

No19-6/2011-AE-1(Pt.2)
Government of India
Ministry of Human Resource Development
Department of School Education & Literacy
(AE-1 Section)

Shastri Bhawan, New Delhi

Date 11th July 2019

OFFICE MEMORANDUM

Sub: Filling up of vacant posts in the Directorate of Adult Education, Ministry of Human Resource Development, New Delhi- regarding.

The undersigned is directed to inform that the posts of Director, Joint Director, Deputy Director, and Assistant Director (Publication) in the Directorate of Adult Education, Ministry of Human Resource Development, Jamnagar House, New Delhi; are to be filled up on deputation basis from among officers of the Central or State Governments or Union Territories or universities or recognized research institutions or Public Sector Undertakings or semi Government or autonomous or statutory organization. The vacancy position and mode of recruitment of the posts are as follows:

Sl. NO.	Name of the post and Group of posts	Level of Pay	No. of posts vacant	Mode of recruitment
1	Director (Group A)	Level 13 (Non-Ministerial)	1	Deputation
2	Joint Director(Group A)	Level 12 (Non-Ministerial)	1	Deputation in the instant case
3	Deputy Director(Group A)	Level 11 (Non-Ministerial)	1	Deputation in the instant case
4	Assistant Director (Publication) (Group A)	Level 10 (Non-Ministerial)	1	Deputation/ Absorption

2. Post-wise eligibility criteria for appointment on deputation basis are to be seen at Annexure-A.
3. The application in the prescribed pro-forma (Annexure-B), complete in all respects may be sent to the undersigned, through proper channel, latest by 19th September 2019.
4. This may kindly be given wide publicity.



(Shah Faiz Ahmed)

Under Secretary to the Government of India

Tel. No. 011-23385745

To
All Ministries/ Departments (through Website of MHRD)

ANNEXURE-A

Government of India
Ministry of Human Resource Development
(Department of School Education & Literacy)
Directorate of Adult Education

The following posts in the Directorate of Adult Education (DAE), New Delhi, a Subordinate Office of the Department of School Education and Literacy, Ministry of Human Resource Development is proposed to be filled by transfer on deputation (including short-term contract).

S.No.	Name of the Post	Pay Scale	Period of Deputation	Age	Eligibility/Educational Qualifications
1	Director	Pay band-4. Rs.37400 - 67000 plus grade pay of Rs.8700/- Revised Pay Level -13.	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 five years.	Shall not be exceeding fifty six years as on the closing date of the receipt of applications.	<p>Deputation (including short-term contract) Officers under the Central Government or State Governments or Universities or recognized research institutions or autonomous bodies or statutory organizations or public sector undertakings.- (a)(i) holding analogous post on regular basis in the parent cadre or department; or (ii) with five years' service in the grade rendered after appointment thereto on a regular basis in the pay band-3, Rs. 15600-39100/- with grade pay of Rs. 7600/- or equivalent in the parent cadre or department; or (iii) with ten years' service in the grade rendered after appointment thereto on a regular basis in the pay band-3, Rs. 15600-39100/- with grade pay of Rs. 6600/- or equivalent in the parent cadre or department; and (b) possessing educational qualifications and experience as under:- Essential: (i) Master's degree in Education or Adult Education of a recognized University or Bachelor's degree in Education or Adult Education Plus Masters in Business Administration or Post Graduate Diploma in Management; (ii) Ten years experience in educational administration or teaching and research in the field of adult or social education or rural development. Desirable: (i) Doctorate degree in Education or Adult Education. (ii) In case of the candidate possessing a Doctorate degree the experience may be factored under essential qualifications at seven years.</p>
2.	Joint Director	Pay Band-3. Rs.15600- 39100 with Grade Pay of Rs7600 Revised Pay Level - 12	Period of deputation of (including short-term contract) including period of deputation (including short-term contract) in another ex-cadre	Shall not be exceeding fifty-six (56) years as on the closing date of the receipt of applications	<p>Deputation (including short-term contract)/absorption: Officers under Central or State Governments or Union Territories or universities or recognized research institutions or Public Sector Undertakings or semi Government or autonomous or statutory organization:- (a) (i) holding analogous post on regular basis in the parent cadre or department</p>

