

F.No.7-13/2016-MinorityCell  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education  
Minority Cell

Shastri Bhawan, New Delhi,  
Dated: 16<sup>th</sup> November, 2016

**VACANCY CIRCULAR**

Subject: Filling up of vacancies in various posts through the method of deputation (including short term contract) 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 HRD) 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 HRD) proposes to fill up vacancies in various posts through the method of deputation (including short term contract) in the National Commission for Minority Educational Institutions (NCMEI), New Delhi, a Statutory Body created under an Act of Parliament under Ministry of Human Resource Development, the details of which along with their eligibility criteria are given as under:-

Sl. No	Name of post/ number of vacancies	Classificati on of post	Pay- Scale	Mode of selection	Eligibility
	A	B	C	D	E
1	Senior Principal Private Secretary (Sr. PPS)  (01 Post)	General Central Service, Group A Gazetted, Ministerial	Rs.15600 -39100 (PB-3) Grade Pay Rs.7,600	Deputation	Officers under the Central Government:-  (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 post in PB-3 in the scale of pay of Rs. 15600-39100/- with Grade Pay of Rs.6600/- or equivalent in the parent cadre or department.
2	Section Officer  (01 Post)	General Central Service, Group B Gazetted, Ministerial	Rs.9300- 34800 (PB-2) Grade Pay Rs.4,600	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 organizations:-  (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 post in PB-2 in the scale of pay of Rs.9300-34800/- with Grade Pay of Rs.4200/- or equivalent in the parent cadre or department.
3	Assistant  (01 Post)	General Central Service,	Rs.9300- 34800 (PB-2)	Deputation (including Short	Officers under the Central or State Governments or Union Territory administrations or Universities or Recognized research institutions or Public

		Group B Non- Gazetted, Ministerial	Grade Pay Rs.4,200	Term Contract)	Sector Undertakings or Semi-Government or Statutory or Autonomous organizations:-  (i) holding analogous post on regular basis in the parent cadre or department; Or (ii) with six years service in the grade rendered after appointment thereto on a regular basis in post in PB-2 in the scale of pay of Rs.9300- 34800/- with Grade Pay of Rs.2800/- or equivalent in the parent cadre or department; Or (iii) with ten years service in the grade rendered after appointment thereto on a regular basis in post in PB-2 in the scale of pay of Rs.9300- 34800/- with Grade Pay of Rs.2400/- or equivalent in the parent cadre or department;
4	Private Secretary  (05 Posts)	General Central Service, Group B Gazetted, Ministerial	Rs.9300- 34800 (PB-2) Grade Pay Rs.4,600	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 organizations:-  (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 post in PB-2 in the scale of pay of Rs.9300- 34800/- with Grade Pay of Rs.4200/- or equivalent in the parent cadre or department.
5	Personal Assistant  (05 Posts)	General Central Service, Group B Non- Gazetted, Ministerial	Rs.9300- 34800 (PB-2) Grade Pay Rs.4,200	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 organizations:-  (i) holding analogous post on regular basis in the parent cadre or department; Or (ii) with six years service in the grade rendered after appointment thereto on a regular basis in post in PB-1 in the scale of pay of Rs.5200- 20200/- with Grade Pay of Rs.2800/- or equivalent in the parent cadre or department; Or (iii) with ten years service in the grade rendered after appointment thereto on a regular basis in post in PB-1 in the scale of pay of Rs.5200- 20200/- with Grade Pay of Rs.2400/- or equivalent in the parent cadre or department.
6	Accountant  (01 Post)	General Central Service, Group B	Rs.9300- 34800 (PB-2) Grade	Deputation (including Short Term	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

