

F.No.7-4/2026-MC
Government of India
Ministry of Education
Department of Higher Education
(Minority Cell)

New Delhi, dated the 30th March,
2026.

VACANCY CIRCULAR

Subject: Filling up of vacancies of various posts on deputation basis in the National Commission for Minority Educational Institutions (NCMEI), New Delhi, a Statutory Body created under an Act of Parliament – Calling for applications - regarding

Central Government (Ministry of Education) 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 Education) proposes to fill up vacancy for the various posts on deputation basis in the National Commission for Minority Educational Institutions (NCMEI), New Delhi, a Statutory quasi-judicial Body created under an Act of Parliament under Ministry of Education, the details of which along with their eligibility criteria are given as under: -

S. No	Name of post/ number of vacancies	Classification of post	Pay-Scale as per 6 th CPC	Mode of Selection	Eligibility
	A	B	C	D	E
1	Deputy Secretary (01 Post)	General Central Service, Group A Gazetted, Ministerial	#Rs.15600-39100 (PB-3) Grade Pay Rs.7,600 (Pay Level-12 as per 7 th CPC)	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/- (pay Level-11 as per 7 th CPC) or equivalent in the parent cadre or department.
2	Under	General	#Rs.15600-	Deputation	Officers under the Central

	Secretary (01 Post)	Central Service, Group A Gazetted, Ministerial	39100 (PB-3) Grade Pay Rs.6,600 (Pay Level-11 as per 7th CPC)	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.5400/- (pay level-10 as per 7 th CPC) or equivalent in the parent cadre or department. Or (iii) with six 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.4800/- (pay level-8 as per 7 th CPC) or equivalent in the parent cadre or department.
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5 . 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.

6. Age-limit: The maximum age-limit for appointment on deputation basis shall not be exceeding fifty-six (56) years as on the closing date of receipt of applications.

7. 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 be a period of upto 5 (five) years beyond that it 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.

8. Reservation of SC/ST:No provision for reservation exists for the posts to be filled up on deputation basis.

9. Relaxation granted to eligibility condition vide order No. 7-2/2026-MC dated 23.03.2026 is applicable for the abovementioned posts.

10. Duly filled application 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 (2021-22 to 2025-26) (each page attested by an officer not below the rank of an Under Secretary to the Govt. of India).
11. The applications, along with relevant documents in support of qualifications and experience, may be forwarded to "The Director (Minority Cell), Department of Higher Education, Ministry of Education, Room No. 6, 4th Floor, Jeevan Deep Building, Parliament Street, New Delhi – 110001".
12. It is requested that the application(s) of the eligible candidate(s) may be forward so as to reach the Minority Cell by 30th April, 2026.
13. Applications not forwarded through proper channel or those received beyond the closing date or without the requisite certificates/documents as indicated vide para 8/above, will not be entertained and shall be rejected summarily. No advance copy of the application shall be entertained.

Note: The applicant, who is desire for appointment on deputation basis in NCMEI shall not be entitled for General Pool Residential Accommodation (GPRA) and also the Commission is not listed with the Central Government Health Scheme (CGHS).

(B K Mahanta)
Director to the Govt. of India
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Email: minoritycellcell@gmail.com

To:-

1. Estt-I / Estt-II / Estt.-III / Estt.-IV Sections, Ministry of Education. The eligible and interested Officers may forward their applications through their concerned Admn. Section within the stipulated date.
2. Webmaster, Ministry of Education - for uploading the vacancy circular on the Official website of the Ministry and E-Office.
3. National Informatics Centre, Department of Personnel and Training, North Block, New Delhi-110001 for uploading this vacancy circular on their Official website.
4. NCMEI for uploading the circular on NCMEI's official web-site.
5. Copy for Folder

1	2	3	4	5	6	7	8	9
10	Nature of present employment, i.e ad-hoc or temporary or permanent							
11	In case the present employment is held on deputation, please state							
	(i) The date of initial appointment (ii) Period of appointment on deputation (iii) Name of parent office/Organization to which you belong							
12.	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							
	Date	Pay scale (pre-revised)	Basic pay (pre-revised)	Date of revision of pay	Revised scale of pay and Pay Level	Revised basic pay		
13	Total emoluments drawn per month as on the date of applying against this Vacancy Circular							
14.	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)							
15.	Full postal address including PIN Code Number of the Forwarding Authority with name, telephone number and E-mail Address of the Forwarding Authority							
17	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:

Annexure-II**(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 (2021-22 to 2025-26) 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.

