

F.No.2-7/2009-Estt.
Government of India
National Commission for Minorities

5th Floor Lok Nayak Bhavan,
Khan Market, New Delhi-110003

Dated : 21.8.2009

VACANCY CIRCULAR

Sub:- Filling up of one post of Section Officer in National Commission for Minorities on deputation basis.

Applications are invited for filling up one post of Section Officer (Group B-Gazetted in the scale of Rs.6500-10500 (pre-revised) in National Commission for Minorities on deputation basis from amongst suitable Central/State Govt. employees having the following qualifications. This post has been proposed to be upgraded in the pay scale of Rs. 7500-12000 (pre-revised) (revised Pay Band-II Rs.9300-34800 + Grade Pay of Rs.4800).

Essential Qualification:

- (a) Officers under the Central/State Governments holding;
- (i) Analogous posts on regular basis; or
 - (ii) With five years regular service in the pay band of Rs.9300-34800 with Grade pay of Rs.4200/-; and
- (b) Possessing the following educational qualifications and experience:
- (i) A Bachelor's degree
 - (ii) 3 years' experience in Administration, Establishment or Accounts matter.
(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 Govt. shall ordinarily not exceed three years. The maximum age limit for appointment by transfer on deputation including short term contract shall not be exceeding 56 years on the closing date of receipt of application).

2. The selected candidate will be appointed on deputation basis initially for a period of one year, which may be extended pending finalization of recruitment rules. The deputation will be governed by the terms and conditions contained in DOP&T O.M. No.2/29/91-Estt. (Pay-II) dated 05.01.1994 as amended from time to time. The applications of the willing and eligible candidates in the prescribed pro-forma as per annexure along with attested photocopies of ACRs (duty attested by Gazetted Officer) for the last five years and who could be spared/relieved immediately may be forwarded so as to reach "The Under Secretary, National Commission for Minorities, 5th Floor, Lok Nayak Bhavan, Khan Market, New Delhi-110003 through

proper channel within a period of 45 days from the date of publication of this advertisement in Employment News. While forwarding the applications, the certificate to the effect that the officer is clear from vigilance angle and no disciplinary case is pending/contemplated against him/her, may also be given at the bottom of the prescribed pro-forma. The department while forwarding the applications may please ensure that the officers who volunteer for the post shall not be allowed to withdraw their names later on. Prescribed format and other information is also available on the website <http://www.ncm.nic.in> of the Commission.

(P.M.S. Narayanan)
Under Secretary to the Govt. of India

To:

- (i) All Ministries/Department of Govt. of India, New Delhi
- (ii) All State Governments/Union Territories
- (iii) President's Secretariat, New Delhi
- (iv) PM's Office, New Delhi
- (v) Cabinet Secretariat, North Block, New Delhi
- (vi) Election Commission of India, New Delhi
- (vii) Planning Commission, Sansad Marg, New Delhi
- (viii) Union Public Service Commission, Shahajahan Road, New Delhi
- (ix) Controller General of Accounts, 7th Floor, Lok Nayak Bhavan, New Delhi
- (x) Controller General of Defence Accounts, West block-V, R.K. Puram, New Delhi.
- (xi) Media Executive, DAVP, CGO Complex, New Delhi
- (xii) Editor, Employment News/Rozgar Samachar, East Block-IV, Level 5, R.K. Puram, New Delhi.
- (xiii) Notice Board, NCM
- (xiv) Guard File.

Application Form

- 1. Name of post applied (in Block Letters) :
- 2. Name of the application (In Block Letters) :
- 3. Father/Husband's Name :
- 4. Date of birth :
- 5. Age as on 01.09.2009 :
- 6. Qualification :

Sl. No.	Name of Exam.	Board/University	Year of Passing	Division %	Subject

- 7. Experience :
- 8. Category (Please tick whichever is applicable) : SC/ST/OBC/Genl.
- 9. In case of OBC state whether belong to creamy Layer : Yes/No
- 10. Post address :
- 11. Permanent address :
- 12. Tel. No./Mobile No. :

Declaration

I do hereby declare that the statement made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect before or after test/interview or selection to the said post, my candidature will be liable to be cancelled/terminate and if appointed, my service will be liable to be terminate.

(Signature of the applicant)

Place :

Date :

(To be filled by Head of Department/Office)

Certified that the information given above by the officer is correct. Certified also that no vigilance/disciplinary proceedings are pending or contemplated against the above mentioned officer. His/Her integrity is certified. It is also certified that no major or minor penalty was imposed on the officer during the last ten years. Cadre clearance is also given herewith.

Signature-----
Name_____
Designation-----
Department-----
Phone No.-----
Date:-----

