

CIRCULAR

Sub: Filling up of the post of Additional Director and Financial Advisor, Dattopant Thengadi National Board for Workers Education and Development, New Delhi on deputation basis - reg.

The undersigned is directed to say that it is proposed to fill up two posts i.e. one post of Additional Director and one post of Financial Advisor in the pay at Level 11 (Rs. 67,700-2,08,700/- as per 7th CPC), in Dattopant Thengadi National Board for Workers Education and Development (DTNBWE&D), Delhi, an Autonomous Body (registered under Societies Act) set up in 1958 for administration and implementation of the Workers Education Scheme, under the administrative control of Ministry of Labour & Employment, Government of India.

2 The Additional Director, to assists the Director General in his activities and gets the work done from all departments/Sections of the organization. Besides, helping the Director General in taking decisions within framework of the Rules and Regulations of the Board and the Additional Director has also to resolve the grievances and court cases in consultation with the Director General. In the absence of the Director General, the Additional Director will be the in-charge of the Organization.

3. The Financial Adviser is the head the Budget, Audit and Accounts Section of the Board, the main duties attached to the posts include preparation of the Annual Accounts and Budget of the Board and perform the role of internal auditor. To ensure that timely released of funds to various Regional Directorates and also to monitors the expenditure and assists the external audit.

4. As per the Recruitment Rules, the posts are required to be filled up by deputation/promotion.

Sr.No.	Additional Director	Financial Adviser
1	Level of Pay Rs. 10,000-325-15,200 (pre-revised) corresponding to Level-11 in pay Matrix as per 7 th CPC.	Rs. 10,000-325-15,200 (pre-revised) corresponding to Level-11 in pay Matrix as per 7 th CPC.
2	Method of Recruitment By Promotion failing which by deputation	By Promotion failing which by deputation failing both by direct recruitment.
3	Promotion/Deputation Promotion: Deputy Director with 5 years regular service in the grade. Deputation: Officer in the same grade/pay scale under Central/State Government and having 5 years' experience in the field of Education/Rural Development.	Promotion: Accounts Officer of DTNEBWED (erstwhile CBWE) with 8 years regular service in the grade possessing at least a degree of a Recognised University. Deputation: Officer holding analogous post or Accounts Officer from organised Audit and Accounts Department in the grade of Rs. 8,000-13,500 (pay level 10 as per 7 th CPC) with 5 years' experience.

4	A. Education and other Qualification required for direct recruitment. B. Whether age & educational qualifications for direct recruitment will apply in case of recruitment by promotion	
	-	A) Essential:- i) Chartered/Cost Accountancy from the Institute recognised by the Government of India or MBA with specialisation in Finance or M.Com, with 1 st Class and 5 years' experience in a supervisory capacity dealing with Financial Management, Accounting, Auditing etc. in Central Govt. or Public Sector Undertaking/Autonomous Body. (ii) Knowledge in Computerised Accounting. (iii) Experience in Computer Aided MIS. B) Not Applicable.

5. 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.

6. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organizations or Department of the Government of India shall not exceed five years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

7. The terms & conditions and pay & allowances of the officers selected for appointment on deputation basis shall be regulated as per the provisions contained in Govt. of India, DOPT's OM No. 6/08/2009-Estt.(Pay II) dated 17.06.2010, as amended from time to time.

8. Applications of eligible and willing officers may be forwarded the application (in duplicate) in the format enclosed at Annexure through proper channel, to the Under Secretary (ESA), Room No. 14, Ministry of Labour & Employment, Shram Shakti Bhawan, Rafi Marg, New Delhi – 110001 **within six weeks from the date of publication of this circular in the 'Employment News'**, along with the documents listed below. Applications received directly or without through proper channel will not be considered.

9. While forwarding the application in the enclosed format, the following documents are sent along with the application:

- a. Copies of the Annual Performance Appraisal Report (APAR) for the last five years (duly attested by the competent authority).
- b. Certificate to the effect that no vigilance/disciplinary proceeding is pending against the applicant.
- c. Integrity Certificate.
- d. Details of minor/major penalties imposed upon the applicant during the last 10 years.
- e. Cadre clearance.

10. Applications received after the last date or without complete documents will not be entertained and liable to be rejected. While forwarding the applications, it has to be verified and certified by the Head of the Department that "the particulars furnished by the officer are correct and he/she is clear from vigilance angle as per records of the office".
11. Candidates, who apply for the post, will not be permitted to withdraw later.
12. Hindi version will follow.

Am.
03/04/2023
(Ashish Kumar Yadav)

Under Secretary to the Government of India

Tel: 23753083

To

1. All Ministries/Departments of the Government of India.
2. The Chief Secretaries of all the State Governments.
3. The Registrar of all Recognized Universities/Research Institutes.
4. DGLW/ CLC(C)/DGE/DGFASLI/DGMS/DGLB/VVGNLI.
5. The Chairman, DTNBWE&D, New Delhi.
6. The Director General, DTNBWE&D Delhi.
7. Hindi Anubhag, Ministry of Labour & Employment with a request to provide translated version of this circular in Hindi.
8. IT Section, Ministry of Labour & Employment with a request to upload the copy of the circular on website of the Ministry of Labour & Employment and e-office dashboard.
9. The Technical Director, NIC, DOP&T Room No. 11/A, North Block, New Delhi-110001. {For posting on the DOPT website (under the heading vacancy in Autonomous organization)}.

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 _____

Signature of the candidate

Address _____

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)