

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

New Delhi dated : June 2, 2012

One post of Joint Director 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 on deputation (including 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.

Duties and Responsibilities of Joint Director

- To conduct research and evaluation in the field of literacy.
- To prepare guidelines for teaching/learning material for adult education.
- To organize orientation and training programmes.
- To monitor literacy programmes.
- Correspondence with State Directorates of Mass/Adult Educations and Districts.
- To monitor the activities of State Resource Centres and Jan Shikshan Sansthan.
- To coordinate with national and international organisations.
- To plan and implement media activities of literacy programmes.
- To provide material/information for parliament questions and preparation of periodical reports from time to time.
- Preparation of Annual Action Plan for the Unit as per budget allocations.
- Olan of action to be prepared and getting it approved.
- Preparation of the proposals for organizing the workshops, meetings and programmes etc. with JSS, SRCs and State Directorates of Mass Adult Education.
- Correspondence with the participants and Resource persons for organizing the programmes.

- Submission of the accounts of workshops, meetings and Training programmes and its reports.
- Preparation of papers for policy guidelines.
- Provide answers to Parliament Questions as and when required.
- Handling day to day correspondence with the different agencies.
- Undertake field visits, as and when, required.
- Deal with the matters and provide information under the RTI Act.
- Organize exhibitions/Melas of Adult and Skill Development Education.
- Bring out annual progress reports of Units as well as DAE.

The requirements of the post of Joint Director are given under:-

Sl. No.	Name of the post	Code No.	Pay Scale	Period of Deputation	Age	Eligibility/Educational Qualifications
1.	Joint Director	DAE/JD	Rs. 12000-375-16500 (Pre-Revised) PB-3 Rs. 15600 – 39100/- Grade Pay Rs. 7600/-.	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/ Department of the Central Government shall ordinarily not to exceed four years.	Not exceeding 56 years as on the closing date of the receipt of applications.	<p><u>Eligibility Conditions:</u></p> <p>Officers under the Central/State Governments/Union Territories /Universities/ Recognized Research Institutes/Public Sector Undertakings/ Autonomous Body / Semi Government or Statutory Organizations:</p> <p>(a)(i) holding analogous post on regular basis in the parent cadre/Department; or</p> <p>(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in the pay scale of pay Rs.10000-15200 (Pre-revised))/PB-3 (Rs. 15,600 – 39,100) + Grade Pay Rs. 6600/- in the revised pay structure or equivalent in the parent cadre/Department.</p> <p>The Departmental officers in the feeder category who are in the direct line</p>

					<p>of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p><u>Educational Qualifications:</u></p> <p><u>Essential :</u></p> <p>(1) Master’s degree in education/adult education of a recognized University/Institute or equivalent.</p> <p>(2) Seven years’ experience in conducting research or evaluation for adult education/production of literacy materials/books/teaching in Adult/social education or rural development in the education administration of a Government Department/ University.</p> <p>Note 1 : Qualifications are relaxable at the discretion of the Union Public Service Commission in case of candidates otherwise well qualified.</p> <p>Note 2 : The qualification(s) regarding experience is/are relaxable at the discretion of the Union Public Service Commission, in 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 post reserved for them.</p>
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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

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/Organization	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 _____

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

Send draft advertisement to DAVP on 22.9.2011 & copy to US, AE.I

