

**No.DGE-A-12025/01/2019-Adm.II**  
**Government of India**  
**Ministry of Labour & Employment**  
**Directorate General of Employment**

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**Shram Shakti Bhawan, Rafi Marg,**  
**New Delhi -110001,**

**Dated : 17<sup>th</sup> September, 2019**

**CIRCULAR**

**Sub: Filling up of 06 (Six) posts of Deputy Director of Employment (Group 'A'-Gazetted) in Level-11 in the pay matrix (Rs.67,700 - 2,08,700/-) in the Directorate General of Employment, Ministry of Labour & Employment on deputation basis.**

It is proposed to fill up 06 (Six) posts of Deputy Director of Employment (Group 'A'-Gazetted) in Level-11 in the pay matrix (Rs.67,700 -2,08,700/-) in the Directorate General of Employment(DGE), Ministry of Labour & Employment on deputation basis in DGE Hqrs, New Delhi, National Career Service Centres for Physically Handicapped, Dimapur/Shillong/Dehradun and National Institute of Career Services, NOIDA. The eligibility for appointment to the post will be as follows:-

Deputation (Including Short Term Contract):

1. Officers of the Central Government or State Governments or Union territories Administrations or public sector undertakings or statutory or autonomous bodies or recognised Universities or Institutions:

(a) (i) holding Analogous posts on regular basis in parent cadre or department; or

(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in posts in level-10 (Rs.56,100 – 1,77,500) in pay matrix or equivalent in parent cadre or department;

Note 1: The Departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note 2: The period of deputation (including short-term contract) including the 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 exceed four years. The maximum age-limit for appointment by deputation (ISTC) shall be not exceeding 56 years as on the closing date of receipt of applications.

**(b) Essential qualification and experience:-**

(i) Master's degree in Economics or Statistics or Mathematics or Commerce or Psychology or Sociology or Social Work or Public Administration or Business Administration from a recognised University or Institute.

(ii) Five years' experience in any of the following fields:

a) Collection, analysis and interpretation of data, or socio-economic investigation, or research relating to demographics, employment or unemployment and labour market; or

b) Employment service operations including employment or market information, career or employment counseling, vocational guidance and career information; or

c) Experience in the areas of Human Resource recruitment or Management, analytics and Psychometric framework for potential assessment of the jobseekers and dealing with recruitment Portal; or

d) Experience in outreach activities in schools or colleges and conducting job-fairs including integration with academia, local industries, industries associations and training providers; or

e) Experience in organising, developing and implementation of career events, publications to publicize career related activities, mapping the job roles and occupations with the required industry skills, and market trends; or

f) Experience in, Rehabilitation, Placement, Evaluation, Vocational training and employment counseling to the Persons with Disability (DIVYANG).

2. The terms and condition of deputation of the officer selected for appointment against the said posts will be governed by the Instructions contained in the DOP&T O.M. No.2/12/87-Est.(Pay-II) dated 29/04/1988 or such general/special orders issued or that may be issued by the Govt. from time to time.

3. It is requested that the applications (in-triplicate) in the enclosed proforma (Annexure) in respect of the officers who could be spared in the event

of their selection may be forwarded to **Shri G.K. Kalra, Under Secretary, Directorate General of Employment, Ministry of Labour & employment, Shram Shakti Bhawan, Rafi Marg, New Delhi – 110001** within 60 days of the publication of this advertisement in the Employment News/Rozgar Samachar.

4. The applications must be forwarded through proper channel and must accompany the following documents/information;

- (i) A certificate that no disciplinary proceedings/vigilance case is either pending or contemplated and a certificate to the effect that no major/minor penalties were imposed on him/them during the last 10 years.
- (ii) Complete and upto date APARs (in original) from 2012-13 to 2016-17 (if original is not readily available, photocopies of the same duly attested by an officer not below the rank of Under Secretary to the Govt. of India).
- (iii) Integrity Certificate.
- (iv) Cadre clearance certificate.

