

No.1-2/2015-A.E.I
Government of India
Ministry of Human Resource Development
(Department of School Education and Literacy)
DIRECTORATE OF ADULT EDUCATION

Gallery No.10, Jam Nagar House, Shahjahan Road,
New Delhi-110011, dated the 1st June,2015.

To
The Ministries/Department
Government of India.

SUBJECT

Filling up the post of Upper Division Clerk in the pay band-1 of Rs.5200-20200 with grade pay of Rs2400 in the Directorate of Adult Education on deputation basis.

Sir,

I am directed to say that it has been decided to fill up one post of Upper Division Clerk in the pay band of Rs.5200-20200 with grade of Rs.2400 in the Directorate of Adult Education, a Subordinate Office under the Department of School Education & Literacy, Ministry of Human Resource Development on **deputation basis under falling which clause** from the:-

Officers of Central Governments:-

- (a)(i) holding analogous post on regular basis in the parent cadre or department; or
(ii) with eight years' service in the grade of Lower Division Clerks or equivalent.

The Departmental Officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. The period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years.

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

The place of posting is New Delhi

2. It is requested that the applications in the enclosed proforma [Appendix-I] from officers who are willing and fulfilling the above experience and whose services can be spared immediately on his/her selection to the post, kindly be forwarded to the Director, **Directorate of Adult Education, Ministry of Human Resource Development, Directorate of Adult Education, Gallery No.10, Jam Nagar House, Shahjahan Road, New Delhi-110011, within 60(sixty days) from the date of issue of this letter, along with latest Five years APAR/Confidential Reports duly attested each page by the gazetted officer, Vigilance Clearance, No Penalty statement during last Ten Years, Integrity Certificate, and Cadre Clearance. Incomplete application without above mentioned documents will not be entertained. Action on advance application/application received after closing date will not be taken.**

Yours faithfully,

Amarjit Singh
(AMARJIT SINGH VOHRA)
ASSISTANT DIRECTOR

Copy to

1. Copy to Director, Directorate of Adult Education, 10, Jamnagar House, Shahjahan Road, New Delhi-110011
2. NIC, Department of School Education & Literacy, Ministry of Human Resource Development Shastri Bhavan, New Delhi for posting on the website.

Amarjit Singh
(AMARJIT SINGH VOHRA)
ASSISTANT DIRECTOR

PROFORMA

[Application duly filled in should be forwarded through the employer who will certify that the information furnished is correct and also furnish all the information/documents while forwarding to the Director, Directorate of Adult Education, Department of School Education, Ministry of Human Resource Development, Gallery No.10, Jam Nagar House, Shahjahan Road, New Delhi-110011]

1. Name and Addressed in Block Letters _____
(With telephone number/Mobile No. if any) _____
2. Date of Birth (in Christian era) _____
[DD-MM-YYYY]
3. Educational qualifications _____
4. Whether working under Central/_____ Government
5. Date of retirement under Central/_____ Government/
6. Post held in chronology order along with _____
Pay scale
7. Details of experience as required in the enclosed Letter _____
8. Whether belongs to SC/ST _____
11. Whether at present on deputation if so _____
From which date
10. Whether return from deputation prior to this application if yes, the period from-
12. Remarks, if any,

Date:

Signature of the applicant

Place;