		Non-Gazetted, Non-Ministerial	Pay Rs.4,200	Contract)	Statutory or Autonomous organizations:-  (i) holding analogous post on regular basis in the parent cadre or department; Or (ii) with six years service in the grade rendered after appointment thereto on a regular basis in post in PB-1 in the scale of pay of Rs.5200-20200/- with Grade Pay of Rs.2800/- or equivalent in the parent cadre or department; Or (iii) with ten years service in the grade rendered after appointment thereto on a regular basis in post in PB-1 in the scale of pay of Rs.5200-20200/- with Grade Pay of Rs.2400/- or equivalent in the parent cadre or department.
7	Librarian (01 Post)	General Central Service, Group B Non-Gazetted, Non-Ministerial	Rs.9300-34800 (PB-2) Grade Pay Rs.4,200	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 organizations:-  (i) holding analogous post on regular basis in the parent cadre or department; Or (ii) with six years service in the grade rendered after appointment thereto on a regular basis in post in PB-1 in the scale of pay of Rs.5200-20200/- with Grade Pay of Rs.2800/- or equivalent in the parent cadre or department; Or (iii) with ten years service in the grade rendered after appointment thereto on a regular basis in post in PB-1 in the scale of pay of Rs.5200-20200/- with Grade Pay of Rs.2400/- or equivalent in the parent cadre or department.
8	Urdu Translator (01 Post)	General Central Service, Group B Non-Gazetted, Non-Ministerial	Rs.9300-34800 (PB-2) Grade Pay Rs.4,200	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 organizations:-  (i) holding analogous post on regular basis in the parent cadre or department; Or (ii) with six years service in the grade rendered after appointment thereto on a regular basis in post in PB-1 in the scale of pay of Rs.5200-20200/- with Grade Pay of Rs.2800/- or equivalent in the parent cadre or department; Or (iii) with ten years service in the grade rendered after appointment thereto on a regular basis in post in PB-1 in the scale of pay of Rs.5200-20200/- with Grade Pay of Rs.2400/- or

					equivalent in the parent cadre or department.
9	Stenographer Grade-D (03 Posts)	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 organizations:-  holding analogous post on regular basis in the parent cadre or department.
10	Reader/Upper Division Clerk (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 organizations:-  (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 post in PB-1 in the scale of pay of Rs.5200-20200/- with Grade Pay of Rs.2000/- or equivalent in the parent cadre or department; Or (iii) with eight years service in the grade rendered after appointment thereto on a regular basis in post in PB-1 in the scale of pay of Rs.5200-20200/- with Grade Pay of Rs.1900/- or equivalent in the parent cadre or department.
11	Lower Division Clerk (02 Posts)	General Central Service, Group C Non-Gazetted, Ministerial	Rs.5200-20200/- (PB-1) Grade Pay Rs.1,900	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 organizations:-  holding analogous post on regular basis in the parent cadre or department.
12	Multi Tasking Staff (07 Posts)	General Central Service, Group C Non-Gazetted, Non-Ministerial	Rs.5200-20200/- (PB-1) Grade Pay Rs.1,800	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 organizations:-  holding analogous post on regular basis in the parent cadre or department.

2. **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.

3. **Age-limit:** The maximum age-limit for appointment by deputation (including short term contract) 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 three years.**

5. **Reservation of SC/ST:** No provision for reservation exists for the posts to be filled up on deputation (including short term contract) basis.

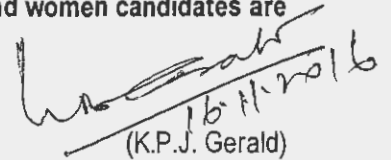
6. Applications (in duplicate) only in the prescribed proforma (**Annexure-I**) of the eligible candidates whose services can be spared immediately on selection, together with the certificate from the Forwarding Authority (in proforma **Annexure-II**) along with the following documents:

- (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 (2011-12 to 2015-16) (attested on each page 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 Human Resource Development, Room No.535, Fifth Floor, C-Wing, Shastri Bhawan, 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.**

7. 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.**



(K.P.J. Gerald)  
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To:-

- 1) All Ministries/Departments of Govt. of India (as per list).
- 2) All Attached / Subordinate / Autonomous Organisations of the Ministry of HRD(as per list).
- 3) Estt-I / Estt-II / Estt.-III / Estt.-IV Sections, Ministry of HRD. The eligible and interested Officers may forward their applications through their concerned Admn. Section within the stipulated date.
- 4) Webmaster, Ministry of HRD - For uploading the vacancy circular on the Official website of the Ministry of HRD.
- 5) Shri V. Ravi Ramkrishna, Director, DAVP, Ministry of Information and Broadcasting, Room No. 835, Fourth Floor, Sookhana Bhavan, C.G.O. Complex, New Delhi, for publishing this circular in the ensuing issue of Employment News / Rozgar Samachar.
- 6) Smt. Pushpinder Kaur, General Manager-cum-Chief Editor, Employment News, Ministry of Information & Broadcasting, East Block-IV, Level-5, R.K. Puram, New Delhi-110066, for publishing this circular in the ensuing issue of Employment News / Rozgar Samachar.
- 7) National Informatics Centre, Department of Personnel and Training, North Block, New Delhi-110001 for uploading this vacancy circular on their Official website.
- 8) 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.
- 9) Copy for Folder

