

F.No.7-1/2017-MinorityCell  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education  
Minority Cell

Shastri Bhawan, New Delhi,  
Dated: 12 January, 2017

**VACANCY CIRCULAR**

**Subject:** Filling up of the post of Under Secretary through the method of deputation in the National Commission for Minority Educational Institutions (NCMEI), New Delhi, a Statutory Body created under an Act of Parliament – Calling for applications - Regarding –

The undersigned is directed to state that the Central Government (Ministry of HRD) in exercise of the powers conferred by the sub-section (2) of section 6 of the National Commission for Minority Educational Institutions Act, 2004 (2 of 2005) has framed and issued the Notification dated 12.7.2016 relating to National Commission for Minority Educational Institutions (Group-A, Group-B and Group-C posts) Recruitment Rules, 2016, which was published in the Gazette of India (Extraordinary) on 13.7.2016. Accordingly, the Central Government (Ministry of HRD) proposes to fill up the post of Under Secretary through the method of deputation in the National Commission for Minority Educational Institutions (NCMEI), New Delhi, a Statutory Body created under an Act of Parliament. The details of the post along with the eligibility criteria are given as under:-

| Sl. No | Name of post/<br>number of vacancies | Classification of post                                 | Pay-Scale                                | Mode of selection | Eligibility   |
|--------|--------------------------------------|--|--|-------------------|---|
|        | A                                    | B  | C  | D                 | E   |
| 1      | Under Secretary<br>(01 Post)         | General Central Service, Group A Gazetted, Ministerial | Rs.15600-39100 (PB-3) Grade Pay Rs.6,600 | Deputation        | Deputation<br><br>Officers under the Central Government:-<br><br>(i) holding analogous post on regular basis in the parent cadre or department;<br>Or<br>(ii) with five years service in the grade rendered after appointment thereto on a regular basis in post in PB-3 in the scale of pay of Rs. 15600-39100/- with Grade Pay of Rs.5400/- or equivalent in the parent cadre or department;<br>Or<br>(iii) with six years service in the grade rendered after appointment thereto on a regular basis in post in PB-3 in the scale of pay of Rs. 15600-39100/- with Grade Pay of Rs.4800/- or equivalent in the parent cadre or department. |

**2. Regulation of pay and other terms of deputation:**

The pay of the selected candidate will be regulated under the provisions contained in the DoP&T O.M. No.6/8/2009-Estt.(Pay II) dated 17/06/2010 as amended time to time.

**3. Age-limit:** The maximum age-limit for appointment by deputation (including short term contract) shall not be exceeding fifty-six (56) years as on the closing date of receipt of applications.

**Annexure-I**

**Proforma of Application for the post of \_\_\_\_\_ (name of the post) to be filled up on Deputation Basis in the Office of the National Commission for Minority Educational Institutions, 1st floor, Jeevan Tara Building, 5, Sansad Marg, New Delhi (a Statutory Body created under an Act of Parliament)**

|     |   |                                    |                                |                                |  |                            |             |  |
|-----|---|------------------------------------|--------------------------------|--------------------------------|--|----------------------------|-------------|--|
| 1.  | Name and postal address (in Block Letters) with Telephone No.   |                                    |                                |                                |  |                            |             |  |
| 2.  | Date of Birth (in Christian Era)  |                                    |                                |                                |  |                            |             |  |
| 3.  | Date of retirement under Central Govt. Rules  |                                    |                                |                                |  |                            |             |  |
| 4.  | Educational Qualifications<br>(Starting from highest qualification to lowest. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)   |                                    |                                |                                |  |                            |             |  |
| 5.  | Do you hold analogous post on regular basis in the parent cadre or department; or   |                                    |                                |                                |  |                            |             |  |
| 6.  | Have you rendered the required number of years of service in the grade rendered after appointment thereto on regular basis in the relevant Pay Band along with Grade Pay or equivalent in the parent cadre or department; |                                    |                                |                                |  |                            |             |  |
| 7.  | Do you possess eligibility conditions as indicated in Column (E) of the vacancy circular for the post for which you are applying (Please answer in "Yes" or "No" as applicable):  |                                    |                                |                                |  |                            |             |  |
| i.  | Under Secretary   |                                    |                                | Yes / No                       |  |                            |             |  |
| 8.  | Details of employment, in chronological order (Starting from entry in Central Government service). Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.                    |                                    |                                |                                |  |                            |             |  |
|     | <b>Office/<br/>Organization</b>   | <b>Post held with scale of pay</b> | <b>Period of service</b>       |                                | <b>Nature of appointment<br/>(Regular/<br/>Ad-hoc/<br/>Deputation)</b> | <b>Basic Pay (revised)</b> |             | <b>Nature of appointment whether regular/ad-hoc/deputation</b> |
|     |   |                                    | <b>From</b>                    | <b>To</b>                      |  | <b>Pay in PB</b>           | <b>G.P.</b> | <b>Basic pay</b>   |
|     | <b>1</b>  | <b>2</b>                           | <b>3</b>                       | <b>4</b>                       | <b>5</b>   | <b>6</b>                   | <b>7</b>    | <b>8</b>   |
|     |   |                                    |                                |                                |  |                            |             | <b>9</b>   |
| 9.  | Nature of present employment, i.e ad-hoc or temporary or permanent  |                                    |                                |                                |  |                            |             |  |
| 10. | In case the present employment is held on deputation, please state  |                                    |                                |                                |  |                            |             |  |
|     | (a) The date of initial appointment<br>(b) Period of appointment on deputation<br>(c) Name of parent office/Organization to which you belong  |                                    |                                |                                |  |                            |             |  |
| 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   |                                    |                                |                                |  |                            |             |  |
|     | <b>Date</b>   | <b>Pay scale (pre-revised)</b>     | <b>Basic pay (pre-revised)</b> | <b>Date of revision of pay</b> | <b>Revised scale of pay and Pay Level</b>                              | <b>Revised basic pay</b>   |             |  |
|     |   |                                    |                                |                                |  |                            |             |  |

(Certificate To Be Furnished by the Employer/Head of Office/Forwarding Authority)

Certified that the particulars furnished by Shri / Smt./ Ms. \_\_\_\_\_  
are correct and he/she possesses educational qualifications and experience mentioned in the vacancy circular.

2. Also Certified that:-

- i. There is no vigilance or disciplinary case pending or contemplated against Shri / Smt./ Ms. \_\_\_\_\_
  - ii. His/Her integrity is certified.
  - iii. The Photocopies of ACRs for the last five years (2011-12 to 2015-16) duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed.
  - iv. \* No major/minor penalty has been imposed on him/her during the last ten years.
  - v. \* A list of major/minor penalties imposed on him/her during the last ten years is enclosed.
- (\* Strike out which is not applicable).

Signature of the Forwarding Authority

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Name and Designation

Official Seal

Complete Office Address

E-mail address of the Forwarding Authority

Telephone Number / Fax No. of the Forwarding Authority

Date:

Place:

\* List of enclosures:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.