

No.4/3/2018-EO(SM-I)  
Government of India  
Secretariat of the  
Appointments Committee of the Cabinet  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training

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North Block, New Delhi, the 29<sup>th</sup> August, 2018

To

1. The Chief Secretaries, All the State Governments.
2. The Secretaries, All the Ministries/Departments of the Government of India

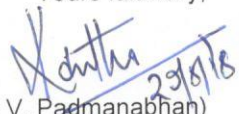
Subject:- Filling up the post of **Secretary (JS level) in National Commission for Minority Educational Institution (NCMEI), Delhi** under the Department of Higher Education *vice* Ms. Saroj Punhani, IA&AS(1984).

Sir/Madam,

It is proposed to fill up the post of **Secretary (JS level) in National Commission for Minority Educational Institution (NCMEI), Delhi** under the Department of Higher Education, with pay at Level 14 (Rs.1,44,200-2,18,200/-) of the Pay Matrix on deputation basis *vice* Ms. Saroj Punhani, IA&AS(1984).

2. Names of willing and eligible officers, who have been empanelled to hold Joint Secretary or equivalent posts at the Centre under the Central Staffing Scheme, may be recommended to this office along with cadre clearance, vigilance clearance, detailed bio-data containing details viz. name, date of birth, service, batch, contact telephone number, email address, educational qualifications, complete experience/posting details etc. CR dossiers/certified ACRs for the last five years, details of debarment & cooling off in respect of past central deputation. In case the officer is currently under Central deputation, the nomination may be forwarded with the approval of the Minister-in-charge concerned.
3. The post is a Non-Central Staffing Scheme post to be filled up through the Civil Services Board (CSB) procedure. It may be noted that no 'Mandatory Posting Certificate' for allotment/retention of Government accommodation would be issued by this office to the officer appointed on the above referred post. However, those officers who have served and are currently serving on Central Staffing Scheme post in Delhi for at least four years and require to retain Government accommodation, would be issued a certificate to the effect that the officer concerned has served for at least four years in CSS post and he/she needs to retain Government accommodation for her/his tenure on non-CSS post.
4. It is requested that the applications of the eligible candidates may be forwarded to this Department **on or before 27<sup>th</sup> September, 2018.**

Yours faithfully,

  
(Kavitha V. Padmanabhan)  
Deputy Secretary to the Government of India  
Tel. No. 011-2309 2187

Copy to:-

1. Department of Higher Education (Shri R. Subrahmanyam, Secretary), New Delhi w.r.t. their OM No.7-12/2017-MC dated 16.08.2017.
2. Technical Director, NIC, Computer Cell, DoPT, North Block, New Delhi for uploading this vacancy circular on the official website of this Department immediately.
3. PA to DS(SM), DoPT, New Delhi with a request to arrange to upload this vacancy circular through bulk e-mailing system of officers.