

Government of India
Ministry of Human Resource Development
(Department of School Education & Literacy)
(AE.1 Section)

New Delhi dated : June 2, 2012

One post of Junior Administrative Officer (JAO) 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 up on deputation (short-term contract basis).

The major functions of Directorate of Adult Education are :

- Academic and Technical Resource support to the National Literacy Mission Authority
- Development of teaching learning materials.
- Organization of training and orientation programmes.
- Monitoring of the progress and status of literacy campaigns in the entire country.
- Undertaking media initiatives both electronic and print.
- Overseeing skill up gradation and training programmes.

The duties of the Junior Administrative Officer are as under:

- Acts as Drawing & Disbursement Officer (DDO) in DAE
- Handles all the Administrative matters relating to Staff working in DAE
- Handles all the matters to Cash & Accounts of DAE office
- Attends the matters relating to Court Cases and the matters relating thereto
- Maintains the Service Books and Personal Files of the Officers/Staff posted in DAE and matters relating thereto
- Prepares the Annual Budget related to DAE
- Any other work assigned by the Superior Officers in the DAE.

The requirements of the post of Junior Administrative Officer are given hereunder:-

Sl. No.	Name of the post	Code No.	Pay Scale	Period of Deputation	Age	Eligibility/Educational Qualifications
1.	Junior Administrative Officer (JAO)	DAE/ JAO	Rs. 6500-200-10,500/- (Pre-	Period of deputation including period of deputation in	Not exceeding 56 years as on the closing date	Eligibility Conditions: Officers under the Central Government— (a) (i) holding analogous post on regular basis in the parent cadre or

			Revised) PB-2 Rs.9300 – 34800/- Grade Pay Rs. 4600/- .	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.	of the receipt of applications.	department; or (ii) with three years service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.5500-9000/- (pre-revised) Revised PB-2 Rs. 9300 – 34800/- with Grade Pay Rs. 4200/- or equivalent in the parent cadre or Department; and (b)Possessing two years experience in Administration or Establishment or Accounts matters. (ii)The Departmental Superintendent in the pay scale of Rs. 5500 – 9000 (pre revised) revised 9300-34800/- grade pay Rs. 4200/- with 3 years regular service in the grade shall also be considered along with outsiders. In case he/she is elected for appointment to the post, the same shall be deemed to have been filled by promotion. The Departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.
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NOTE: The appointment on deputation shall be governed by O.M. No. 2/29/91-Estt. (Pay-II) dated 5.1.94 issued by Department of Personnel & Training as amended from time to time.

The applications in the prescribed proforma (in duplicate) indicating code No. of post applied for along with the complete and up-to-date Annual confidential Reports/Annual Performance Appraisal Reports for the last five years, duly attested by an Officer not below the rank of Under Secretary to the Government of India may be sent so as to reach this Ministry **within 45 days** of the date of publication of this advertisement to:

**The Section Officer, A.E-I Section, Ministry of Human Resource Development,
Department of School Education & Literacy, R. No. 403 `C' Wing, Shastri Bhawan, New Delhi –
110001.**

(Amarjeet Singh)
Under Secretary to the Govt. of India
Tel. No. 23385935

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 Possessed:
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: Yes/No
7. Details of Employment in chronological order: Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution/Organisation	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 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/organization to which you belong

10. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade:

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.

(This among other things may provide information with regard to

1. Additional academic qualification,
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).

14. Whether belongs to SC/ST.

15. 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.

Signature of the candidate

Address _____

Date _____

Countersigned

(Employer with Seal)

Certificate to be furnished by the Employer/Head of the Office/forwarding Authority

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

Also certified that:

- (i) There is no vigilance case pending/contemplated against him/her.
- (ii) His/her complete ACR dossier/ACRs/ Annual Performance Appraisal Reports for the last 5 years duly attested (on each page) by an officer of the rank of an Under Secretary or above to the Govt. of India are enclosed.
- (iii) His/her integrity is beyond doubt.
- (iv) No major/Minor penalties have been imposed on him/her during the last 10 years is enclosed.
(strike out which is not applicable.)

Signature.....

Date:

Place:

Name & Designation with SEAL

