

Ministry of Labour & Employment <sup>FTS</sup> [47322]  
Directorate General of Labour Welfare

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Jaisalmer House, 26 Man Singh Road  
New Delhi, dated 20.10.2021

CIRCULAR

Sub: Filling up of 1 (one) post of Welfare Administrator (HQ), Gr. B Gazetted in the Office of the Directorate General of Labour Welfare (DGLW), Ministry of Labour & Employment (MoLE), New Delhi in the pay scale of Rs. 44,900 - Rs.1,42,400 (Level 7 as per 7<sup>th</sup> CPC) on deputation basis - reg.

One post of the Welfare Administrator (HQ), Gr. B Gazetted is to be filled in the Office of Directorate General of Labour Welfare (DGLW), Ministry of Labour & Employment, Jaisalmer House, Mansingh Road, New Delhi in the pay scale of Rs.44,900 - Rs.1,42,400 (Level 7 as per 7<sup>th</sup> CPC) on transfer or deputation basis. The eligibility conditions are as follows:

- (1) Officer under the Central Government:
  - a. (i) Holding analogous posts on a regular basis; or
    - (ii) With 3 years regular service in the post in the scale of Rs. 5500-9000,) [Rs.35,400 - Rs.1,12,400 level 6 as per 7<sup>th</sup> CPC] or equivalent, or
    - (iii) 8 years regular service in post in the scale of Rs. 1400-2300/2600/Rs. 5000-8000 (pre revised) [Rs.35,400 - Rs.1,12,400 level 6 as per 7<sup>th</sup> CPC] or equivalent and
  - b. Possessing the following qualifications and experience: -
    - i. Degree from a recognized University or equivalent;
    - ii. Two years' experience of work relating to Commissions and Committees;
    - iii. Working knowledge of Hindi;
    - iv. Knowledge of Computer is desirable.
    - v. Diploma in Law, Labour Relations or Labour Welfare or Labour Laws or Industrial Relations or Sociology or Commerce or Social Work or Welfare Business Administration or Personnel Management from Recognized University or Institute would be desirable.

(2) The Departmental Stenographer Grade-I with 3 years' regular service in the grade will also be considered and in case he/she is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

(The Departmental Officers is the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. 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 3 years).

(3) The terms of deputation will be regulated in accordance with instructions contained in the Ministry of Finance O.M. No. E. 1 (11) E(111) B-75 dated 7<sup>th</sup> November, 1975 as amended from time to time.

2. It is requested that the application in the prescribed proforma (copy enclosed) duly recommended by the Controlling Officer (through Cadre Controlling Authority) of the interested and eligible officers along with their up to date ACRs / APARs (attested photo copies of last five years) and vigilance clearance may be sent to Shri Sudip Dutta, Under Secretary, Office of the Director General of Labour Welfare, Ministry of Labour & Employment, Jaisalmer House, 26, Mansingh Road, New Delhi **latest by 13.11.2021**

**(Sudip Dutta)**  
**Under Secretary to the Govt. of India**

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**PROFORMA**

1. Name:
2. Date of Birth:
3. Educational Qualifications:
4. Present Post held with date & Pay scale and pay therein:
5. Date of appointment to the post on regular basis:
6. Experience:
7. Any other information regarding suitability for the post:
8. Whether belongs to SC/ST:

(Signature of the Applicant)

The information given by the applicant has been verified  
from the official records and has been found correct.

**(Signature of Controlling Officer)**  
**(With Stamp)**