5. Applications received incomplete and/or after the last date and otherwise without the above documents/information will not be entertained. **The candidates, who apply for the post, will not be allowed to withdraw their candidature subsequently.**

6. Candidates strictly fulfilling the eligibility conditions and possessing the qualifications and experience as specified under para-1 and who are actually willing to join the post on their selection need only apply. The Curriculum Vitae (CV) duly supported by documents will be assessed by the Selection Committee while selecting candidates for appointment to posts on deputation basis.

7. The maximum age limit for appointment by transfer on deputation basis shall be not exceeding 56 years as on the closing date of receipt of application as per DoP&T O.M. No.AB-14017/48/97-Estt.(RR) dated 17/11/1992 and No.AB-14017/2/97-Estt.(RR) dated 25/05/1998.

(G.K. Kalra)

Under Secretary to the Govt. of India

Tel.: 011- 23473357

To

1. All the Ministries/Departments of the Govt. of India. It is requested that the vacancy may be given wide publicity to the attached & subordinate offices under them.
2. All the State Governments including Union Territories (both Labour Secretaries and Director of Employment Exchanges).
3. All Public Sector Undertakings/Statutory or Autonomous Organisations.
4. The Directorate General of Resettlement, M/o of Defence, West Block-IV, R. K. Puram, N. Delhi.
5. Surplus Cell, Department of Personal & Training, New Delhi.
6. The Principal Information Officer, University Grant Commission, Bahadur Shah Zafar Marg, New Delhi.
7. All Universities and Research Institutes.
8. Shri Dharam Singh, SREO, DGE Hqrs, Jamnagar House, New Delhi with the request to forward the Circular to DAVP to publish these vacancies through "Employment News/Rojgar Samachar".
9. All attached and subordinate offices of Ministry of Labour & Employment..
10. PPS to DG(E)/DDG(E).
11. PS to Director (E).
12. The Secretary, UPSC, Dholpur House, Shahjahan Road, New Delhi - 110069.
13. Notice Board.
14. NIC, Ministry of Labour & Employment for uploading on website of Ministry of Labour & Employment.
15. NCS for publishing on NCS Portal.
16. Office Order bundle.

**CURRICULUM VITAE PROFORMA**

1. Name and Address in Block letters. :
2. Date of Birth (in Christian era). :
3. Date of retirement under Central/State Govt. 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 state the authority for the same).

	Qualifications/experience required	Qualification/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. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient. :

Office/Instt./Orgn	Post held	From	Scale of pay and basic pay	Nature of duties
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8. Nature of present employment i.e., :  
ad-hoc or temporary or quasi permanent or permanent.
9. In the case of 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/ organisation to which you belong.
10. Additional details about present :  
employment. Please state whether working under
- a) Central Govt.
  - b) State Govt.
  - c) Autonomous Organisations.
  - d) Government Undertakings.
  - e) Universities.
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 Revised scale of pay? If :  
yes, 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. (This among other things  
may provide information with  
regard to (i) additional academic  
qualifications (ii) professional  
training and (iii) work experience  
over and above prescribed in the  
Vacancy Circular/Advertisement)  
(Note: Enclose a separate sheet, if  
the space is insufficient)
15. Please state whether you are  
applying for deputation  
(ISTC)/Absorption/Re-  
employment Basis. (Officers under  
Central/State Governments are  
only eligible for "Absorption".  
Candidates of non-Government  
Organisations are eligible only for  
Short Term Contract.)
16. Whether belongs to SC/ST. :
17. Remarks (The candidates 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. (Note:  
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/Cadre Controlling Authority**

1. Certified and verified that the particulars furnished by the applicant above are correct as per the service book records held by this office/Ministry/Department;
2. Certified that no disciplinary proceedings/vigilance case is pending/contemplated against the above officer.

Dated:

Signature with rubber stamp:

Name:

Authority

Official seal of the Employer/Cadre Controlling