

**MOST IMMEDIATE**

No.19-8/2015-A.E.I  
Government of India  
Ministry of Human Resource Development  
(Department of School Education and Literacy)

... Shastri Bhavan,  
New Delhi-110011, dated the 5<sup>th</sup> August, 2015.

**To**

The Chief Secretaries  
State Governments)/Union Territories

**SUBJECT**

Filling up the one post of Joint Director [Group 'A'] in the Pay Band-3 of Rs.15600-39100 with grade pay of Rs7600(Revised) in the Directorate of Adult Education(a subordinate officer under this Ministry), on deputation (including short term contract) basis.

Sir,

I am directed to say that it has been decided to fill up one post of Joint Director in the ) Pay Band of Rs.15600-39100 with grade of Rs.7600(Revised) in the Directorate of Adult Education, a subordinate Office under the Department of School Education & Literacy on deputation [including short term contract] from the:-

Officers under the Central Government/ or State Governments or Union territories Administration or Universities or Recognized Research Institution or public sector undertakings or /Semi-Government or Autonomous or statutory Organizations:-

**(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.6600 or equivalent in the parent cadre/department; and**

**(b) possessing the educational qualifications and experience as prescribed for direct recruits:**

**Essential**

- (i) Master's degree in any subject from a recognized University or Institute.
- (ii) Degree or Diploma in Education or Adult Education or Sociology or Psychology or Statistics from a recognized University or Institute.
- (iii) Seven years' experience in conducting research or evaluation for 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..

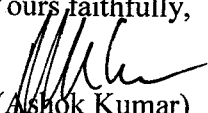
**Desirable**

Doctorate degree in Education or Adult Education from a recognized University of Institute.

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.

(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 four 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.

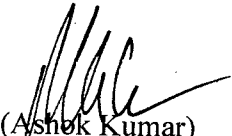
2. It is requested that the applications in the enclosed proforma [Annexure-I] from officers who are willing and fulfilling the above qualification and experience and whose services can be spared immediately on his/her selection to the post, kindly be forwarded to the Consultant(Admn), Directorate of Adult Education, Department of School Education & Literacy, Ministry of Human Resource Development, 10, Jamnagar House, Shahjahan Road, New Delhi 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,  
  
(Ashok Kumar)

Under Secretary to the Govt., of India

Copy to

1. All Ministries/Departments of the Government of India.
2. All Public Sector Undertakings[through Department of Public Enterprises]
3. All Autonomous bodies
4. All the Recognized Research Institutions.
5. Secretary, University Grants Commission, Bhadurshah Zafer Marg, New Delhi-110002 with the request to forward to all the Heads of the Universities.
6. Deputy Secretary, Department of Science & Technology, Technology Bhavan, New Mehrauli Road, New Delhi-110016, with the request to circulate to all the scientific Institutions under their administrative control.
7. Deputy Secretary(Administration), CSIR, Anusandhan Bhavan, Rafi Marg, New Delhi [with 10 spare copies]
8. Director, National Physical Laboratory, Dr. K.S.Krishnan Road, New Delhi-110012
9. Copy to Director, Directorate of Adult Education, 10, Jamnagar House, Shahjahan Road, New Delhi-110011
- ✓ 10. NIC, Department of School Education & Literacy, Ministry of Human Resource Development Shastri Bhavan, New Delhi for posting on the website.
11. The Editor, Employment News, R.K.Puram, Ministry of Information & Broadcasting, New Delhi with the request to advertise the enclosed advertisement in the Employment News as early as possible and raise the bill in favour of the Director, Directorate of Adult Education, Department of School Education Education & Literacy, 10, Jamnagar House, New Delhi-110011.

