

No. A-12024/1/2022-ESA(NLI)  
Government of India  
Ministry of Labour & Employment

....

Shram Shakti Bhawan, New Delhi  
New Delhi, the 30<sup>th</sup> July, 2022

**OFFICE MEMORANDUM**

**Subject: Filling up of the post of Director General, V. V. Giri National Labour Institute (VVGNI), NOIDA.**

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The undersigned is directed to circulate the vacancy and invite applications from eligible Officers to fill up one post of Director General in the Pay scale of Level 14 (Rs. 1,44,200-2,18,200/-) of Pay Matrix as per 7<sup>th</sup> CPC in V.V. Giri National Labour Institute, NOIDA, an Autonomous Body, under the administrative control of Ministry of Labour & Employment.

2. V.V. Giri National Labour Institute (VVGNI) established in 1974, is an autonomous body of the Ministry of Labour & Employment, Government of India. The Institute is involved with research, training, education, publication and consultancy on labour and labour-related issues. The Institute is located at Sector-24, NOIDA. The Institute is spread over an area of approximately 12.45 acres. The campus has a faculty-cum- administrative block along with seminar and library blocks, hostel, electric substation and a small residential complex. The Director General of the Institute will be provided residential accommodation within the premises of Institute Complex.

3. The Director General of the Institute, as the Principal Executive Officer of the Institute, shall be responsible for the proper administration of the affairs of the Institute and shall exercise powers under direction and guidance of the Executive Council. It shall be duty of the Director General of the Institute to coordinate and exercise general supervision over all the activities of the Institute. He/she shall prescribe the duties of all faculties, officers and staff of the Institute and shall, subject to Memorandum of Association & Rules and Regulation and Bye-laws if any, exercise such supervision and disciplinary control as may be necessary. He is the Head of the Department for all Budget, Accounts, Expenditure and Audit purposes. He is the Member Secretary of the General Council/Executive Council of the Institute, Chairman, of the Standing Committee on Education, Training and Orientation and Standing Committee on Research and is the member of the Standing Committee of Finance.

4. As per the Recruitment Rules, the post of Director General, VVGNI is to be filled up by **deputation** from the Officers of the Central Government:-

(a) (i) holding analogous posts on regular basis; or

- (ii) with two years regular service in Pay Level 13A (Rs. 131100-216600) in pay matrix or equivalent; or
- (iii) with three years regular service in the Pay Level 13 (Rs. 123100-215900) in Pay Matrix; and

(b) possessing the qualification and experience as follows:-

- (i) experience as a Divisional Head or Group leader for project teams; or
- (ii) administrative and financial experience; or
- (iii) experience in policy advice or development management or training or planning or programme funding.

5. 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 Central Government shall not exceed five years.

6. The maximum age limit for appointment by deputation shall be **not exceeding 56 years** as on the closing date of the receipt of applications.

7. The post of Director General, VVGNI is exempted from immediate absorption as per Deptt. of Pension & Pensions' Welfare, Ministry of Personnel, Public Grievances & Pensions OM No. 4/78/2006-P&PW(D) dated 12.10.2015.

8. The terms & conditions and pay & allowances of the officers selected for appointment on deputation basis will 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.

9. All the Ministries/Departments under the Central/State Governments/UT administrations are requested to circulate the vacancy amongst their employees and the applications (in duplicate) in the prescribed proforma (**As per Annexure**) from the eligible officers who are willing to be considered and could be spared in the event of their selection may be furnished to the undersigned within **42 days (latest by 10.09.2022)** from the date of publication of this vacancy circular in the **Employment News (30<sup>th</sup> July to 5<sup>th</sup> August, 2022 edition)**, along with the documents listed below:

- a. Copies of the Annual Confidential Reports for the last five years (duly attested by the competent authority).
- b. Certificate to the effect that no vigilance/disciplinary proceeding is either pending or contemplated against the applicant.
- c. Integrity Certificate.
- d. Details of minor/major penalties imposed upon the applicant during the last 10 years.

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 may be

verified and certified 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.

*RJS*  
(Ratnakar Jha)

Under Secretary to the Government of India

Tele: 23753083

To

1. All Ministries/Departments of Government of India.
2. Additional Secretary (L&E), all Joint Secretaries & Bureau Heads, Ministry of Labour & Employment
3. Chief Secretaries of all the State Governments/Union Territory.
4. DGLW/CLC(C)/DGE/DGFASLI/DGMS/DGLB/VVGNLI.
5. Administrative Officer, VVGNLI, NOIDA.
6. IT Cell, Ministry of Labour & Employment for posting a copy of the circular in website of the Ministry of Labour & Employment.
7. Technical Director, NIC Room No. 11/A, North Block, New Delhi-110001 with request to post the Vacancy circular on 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)  
(please provide email id & mobile no. also)

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 Organizations 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.

candidate  
Date \_\_\_\_\_

Signature of the

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Countersigned

\_\_\_\_\_  
\_\_\_\_\_

(Employer with Seal)