

F.No.7-9/2022-MC  
Government of India  
Ministry of Education  
Department of Higher Education  
(Minority Cell)

New Delhi, dated 13/12/2023

**VACANCY CIRCULAR**

Subject: Filling up of vacancies for the post of Stenographer, Grade-D on deputation basis 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 Education) in exercise of the powers conferred by the 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 Education) proposes to fill up vacancy in Stenographer, Grade-D on deputation basis in the National Commission for Minority Educational Institutions (NCMEI), New Delhi, a Statutory Body created under an Act of Parliament under Ministry of Education, the details of which along with their eligibility criteria are given as under:-

S. No	Name of post/ number of vacancies	Classification of post	Pay-Scale as per 6 <sup>th</sup> CPC	Mode of Selection	Eligibility
	A	B	C	D	E
1	Stenographer Grade-D (01 Post)	General Central Service, Group C Non-Gazetted, Ministerial	#Rs.5200-20200 (PB-1) Grade Pay Rs.2,400	Deputation (Including Short term Contract)	Officers under the Central or State Governments or Union Territory administrations or Universities or Recognized research institutions or Public Sector Undertakings or Semi-Government or Statutory or Autonomous organisations:-  holding analogous post on regular basis in the parent cadre or department;

# As per 6<sup>th</sup> CPC. The salary will be made as per corresponding scale as given in 7 CPC.

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

4. **Period of deputation:** Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/Department of the Central Government **shall ordinarily not exceed five years.**

5. **Reservation of SC/ST:** No provision for reservation exists for the posts to be filled up on deputation basis.

6. Applications (in duplicate) only in the prescribed proforma (**Annexure-I**) of the eligible candidates whose services can be spared immediately on selection, together with the certificate from the Forwarding Authority (in proforma **Annexure-II**) along with the following documents:

- (i) Integrity certificate
- (ii) List of major/minor penalties imposed if any, on the official during the last 10 years; (if no penalty has been imposed a 'Nil' certificate should be enclosed).
- (iii) Vigilance clearance certificate.
- (iv) Attested photocopies of the ACRs for the last five years (2017-18 to 2021-22) (each page attested by an officer not below the rank of an Under Secretary to the Govt. of India).

The Applications along with relevant documents in support of qualifications and experience, etc., may be forwarded to "The Under Secretary (Minority Education), Department of Higher Education, Ministry of Education, Room No.6(A), 4<sup>th</sup> Floor, Jeevan Deep Building, Parliament Street, New Delhi – 110001" **within sixty 60 days** of the publication of this circular in the Employment News/Rozgar Samachar. Applications not forwarded through proper channel or those received without the requisite certificates and necessary documents **will not be entertained.** The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

**Government strives to have a workforce who reflects gender balance and women candidates are encouraged to apply.**

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*24/01/2023*

(Tulsi Negi)

Under Secretary to the Govt. of India

Email: minoritycell.edu@gov.in

To:-

- 1) All Ministries/Departments of Govt. of India (as per list).
- 2) All Attached / Subordinate / Autonomous Organisations of the Ministry of Education (as per list).
- 3) Estt-I / Estt-II / Estt.-III / Estt.-IV Sections, Ministry of Education. The eligible and interested Officers may forward their applications through their concerned Admn. Section within the stipulated date.
- 4) ✓ Webmaster, Ministry of Education - for uploading the vacancy circular on the Official website of the Ministry and E-Office.
- 5) National Informatics Centre, Department of Personnel and Training, North Block, New Delhi-110001 for uploading this vacancy circular on their Official website.
- 6) National Career Service (NCS) Portal of the Ministry of Labour & Employment, Shram Shakti Bhawan, New Delhi for uploading this vacancy circular on their Official website.
- 7) Copy for Folder

(श्रीमति तुलसी नेगी)  
(Smt. TULSI NEGI)  
Under Secretary  
Ministry of Education, Govt. of India  
उपसचिव (अल्पसंख्यक शिक्षण), शिक्षण विभाग, भारत सरकार, नई दिल्ली  
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(श्रीमती तुलसी देवी)  
(Smt. Tulsi Devi)  
अधीनस्थ/Under Secretary  
शिक्षण विभाग/Min. of Education  
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New Delhi, India