

A-11019/01/2023-Adm.I
Government of India/Bharat Sarkar
Ministry of Labour & Employment/Shram Aur Rozgar Mantralaya

New Delhi, Dated 03rd May, 2023

Invite for Applications

In this Ministry's letter No. A-22020/01/2021-Adm.I dated 26.04.2023 (copy attached), inviting applications for appointment for the post of Deputy Director & Assistant Director / Section Officer in this Ministry on attachment basis, the availability of the vacancies are only for the post of **Assistant Director / Section Officer** as detailed below:-

Name of the Post	Assistant Director / Section Officer
a) No. of Post(s)	02 (Two)
b) Level in the pay matrix	Level 08 / 10 in the Pay matrix
c) Essential qualifications:	
i. Holding posts on regular basis in the parent cadre or department	

2. This Ministry's letter No. A-22020/01/2021-Adm.I dated 26.04.2023 is amended to the above extent.

3. To apply, please submit your resume in the attached format along with a cover letter through proper channel outlining your qualifications and experience to adm1@nic.in within 15 days from the date of this communication.

Signed by Rahul Sinha

Date: 03-05-2023 10:22:49

(Rahul Sinha)

Under Secretary to the Govt. of India

Tel: 23766903

To

All the, Assistant Directors and Section Officers working in O/o CLC, ESIC, EPFO, Labour Bureau and DTNBWED

Copy to

DG, ESIC/ CPFC, EPFO/, DG, Labour Bureau/, CLC(C)/ DG, DTNBWED with a request to give wide publicity and encouragement among the eligible officers in their organization and forward the applications to the Ministry.

CURRICULUM VITAE PROFORMA

Paste here
recent passport
size Photograph

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 state The authority for the same)

			Qualifications/ Experience required	Qualifications/ Experience possessed by the officer
	Essential	1.		
		2.		
		3.		
	Desirable	1.		
		2.		
		3.		

6. Please state clearly whether in the :
light of entries made by you above,
you meet the requirement 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 Institution	Post held	From	To	Scale of pay and Basic pay	Nature of duties (in detail)

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 you belong :

10. Additional details about present employment :

Please state whether working Under (indicate the name of Your employer against the relevant column) :

- a) Central Govt. :
- b) State Govt. :
- c) Autonomous Organization :
- d) Government Undertaking :

e) Universities :

f) Others (Specify) :

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 eligible only for Short Term Contract) :
16. Whether belongs SC/ST :
17. Remarks (The candidates may indicate information with regard to (i) Research publications and reports 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 _____
Address _____

Signature of the candidate

Countersigned by Head of Department

It is certified that the particulars mentioned above have been checked and verified from the official record.

(Employer with Seal)