**Proforma of Application for the post of \_\_\_\_\_ (name of the post) to be filled up on Deputation Basis in the Office of the National Commission for Minority Educational Institutions, 1st floor, Jeevan Tara Building, 5, Sansad Marg, New Delhi (a Statutory Body created under an Act of Parliament)**

1.	Name and postal address (in Block Letters) with Telephone No.								
2.	Date of Birth (in Christian Era)								
3.	Date of retirement under Central Govt. Rules								
4.	Educational Qualifications (Starting from highest qualification to lowest. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)								
5.	Do you hold analogous post on regular basis in the parent cadre or department; or								
6.	Have you rendered the required number of years of service in the grade rendered after appointment thereto on regular basis in the relevant Pay Band along with Grade Pay or equivalent in the parent cadre or department;								
7.	Do you possess eligibility conditions as indicated in Column (E) of the vacancy circular for the post for which you are applying (Please answer in "Yes" or "No" as applicable):								
	i. Senior Principal Private Secretary	Yes / No							
	ii. Section Officer	Yes / No							
	iii. Assistant	Yes / No							
	iv. Private Secretary	Yes / No							
	v. Personal Assistant	Yes / No							
	vi. Accountant	Yes / No							
	vii. Librarian	Yes / No							
	viii. Urdu Translator	Yes / No							
	ix. Stenographer Grade-D	Yes / No							
	x. Reader/Upper Division Clerk	Yes / No							
	xi. Lower Division Clerk	Yes / No							
	xii. Multi Tasking Staff	Yes / No							
8.	Details of employment, in chronological order (Starting from entry in Central Government service). Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.								
	<b>Office/ Organization</b>	<b>Post held with scale of pay</b>	<b>Period of service</b>	<b>Nature of appointment (Regular/ Ad-hoc/ Deputation)</b>	<b>Basic Pay (revised)</b>			<b>Nature of appointment whether regular/ad-hoc/deputation</b>	
			<b>From</b>	<b>To</b>	<b>Pay in PB</b>	<b>G.P.</b>	<b>Basic pay</b>		
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
9.	Nature of present employment, i.e ad-hoc or temporary or permanent								
10	In case the present employment is held on deputation, please state								

	(a) The date of initial appointment (b) Period of appointment on deputation (c) Name of parent office/Organization to which you belong	
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	
	<b>Date</b>	<b>Pay scale (pre-revised)</b>
	<b>Basic pay (pre-revised)</b>	<b>Date of revision of pay</b>
	<b>Revised scale of pay and Pay Level</b>	<b>Revised basic pay</b>
12	Total emoluments drawn per month as on the date of applying against this Vacancy Circular	
13	Additional information, if any, which you would like to mention in support of your suitability for the post. (Enclose a separate sheet if the space is insufficient)	
14	Full postal address including PIN Code Number of the Forwarding Authority with name, telephone number and E-mail Address of the Forwarding Authority	
15	Whether belongs to SC/ST	
16	Remarks, if any	

Signature of the Candidate

Name of the Candidate

Complete Office Address

E-mail address of the candidate

Telephone Number / Fax No. of Candidate

Mobile Number of Candidate

Date:

Place:

**(Certificate To Be Furnished by the Employer/Head of Office/Forwarding Authority)**

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

2. Also Certified that:-

- i. There is no vigilance or disciplinary case pending or contemplated against Shri / Smt./ Ms. \_\_\_\_\_
  - ii. His/Her integrity is certified.
  - iii. The Photocopies for the last five years (2011-12 to 2015-16) duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed
  - iv. \* No major/minor penalty has been imposed on him/her during the last ten years.
  - v. \* A list of major/minor penalties imposed on him/her during the last ten years is enclosed.
- (\* Strike out which is not applicable).

Signature of the Forwarding Authority


Name and Designation

Official Seal

Complete Office Address

E-mail address of the Forwarding Authority

Telephone Number / Fax No. of the Forwarding Authority

Date:

Place:

List of enclosures:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.