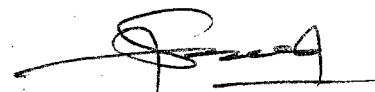
			post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed four years.		<p>or</p> <p>(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in pay band-3, Rs. 15600-39100/- with grade pay of Rs. 6600 or equivalent in the parent cadre or Department; and</p> <p>(b) Possessing the following educational qualifications and experience as</p> <p>Essential</p> <p>(i) Master's Degree in any subject from a recognized University or Institute.</p> <p>(ii) Degree or Diploma in Education or Adult Education or Sociology or Psychology or Statistics from a recognized University or Institute.</p> <p>(iii) Seven years experience in conducting research or evaluation of adult education or production of literacy materials or books or teaching in adult or social education or rural development in the education department of a Central/State or Government or in any University or autonomous or statutory organization.</p> <p>Note 1: Qualifications are relaxable at the discretion of the Union Public Service commission for reasons to be recorded in writing in the case of candidates otherwise well qualified.</p> <p>Note 2: The qualification regarding experience are relaxable at the discretion of the Union Public Service Commission for reasons to be recorded in writing in the case of candidates belonging to Scheduled Castes or Scheduled Tribes, if at any stage of selection the Union Public Service Commission is of the Opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p> <p>Desirable: Doctorate Degree in Education or Adult Education from a recognized University or Institute.</p>
3	Deputy Director	<p>Pay Band-3, Rs.15600-39100 with Grade Pay of Rs6600</p> <p>Revised Pay Level -11</p>	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 four years.	Shall not be exceeding fifty-six (56) years as on the closing date of the receipt of applications	<p>Deputation (including short-term contract)</p> <p>Officers under the Central Government or State Governments or Universities or recognized research institutions or autonomous bodies or statutory organizations or public sector undertakings,-</p> <p>(a)(i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in the pay band-3, Rs. 15600-39100/- with grade pay of Rs. 5400/- or equivalent in the parent cadre or department; and</p> <p>(b) possessing educational qualifications' and experience as under:-</p> <p>Essential</p> <p>(i) Master's Degree from a recognized University or Institute.</p> <p>(ii) Degree or Diploma in Education or Adult Education or Sociology or Psychology or Statistics from a recognized University or Institute.</p> <p>(iii) five years' experience in conducting research or evaluation of adult education or production of literacy materials or books in</p>

					a Government department or university or commercial organization or training of personnel in adult education including functional literacy programme. Desirable: Doctorate Degree in Education or Adult Education from a recognized University or Institute.
4	Assistant Director (Publication)	Pay Band-3, Rs.15600-39100 with Grade Pay of Rs5400 Revised Pay Level -10	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.	Shall not be exceeding fifty-six (56) years as on the closing date of the receipt of applications	Deputation(including short-term contract)/absorption: Officers under Central or State Governments or Union Territories or universities or recognized research institutions or Public Sector Undertakings or semi Government or autonomous or statutory organization:- (a) (i) holding analogous post on regular basis in the parent cadre or department; or (ii)with two years' service in the grade rendered after appointment thereto on a regular basis in pay band-2, Rs. 9300-34800/- with grade pay of Rs. 4800 or equivalent in the parent cadre or Department; or (iii) with three years' service in the grade rendered after appointment thereto on a regular basis in pay band-2, Rs. 9300-34800/- with grade pay of Rs. 4600 or equivalent in the parent cadre or Department; or (b) Possessing the following educational qualifications and experience:- (i) Master's degree from a recognized university with English Literature as one of the subjects at the degree level; (ii) One year experience in preparation and production of publication including printing of materials particularly relating to educational journals or reports or monographs in any Government department or Public Sector Undertaking or recognized research institutions or autonomous or statutory organization.

Note: The terms of appointment on deputation shall be governed by the instructions issued by DoPT vide OM NO. 6/8/2009-Estt(Pay-II) dated 17.6.2010 or as amended from time to time by the Department of Personnel and Training.

The applications in the prescribed proforma (in duplicate) should indicate name of the post applied for along with the complete and up-to-date last five years Annual Confidential Reports (ACRs) duly attested by an Officer not below the rank of Under Secretary to the Government of India within 60 days of the date of publication of this advertisement to:

UNDER SECRETARY (AE), ROOM NO. 403, C Wing, Shastri Bhawan, New Delhi-110001.



(SHAH FAIZ AHMED)

Under Secretary to the Government of India
011-2338-5745

CURRICULUM VITAE PROFORMA

1. Name and address (in Block letters):
2. Date of Birth(in Christian era):
3. Date of retirement under Central/State Government 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

Qualifications/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: Enclosed a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post Held	From	To	Scale of Pay And basic pay	Nature of Duties (in detail)

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi Permanent or Permanent.
9. In case the 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 (indicate the name of your employer against the relevant column).
11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.
12. 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.
13. Total emoluments per month now drawn.
14. Additional information, if any, which you would like to mention is support of your suitability for the post.
(This among other things may provide information with regard to
 1. Additional academic qualifications
 2. Professional training and
 3. Work experience over and above prescribed in the Vacancy Circular/Advertisement)
 (Note Enclose q separate sheet, if the space is insufficient).
15. Please state whether you are applying for deputation/Absorption. (Officers under Central/State Governments are only eligible for "Absorption").
16. Whether belongs to SC/ST
17. Remarks (The candidates may indicate information with regard to
 - (i) Research publications and reports and special projects (ii) Awards/Scholarship/ Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and (iv) any other information.
 (Note enclose a separate sheet if the space is insufficient).