  
(Ashok Kumar)  
Under Secretary to the Govt. of India

**BIO-DATA/CURRICULUM VITAE PROFORMA**

1. Name and Address (in Block Letters)					
2. Date of Birth (in Christian era)					
3.i) Date of entry into service					
ii) 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 possessed by the officer			
<b>Essential</b>		<b>Essential</b>			
A) Qualification		A) Qualification			
B) Experience		B) Experience			
<b>Desirable</b>		<b>Desirable</b>			
A) Qualification		A) Qualification			
B) Experience		B) Experience			
5.1 Note: This column needs to be amplified to indicate Essential and Desirable qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.					
5.2 In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.					
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.					
6.1 Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.					
7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.					
Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for
*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:					

Office/Institution	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme	From	To
8. Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent or Permanent			
9. In case of 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 the applicant belongs.	d) Name of the post and pay of the post held in substantive capacity in the parent organisation
<p>9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>9.2 Note: Information under Column 9 (c) and (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organisation</p>			
10. If any post held on deputation in the past by the applicant, date of return from the last deputation and other details.			
11. Additional details about present employment:  Please state whether working under (indicate the name of your employer against the relevant column)  a) Central Government b) State Government c) Autonomous organization d) Government Undertaking e) Universities f) Others			
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.			
13. 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			
14. Total emoluments per month now drawn			
Basis Pay in the PB	Grade Pay	Total Emoluments	
15. In case the applicant belongs to an organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.			
Basic Pay with scale of pay and rate of increment	Dearness Pay/interim relief/other allowances etc., (with break-up details)	Total Emoluments	
16.A Additional Information, if any, relevant to the post you applied for in support to your suitability for the post. (This among other things may provide information with			

<p>regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p><b>(Note: Enclose a separate sheet, if the space is insufficient)</b></p>	
<p><b>16. Achievement:</b> The candidates are requested to indicate information with regard to;</p> <p>(i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/innovative measure involving official recognition vi) any other information.</p> <p><b>(Note: enclose a separate sheet if the space is insufficient)</b></p>	
<p><b>17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.#</b> (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organisations are eligible only for Short Term Contract)</p>	
<p>#(The option of 'STC'/'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>	
<p><b>18. Whether Belongs to SC/ST</b></p>	

I have carefully gone through the vacancy/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience e submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

(Signature of the candidate)

Address \_\_\_\_\_

Date \_\_\_\_\_

### **Certification by the Employer/Cadre Controlling Authority**

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses education qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.
- ii) His/Her integrity is certified.
- iii) His/Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/minor penalty has been imposed on him/her during the last 10 years Or A list of major./minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/Cadre Controlling Authority with Seal)

**Points to be held by the Borrowing/Parent Department/Office to be highlighted in DOP&T circular for compliance by the Ministries/Departments**

1. Vigilance clearance will not normally be granted for a period of 3 years after the currency of punishment, if a minor penalty has been imposed on an officer. In case of imposition of a major penalty, Vigilance Clearance will not normally be granted for a period of 5 years after the currency of punishment in terms of DOP&T O.M.No. 11012/11/2007-Estt.(A) dated 14.12.2007.
2. While forwarding applications in respect of officers who are about to complete their 'cooling-off' period shortly the instructions of DOP&T as contained in O.M.No.2/1/2012-Estt.(Pay.II) dated 04.01.2013 may be strictly adhered to.
3. A copy of the Application format may be provided by the Borrowing Department in their website in a downloadable form as Word Document along with the advertisement.
4. In the case of a vacancy already existing at the time of issue of communication Inviting nominations/publication in the Employment News, the eligibility may be determined with reference to the last date prescribed for receipt of nominations in the concerned administrative Ministry/Department. In the case of an anticipated vacancy, the crucial date for determining eligibility should be the date on which the vacancy is expected to arise.
5. It shall be prominently mentioned in the vacancy circular/advertisement that the applications/CV not accompanied by supporting certificates/documents in support of Qualification and Experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection.
6. Crucial date for determining the eligibility of the applicants will be counted after excluding the first date of publication of the vacancy/post in the Employment News. i.e., For the vacancy published in the Employment News of 18-24 Jan. 2014, the crucial date will be counted from the 19<sup>th</sup> Jan. 2014 (excluding the first date of publication).
7. To facilitate determination of eligibility of the applicants working in Public Sector Undertaking/Autonomous organizations not following the Central Government Scales, their equivalent scales of pay/posts may be confirmed by the borrowing Department. Where necessary, details in this regard may also be ascertained from the lending department.