

F.No.19-3/2021-AE.I  
Government of India  
Ministry of Education  
Department of School Education & Literacy  
Adult Education Bureau  
AE-1 Section  
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405-C, Shastri Bhawan, New Delhi  
31<sup>st</sup> March, 2022

**CIRCULAR**

Subject: Filling up the post of Director in the Directorate of Adult Education (DAE), a subordinate office of the Department of School Education & Literacy, Ministry of Education, Government of India, New Delhi by deputation [ISTC] - regarding

The Department of School Education & Literacy, Ministry of Education, Government of India invites applications from among the officers of the Central or State Governments or Union Territories or Universities or recognized research institutions or Public Sector Undertakings or semi Government or autonomous or statutory organizations for filling up the post of Director in the Directorate of Adult Education (DAE), a subordinate office of the Department of School Education & Literacy, Ministry of Education, Government of India, New Delhi on deputation (including short-term contract) basis.

2. The vacancy position and the mode of recruitment of the post are as follows:

Sl. No.	Name of the post and Group of the post	Level of Pay	No. of posts vacant	Mode of recruitment
1.	Director, (Group A)	Level 13 (Non-Ministerial)	1	By Deputation (including short-term contract)

3. The eligibility criteria and other conditions for appointment to the post on deputation (including short-term contract) basis are at Annexure-A.

4. The applications in the prescribed pro-forma (Annexure-B), complete in all respects, may please be sent to the undersigned, through proper channel, latest within 60 days from the date of publication of the advertisement in the Employment News.

5. This may kindly be given wide publicity.

  
(Shah Faiz Ahmed)

Under Secretary to the Government of India  
Tel. No. 011-23384582

Encl. As above

To

1. All Ministries/Departments, GoI (through the website(s) of M/o Education/ DoPT).
2. DoPT, CS-I(Coord), Khan Market, New Delhi with the request to upload the circular on its website for wide publicity. [ Kind attention: Shri R. Chakrapani, US(CS-I, Coord), DoPT, 2<sup>nd</sup> Floor, A Wing, Lok Nayak Bhawan, Khan Market, New Delhi]

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**ANNEXURE-A**

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Department of School Education & Literacy  
Directorate of Adult Education**

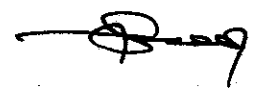
One post of Director in the Directorate of Adult Education (DAE), New Delhi, a Subordinate Office of the Department of School Education and Literacy, Ministry of Education is proposed to be filled by transfer on deputation (including short-term contract) basis.

The requirements of the post of Director are given as under:

S.No.	Name of the Post	Pay Scale	Period of Deputation	Age	Eligibility/Educational Qualifications
1	Director	Pay band-4, Rs.37400 – 67000 plus grade pay of Rs.8700/-  Revised Pay Level - 13.	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 five years.	Shall not be exceeding fifty six years as on the closing date of the receipt of applications.	Deputation (including short-term contract)  Officers under the Central Government or State Governments or Universities or recognized research institutions or autonomous bodies or statutory organizations or public sector undertakings,-  (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. 7600/- or equivalent in the parent cadre or department; or  (iii) with ten years' service in the grade rendered after appointment thereto on a regular



					<p>basis in the pay band-3, Rs. 15600-39100/- with grade pay of Rs. 6600/- or equivalent in the parent cadre or department; and</p> <p>(b) possessing educational qualifications and experience as under:-</p> <p><b>Essential:</b></p> <p>(i) Master's degree in Education or Adult Education of a recognized University or Bachelor's degree in Education or Adult Education Plus Masters in Business Administration or Post Graduate Diploma in Management.</p> <p>(ii) Ten years' experience in educational administration or teaching and research in the field of adult or social education or rural development.</p> <p><b>Desirable:</b></p> <p>(i) Doctorate degree in Education or Adult Education.</p> <p>(ii) In case of the candidate possessing a Doctorate degree</p>
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					the experience may be factored under essential qualifications at seven years.
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**Note:** The terms of appointment on deputation shall be governed by the instructions issued by DoPT vide OM No.6/8/2009-Estt (Pay-II) dated 17.06.2010 or as amended from time to time by the Department of Personnel and Training.

The applications in the prescribed proforma (in duplicate) should indicate the name of the post applied for along with the complete and up-to-date last five years' Annual Confidential Reports (ACRs) duly attested by an Officer not below the rank of Under Secretary to the Government of India and the same should be sent within 60 days from the date of publication of this advertisement in the Employment News to:

**UNDER SECRETARY (AE-I), Room No.405, C Wing, Shastri Bhawan, New Delhi-110001**

  
(Shah Faiz Ahmed)

**Under Secretary to the Government of India  
011-23384582**

**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:
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, please 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:
7. Details of Employment in chronological order: *(Please enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.)*

Office/Institution	Post Held	From	To	Scale of Pay and Basic Pay	Nature of Duties (in detail)

8. Nature of the 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. Additional details about the present employment.
11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.
12. Are you in the revised scale of pay? If yes, please give the date from which the revision took place and also indicate the pre-revised scale:
13. Total emoluments per month now drawn:
14. Additional information, if any, which you would like to mention in support of your suitability for the post. (You may among other things provide information with regard to:
  1. Additional academic qualifications



2. Professional training, and
3. Work experience over and above the prescribed in the Vacancy Circular/Advertisement:  
(Please enclose a separate sheet, if the space is insufficient).
15. Whether belong to SC/ST:
16. Remarks (You 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.  
(Please 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.

Date \_\_\_\_\_

Signature of the Candidate  
Address \_\_\_\_\_

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 the 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 dossiers/ACRs 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 and a certificate in this regard is enclosed.
- (v) In the event of selection, he/she will be relieved immediately (Cadre Clearance certificate).  
(Strike out whichever is not applicable).

Date \_\_\_\_\_

Signature.....

Place \_\_\_\_\_

Name & Designation with SEAL