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum vitae duly supported by documents submitted by me will also be assessed by the selection Committee at the time of selection for the post.

Date _____

Signature of the Candidate

Address _____

Countersigned
(Employer with seal)

No19-6/2011-AE-1(Pt.2)
Government of India
Ministry of Human Resource Development
Department of School Education & Literacy
(AE-1 Section)

Shastri Bhawan, New Delhi
Date 11th July 2019

OFFICE MEMORANDUM

Sub: Filling up of vacant post of Superintendent in the Directorate of Adult Education, Ministry of Human Resource Development, New Delhi- regarding.

The undersigned is directed to inform that the post of Superintendent in the Department of Adult Education, Ministry of Human Resource Development, Jamnagar House, New Delhi; is to be filled up on deputation basis from among officers of the Central or State Governments or Union Territories or universities or recognized research institutions or Public Sector Undertakings or semi Government or autonomous or statutory organization. The vacancy position and mode of recruitment of the post is as follows:

Sl. NO.	Name of the post and Group of posts	Level of Pay	No. of posts vacant	Mode of recruitment
1	Superintendent (Group B)	Level 6 (Ministerial)	1	Deputation

2. Post-wise eligibility criteria for appointment on deputation basis are to be seen at Annexure-A.
3. The application in the prescribed pro-forma (Annexure-B), complete in all respects may be sent to the undersigned, through proper channel, latest by _____.
4. This may kindly be given wide publicity.


(Shah Faiz Ahmed)

Under Secretary to the Government of India
Tel. No. 011-23385745

To
All Ministries/ Departments (through Website of MHRD)

ANNEXURE-A

Government of India
Ministry of Human Resource Development
(Department of School Education & Literacy)
Directorate of Adult Education

The post of Superintendent in the Directorate of Adult Education (DAE), New Delhi, a Subordinate Office of the Department of School Education and Literacy, Ministry of Human Resource Development is proposed to be filled by transfer on deputation (including short-term contract).

S.No.	Name of the Post	Pay Scale	Period of Deputation	Age	Eligibility/Educational Qualifications
1	Superintendent	Pay band-2, Rs.9300 – 34800 plus grade pay of Rs.4200/- Revised Pay Level - 6	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.	Shall not be exceeding Fifty Six (56) years as on the closing date of the receipt of applications	Deputation: Officer under the Central or Stat Government or Union Territories: (a) (i) holding analogous post on regular basis in the parent cadre of Department; or (ii) with 6 years' service in the grade rendered after appointment thereto on regular basis in pay band-1, Rs. 5200-20200 and grade pay of Rs. 2800 or equivalent in the parent cadre or Department; or (iii) With ten years; service in the grade rendered after appointment thereto on regular basis in pay band -1, Rs. 5200-20200 and grade pay of Rs. 2400 or equivalent in the parent cadre or Department; and (b) Having two year's of experience in Establishment matters.

ANNEXURE-B**CURRICULUM VITAE PROFORMA**

1. Name and address (in Block letters):
2. Date of Birth(in Christian era):
3. Date of retirement under Central/State Government 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
Essential:

Qualifications/Experience Possessed by the Officer

(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: Enclosed a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post Held	From	To	Scale of Pay And basic pay	Nature of Duties (in detail)

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi Permanent or Permanent.
9. In case the 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 (indicate the name of your employer against the relevant column).
11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.
12. 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.
13. Total emoluments per month now drawn.
14. Additional information, if any, which you would like to mention in support of your suitability for the post.
(This among other things may provide information with regard to
 1. Additional academic qualifications
 2. Professional training and
 3. Work experience over and above prescribed in the Vacancy Circular/Advertisement)
 (Note Enclose a separate sheet, if the space is insufficient).
15. Please state whether you are applying for deputation/Absorption. (Officers under Central/State Governments are only eligible for "Absorption").
16. Whether belongs to SC/ST
17. Remarks (The candidates may indicate information with regard to

- (i) Research publications and reports and special projects (ii) Awards/Scholarship/ Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and (iv) any other information.

(Note enclose a separate sheet if the space is insufficient).

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum vitae duly supported by documents submitted by me will also be assessed by the selection Committee at the time of selection for the post.

Date _____

Signature of the Candidate

Address _____

Countersigned
(Employer with seal)