

Post 50

No. 7-8/2013-MC
Government of India
Ministry of Human Resource Development
Department of Higher Education
Minority Cell

New Delhi, dated 27th February, 2014

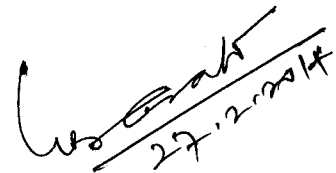
Subject: Filling up of one post each of Section Officer, Assistant and Accountant in the National Commission for Minority Educational Institutions (NCMEI).

The undersigned is directed to refer to the National Commission for Minority Educational Institutions (NCMEI)'s OM No. 3-5/2013-NCMEI dated 7.2.2014 (copy enclosed) on the subject mentioned above.

2. The NIC, Ministry of HRD may please arrange to upload the aforesaid OM/ Circular dated 7.2.2014 on the Website of Department of Personnel & Training (DoPT), New Delhi.

3. This may please be treated as urgent.

Encl: As above.


27.2.2014

(K.P.J. Gerald)
Under Secretary (ME)

To

NIC,
3rd Floor, C-Wing,
Shastri Bhawan,
New Delhi.

F. No. 3-5/2013-NCMEI
Government of India
National Commission for Minority Educational Institutions

Gate No. 4, 1st Floor, Jeevan Tara Building,
Parliament Street, Patel Chowk, New Delhi

Dated: 7.2.2014

OFFICE MEMORANDUM

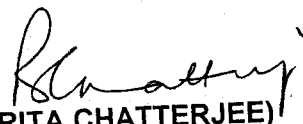
Subject: Filling up of one post each of Section Officer, Assistant and Accountant in the National Commission for Minority Educational Institutions- reg.

It is proposed to fill up one post each of Section Officer (PB-2, GP-4600), Assistant (PB-2, GP-4200) and Accountant (PB-2, GP-4200) in the National Commission for Minority Educational Institutions, an autonomous body under the Ministry of Human Resource Development, Government of India on deputation basis on terms & conditions of foreign service for a period of three years or till further orders, whichever is earlier. The eligibility criteria is given in Annexure-I.

2. Interested and eligible officials are requested to send their application through their controlling officers in the attached proforma (Annexure-II) to the Secretary, National Commission for Minority Educational Institutions within 30 days from the date of issue of OM.

3. Attested copies of ACRs/ APARs for the last five years, cadre clearance and vigilance clearance certificate may also invariable be enclosed along with application.

4. The terms & condition of deputation shall be regulated as per Deptt. of Pers. & Trg. OM No. 6/8/2009-Estt. (Pay-II) dated 17.6.2010, as amended from time to time.


(RITA CHATTERJEE)
SECRETARY

Tel: 23367759; Fax: 23343766

To

1. All Ministries/ Department of the Government of India.
2. DS (MC)/ US (MC), Department of Higher Education, Ministry of HRD, Shastri Bhavan, New Delhi along with 50 copies with the request to get the same circulated in sections/ divisions of the MoHRD.
3. Director (CS Div.), Deptt. of Pers. & Trg., Lok Nayak Bhawan, New Delhi with the request to circulate the vacancy amongst all cadre units of CSS through website of the DoP&T.
4. The Controller General of Accounts, Ministry of Finance, 7th Floor, Lok Nayak Bhavan, Khan Market, New Delhi.
5. Website of the Commission- www.ncmei.gov.in

Annexure-I

S. No.	Name of the Post	Scale of Pay	No. of Post	Eligibility Criteria
1.	Section Officer	Pay Band-2, (Rs.9300-34800) Grade Pay- Rs. 4,600/-	1	Officer under the Central Government (i) holding analogous post on regular basis; or (ii) with 5 years regular service in the pay band-2 with grade pay of Rs. 4200.
2.	Assistant	Pay Band-2, (Rs.9300-34800) Grade Pay- Rs. 4,200/-	1	Officials under the Central Govt. (i) holding analogous post on regular basis; or (ii) with 10 years regular service in the pay band-1 with Grade pay of Rs. 2400.
3.	Accountant	Pay Band-2 (9300-34800) Grade pay- Rs. 4200	1	Officers under the Central Government (i) holding analogous post on regular basis; or (ii) with 5 years regular service in the pay band-2 with Grade pay of Rs. 2800.

Note: The eligibility criteria may be relaxed if the candidate is otherwise found suitable.

APPLICATION FOR THE POST OF _____

1.	Name	:	
2.	Postal Address (i) Office (ii) Residence (iii) Telephone No. (iv) E-mail ID.	:	
3.	Date of Birth	:	
4.	Service to which belongs	:	
5.	Date of entry in Central Government	:	
6.	Date of retirement under Central Govt.	:	
7.	Educational Qualifications	:	
8.	Present post held in a substantive capacity, date from which held and the scale of pay therein: (i) Present post held (ii) Date from which held (iii) Scale of Pay (iv) Basic Pay Drawn (v) Date of Next Increment	:	
9.	Work Experience (Admn./ Accounts & Finance)	:	
10.	Details of past service	:	
11.	Whether belongs of SC/ ST	:	
12.	Remarks	:	

(Signature of applicant)

Date:
Place:Certificate

Certified that particulars given above have been verified from service records and found correct. It is also certified that no disciplinary/vigilance case is pending or contemplated against Shri _____.

Signature and name of Head of Office
with office seal