

No. DGET-A-12015/1/2015-EE-III  
Government of India /Bharat Sarkar  
Ministry of Labour & Employment/Shram Avam Rozgar Mantralaya  
Directorate General of Employment & Training

3/10, Jam Nagar House,  
New Delhi-110011.  
Dated: 23.07.2015

**CIRCULAR**

**SUBJECT: RECRUITMENT TO THE ONE (01) POST OF SUB-REGIONAL EMPLOYMENT OFFICER (SREO) IN THE COACHING CUM GUIDANCE CENTRES FOR SC/STs, HISSAR UNDER THE DGE&T, MINISTRY OF LABOUR & EMPLOYMENT ON DEPUTATION/ ABSORPTION BASIS.**

It is proposed to fill-up One (01) post of Sub-Regional Employment Officer (Group 'B' Gazetted) in the Coaching-cum-Guidance Centre for SC/STs, at Hissar under the Directorate General of Employment & Training, Ministry of Labour & Employment in the Pay Band PB-2 of Rs. 9300-34800 + Grade Pay Rs. 4600/- (Revised) on Deputation/ Absorption basis from amongst the officers under the State/Central 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 PB-2 of Rs. 9300-34800 with Grade Pay of Rs. 4200/- (Revised) or equivalent in the Parent Cadre/Department and;
- (b) Possessing the educational qualification and experience mentioned below:-
- (c) **EDUCATIONAL QUALIFICATIONS AND EXPERIENCE:**

**ESSENTIAL**

- (ii) Master's Degree in Social Welfare or Labor Welfare or Social Work or Sociology or Economics or Statistics or Psychology or Commerce or Education of a recognized university or equivalent.
- (iii) 3 years 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.

**NOTE: 1.** Qualification(s) is/are relaxable at the discretion of the Union Public Service Commission in case of candidates otherwise well qualified.

**NOTE: 2.** The qualification(s) regarding experience is/are relaxable at the discretion of the UPSC in the case of candidates belonging to SC/STs if, at any stage of selection, the UPSC is of the opinion that sufficient number of candidates from these Communities possessing the requisite experience are not likely to be available to fill-up the vacancies reserved for them.

**DESIRABLE**

- (i) Knowledge of Local Language; and

**NOTE :** Local Language shall be specified at the time of each selection.

.....2/-

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/Department 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.
3. The persons selected for the post of Sub-Regional Employment Officer can be posted at Hisar or any of the Coaching-cum-Guidance Centers for SC/STs with All India Service liability.
4. The officers selected will have the option to draw their pay plus deputation (duty) allowance in accordance with the Department of Personnel and Training O.M.No.1/4/84-Estt. (P-II) dated the 26th December, 1984 and O.M. No. 2/12/87-Estt. (P-II) dated the 29th April, 1988 as amended from time to time and such other general/special Orders issued by the Govt. of India.
5. The application (in duplicate) in the Performa annexed alongwith complete and up to date **Confidential Reports** of the officers who could be spared in the event of their selection, may be sent to the **Deputy Director of Employment (EE-III) Section, Ministry of Labour & Employment, (D.G.E.&T.), Room No. 75, 3/10, Jam Nagar House, Shahjahan Road, New Delhi-110011** within **60 days** from the date of issue of this Circular/ date of publication of notification in Employment News. **Applications received after the last date or without confidential reports or other-wise found incomplete, will not be considered. While forwarding the application, it may be verified and certified by their respective Department Head that the particulars furnished by the officer are correct and that no disciplinary case is pending or contemplated against the officer.**
6. The candidates who apply for the post will not be allowed to withdraw their candidatures subsequently.



(R.V.SAKHARE)  
DEPUTY DIRECTOR OF EMPLOYMENT

1. All the Labour Secretaries of the State Governments/Union Territories.
2. All the State Director of Employment and Training for information necessary action.
3. All the Ministries/Departments of the Government of India.
4. All attached and subordinate offices under DGE&T.
5. All SREOs, CGC for SC/STs.
6. The A.E.O(I/c), CEE with the request to forward the Circular immediately to DAVP to publish these vacancies through "Employment News/Rozgar Samachar". (10 copies).
7. NIC, Ministry of Labour & Employment for uploading the Circular.

ANNEXURE

**BIO DATA PROFORMA FOR THE POST OF SUB-REGIONAL EMPLOYMENT  
OFFICER IN COACHING-CUM-GUIDANCE CENTRES FOR SC/ST.**

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).

		Qualification / Experience required	Qualification/ Experience possessed By the Officer
a.	Essential		
b.	Desirable		

6. Please state clearly whether in the light of entries made by you above, you meet 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/Institution/ Organisation	Post held	From	To	Pay in Pay Band & Grade Pay	Nature of Duties.

8. Nature of present employment i.e. ad-hoc or temporary or quasi-permanent or permanent. :
9. In case of present employment is held on Deputation/contract basis, please state :
  - g) The date of initial appointment :
  - h) Period of appointment on deputation contract. :
  - i) Name of the parent office/organization to which you belong. :

10. Additional details about present employment :

Please indicate whether working under :

- k) Central Government
- l) State Government
- m) Autonomous Organisation
- n) Government Undertaking
- o) Universities

11. 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.

12. Total emoluments per month now drawn :

13. Additional information, if any, which you would like to mention in support of your suitability for the post.  
(Enclose a separate sheet, if the space is insufficient.)

14. Whether belongs to SC/ST :

15. Remarks :

Date :

Signature of the Candidate

Countersigned \_\_\_\_\_

Address (Employer) :

**CERTIFICATE TO BE GIVEN BY THE HEAD OF THE OFFICE OF THE APPLICANT**

1. It is certified that the particulars furnished by the officer are correct.
2. It is certified that no disciplinary case is either pending or contemplated against the applicant.
3. It is certified that the Integrity of the officer is beyond doubt.
4. It is also certified that no major/minor penalty was imposed on the officer during the last 10 years.

**Head of Department/Head of office**