment Exchanges on deputation (including short-term contract) will be as follows:

1. Officers under the Central/State Government/UTs/Public Sector Undertakings/Autonomous Organisations/Recognised Research Institutions.

(a) (i) Holding analogous posts on regular basis in the parent cadre/department; **or**

(ii) With 05 year's regular service in the grade rendered after appointment thereto on regular basis in posts in the scale of pay of Rs. 15,600-39,100/- (PB-3) + Rs. 7,600/- (Grade Pay) (Revised) [Rs. 12,000-16,500/- (pre-revised)] or equivalent in the parent cadre/department, **and**

(b) Possessing the following educational qualification and experience.

(I) Master's Degree in Economics/Statistics/Mathematics/Commerce/Psychology/Sociology/Social Work/Education of a recognised University or equivalent, **and**

(II) Ten years experience in the field of:

(a) Collection, analysis and interpretation of data or Socio-Economic Investigation or Research relating to demographic, employment and manpower problems, **or**

(b) Employment Service Operations including Employment Market Information; **or**

(c) Vocational Guidance and Employment Counseling; **or**

(d) Personnel Organization and Management.

Desirable

Doctorate in the relevant subject.

2. The terms and conditions of deputation of the officer selected for appointment against the said post will be governed by the Instructions contained in the DOP&T OM No.2/12/87-Est. (Pay-II) dated 29/04/1988 or such general/special orders issued or that may be issued by the Govt. from time to time.

3. It is requested that the applications (in-triplicate) in the enclosed proforma (Annexure) of the officers who could be spared in the event of their selection may be sent to the undersigned **within 60 days** of the publishing of this circular in the Employment News/Rozgar Samachar at Directorate General of Employment & Training, Ministry of Labour & Employment, Shram Shakti Bhawan, Rafi Marg, New Delhi - 110001. The applications must be forwarded through proper channel and must accompany the following documents/information.

(i) Complete and up-to-date ACRs (in original) for the last 05 years, (If original is not readily available, photocopies of the same duly attested by an officer not below the rank of Under Secretary to the Govt. of India).

(ii) A certificate that no disciplinary proceedings/vigilance case is either pending or contemplated and a certificate to the effect that no major/minor penalties were imposed on him/them during the last 10 years.

(iii) Integrity Certificate.

(iv) Cadre clearance certificate.

4. Applications found incomplete or otherwise received without the above documents/information or received after the last date will not be entertained. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

5. Candidates strictly fulfilling the eligibility conditions and possessing the qualifications and experience as specified under Para-1 and who are actually willing to join the post on their selection need only apply.

6. The maximum age limit for appointment by transfer on deputation basis (including short-term contract) shall be not exceeding 56 years as on the closing date of receipt of application by this Directorate General as per DOP&T OM No.AB-14017/48/97-Estt. (RR) dated 17/11/92 and No.AB-14017/2/97-Estt. (RR) dated 25/05/98 Hindi version is enclosed.

Under Secretary to the Govt. of India

Ph.: 23718903

Application for the post of Director of Employment Exchanges under the Directorate General of Employment & Training.

Bio-Data Proforma

1. Name and Address in block letters :

2. Date of Birth (in Christian era) :

3. Date of retirement under Central/State Govt. 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 Qualification/Experience possessed by the officer

Essential : (1) (2) (3)

Desired : (1) (2)

6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post :

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

Office/Instt./ Orgn.	Post held	From	To	Scale of Pay and Basic Pay	Nature of duties

8. Nature of present employment i.e., ad-hoc or temporary or quasi-permanent or permanent.

9. In the case of 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/organisation to which you belong.

10. Additional details about present employment. Please state whether working under :

a) Central Govt.

b) State Govts.

c) Autonomous Organisations.

d) Government Undertakings.

e) Universities.

11. 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.

12. Total emoluments per month now drawn :

13. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient :

14. Whether belongs to SC/ST :

15. Remarks :

Signature of the candidate

Date : _____ Address : _____

Counter signed _____

(Employer)

Certificate to be furnished by the Employer/Cadre Controlling Authority.

Certified and verified that the particulars furnished by the applicant above are correct as per the service book records held by this office/Ministry/Department;

Certified that no disciplinary proceedings/vigilance case is pending/contemplated against the above officer.

Signature with rubber stamp :

Dated : _____ Name : _____

Official seal of employer cadre controlling authority

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