

**No. DGE-A-I2015/01/2019-EE-III**  
Government of India  
Ministry of Labour & Employment  
Directorate General of Employment  
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Shram Shakti Bhawan, Rafi Marg,  
New Delhi-110001, Dated the 06<sup>th</sup> February, 2019

**CIRCULAR**

**Sub: Filling up of two posts of Assistant Employment Officer and six posts of Upper Division Clerks in National Career Service Centres for SC/STs under the Directorate General of Employment, Ministry of Labour & Employment on deputation/absorption basis.**

It is proposed to fill-up the following posts in the National Career Service Centres for SC/STs under the Directorate General of Employment, Ministry of Labour & Employment:

(i) **Deputation/absorption basis: Two posts of Assistant Employment Officer (Group 'B'-Gazetted) in Level 6 (Rs.35400-112400) - One post each at Vishakhapatnam and Puducherry:** From amongst the officers under the Central/State Governments/Union Territories:

- (a) i) holding analogous posts on regular basis in the parent cadre/department; or  
ii) with three years' regular service in the grade rendered after appointment thereto in the Pay Band 2 (Rs.9300-34800) with Grade Pay Rs.4200 (revised) or equivalent;  
iii) with ten years regular service in the grade rendered after appointment thereto in Level 4 of Pay Matrix (revised PB-I + Grade Pay Rs.2400) or equivalent; and

(b) Possessing the educational qualifications and experience mentioned below:-  
**ESSENTIAL** : Master's Degree in Social Welfare or Labour Welfare or Social Work or Sociology or Economics or Statistics or Psychology or Commerce or Education of a recognized university or equivalent.

**DESIRABLE** : (i) Knowledge of Local Language (Telugu/Tamil); (ii) Experience in matters pertaining to Employment Exchange Policy and Procedure or Collection of Employment Market Information or Vocational Guidance, Employment Counseling and Placement of Personnel or Collection, Analysis and Interpretation of Socio-Economic Data.

(ii) **On Deputation basis: Six posts of Upper Division Clerks in Level 4 (Rs.25500 – 81100) – One post each at Kohima, Jabalpur, Jammu, Delhi, Vishakhapatnam and Bhubaneswar:** From amongst the officers under the Central Government:

- i) holding analogous posts on regular basis in the parent cadre/department; or  
ii) with eight years' regular service in the grade of Lower Division Clerk in Level-2 (Rs.19900-63200/-) or equivalent;

2. The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/Deptt. of the Central Government shall ordinarily not exceed three years. The Departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation.

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3. The number of vacancies advertised are subject to change without prior notice. The post of Assistant Employment Officer carries all India liability and persons selected can be posted at any of National Career Service Centres for SC/STs under the Directorate General of Employment.

4. It is requested that the applications in the prescribed proforma in respect of the officers who could be spared in the event of their selection may be forwarded to **the Under Secretary (EE-III), Directorate General of Employment, Ministry of Labour & Employment, 3<sup>rd</sup> Floor, Shram Shakti Bhawan, Rafi Marg, New Delhi – 110001** within 60 days from the date of Circular/publication of advertisement in the Employment News. *Application proforma can be downloaded from the website of the Ministry of Labour and Employment <https://labour.gov.in/circulars>.*

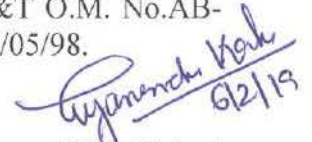
5. The applications must be forwarded through proper channel and must accompany the following documents/information:

- (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/her during the last 10 years.
- (ii) Complete and upto date APARs (in original/attested copies) from 2013-14 to 2017-18;
- (iii) Integrity Certificate; (iv) Cadre clearance certificate.

6. 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.

7. 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.

8. 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 17/11/92 and No.AB-14017/2/97-Estt.(RR) dated 25/05/98.

  
6/2/19

(G.R. Kalra)

Under Secretary to the Govt. of India

Tel.No.2347-3357

1. All the Labour Secretaries of the State Governments/Union Territories.
2. All the State Directors of Employment and Training.
3. All the Ministries/Departments of the Government of India.
4. All the attached and subordinate offices of Ministry of Labour & Employment.
5. All attached and subordinate offices under DGE.
6. Shri Dharam Singh, S.R.E.O., DGE(Hqrs), Jamnagar House, New Delhi. with the request to forward the Circular to DAVP to publish these vacancies through "Employment News/Rozgar Samachar".
7. PS to DDG (E)/Director of Employment, DGE(Hqrs).
8. NIC, Ministry of Labour & Employment for uploading the Circular in the Ministry's website.
9. Dr. Aquib Javed, JDE for uploading the circular in the NCS Portal.
10. Notice Boards.

**BIO-DATA/ CURRICULUM VITAE PROFORMA**

1.Name and Address (in Block Letters)	
2.Date of Birth (in Christian era)	
3.i) Date of entry into service	
ii) 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, state the authority for the same)	
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/ experience possessed by the officer
<b>Essential</b>	<b>Essential</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<b>Desirable</b>	<b>Desirable</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<p><b>5.1 Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p><b>5.2</b> In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.</p>	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
<p><b>6.1 Note:</b> Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.</p>	

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (In detail) highlighting experience required for the post applied for

**\*Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To

8. Nature of 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 the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.			
9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organisation			

<p>10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.</p>		
<p>11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others</p>		
<p>12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.</p>		
<p>13. 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</p>		
<p>14. Total emoluments per month now drawn</p>		
<p>Basis Pay in the PB</p>	<p>Grade Pay</p>	<p>Total Emoluments</p>
<p>15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.</p>		
<p>Basic Pay with Scale of Pay and rate of increment</p>	<p>Dearness Pay/interim relief /other Allowances etc., (with break-up details)</p>	<p>Total Emoluments</p>
<p>16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii)</p>		

<p>professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>	
<p><b>16.B Achievements:</b> The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition vi) any other information. (Note: Enclose a separate sheet if the space is insufficient)</p>	
<p>17. 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 Organizations are eligible only for Short Term Contract)</p>	
<p># (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>	
<p>18. Whether belongs to SC/ST</p>	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

**Certification by the Employer/ Cadre Controlling Authority**

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

**2. Also certified that;**

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. \_\_\_\_\_
- ii) His/ Her integrity is certified.
- iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed..
- iv) No major/ minor penalty has been imposed on him/ her during the last 10 years Or A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

**Countersigned**

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**(Employer/ Cadre Controlling Authority with Seal)**