

F.No-21/4/2015-CS.I (P)
Government of India
Ministry of personnel, Public Grievances & Pension
Department of Personnel & Training

Lok Nayak Bhawan, New Delhi
Dated 24th May 2016

Office Memorandum

Subject:- Filling up of post of Director General & Deputy Director General in National Skill Development Agency on Deputation/Contract basis-Reg.

A vacancy circular No.-40001/09/2016/NSDA dated-11.05.2016 received from National Skill Development Agency under M/o Skill Development and Entrepreneurship on the subject cited above is circulated for information of all CSS officers.

2. It may be noted that Cadre clearance form CS.I Division will be required in case of Under Secretary and above level officers of CSS applying for deputation.



(Raju Saraswat)

Under Secretary to the Government of India

Tel:-24629412

To

All Ministries/Departments (through Website of DOP&T)

NATIONAL SKILL DEVELOPMENT AGENCY

**(An autonomous body under Ministry of Skill Development and
Entrepreneurship), Govt. of India**

Kaushal Bhawan, B-2, Pusa Road, Metro Pillar No. 95, New Delhi- 110005

Recruitment of Director General and Deputy Director General

National Skill Development Agency (NSDA), invites application from qualified, experienced and passionate professionals for key leadership roles on deputation/contract basis;

Posts	Pay Band & Grade Pay	No. of Posts
Director General	HAG -Rs.67000-79000/-	1
Deputy Director General	PB-4 Rs.37400-67000/- (GP Rs. 10,000/-)	1

The details are available on website www.nsda.gov.in under link "Notices".

Sd/-

Assistant Administrative Officer (NSDA)

Vacancy Circular

The National Skill Development Agency (NSDA), an autonomous body, (registered as a Society under the Society's Registration Act 1860) was created with the mandate to co-ordinate and harmonise the skill development activities in the country, is part of the Ministry of Skill Development & Entrepreneurship (MSDE).

NSDA invites applications for the following key positions to be filled on Direct Recruitment on Contract or on Deputation basis:-

Posts	Pay Band & Grade Pay*	No. of Posts
Director General	HAG -Rs.67000-79000/-	1
Deputy Director General	PB-4 Rs.37400-67000/- (GP Rs. 10,000/-)	1

*On the pattern of Central Government pay Structure.

1. The details of the posts along with eligibility criteria, educational qualifications, experience etc. are given in **Annexure- I**
2. The application form for Direct Recruitment on contract basis is as in **Annexure – II**, and for Deputation is **Annexure – III**.
3. The application in its complete form i.e. with
 - (a) Application Form – Annexure – II or Annexure III, as the case may be, and
 - (b) Supporting documents as mentioned in Point 5 and/or Point 8.

The complete application should be sent to: **Assistant Administrative Officer, National Skill Development Agency, Ministry of Skill Development and Entrepreneurship, Govt. of India, Kaushal Bhawan, B-2, Pusa Road, Metro Pillar No. 95, New Delhi- 110005** latest by 5 pm, June 20, 2016.

Information for applicants – Appointment on direct recruitment on contract basis:

4. The period of direct recruitment on contract basis shall be as per Government of India rules which may be extended as applicable under the Government of India rules and regulations.
5. In case, the application is being submitted for appointment on Direct Recruitment, **Annexure II** should be completed in all respects. Applicants need to enclose self-attested copies of the testimonials in respect of the educational qualifications, experience, appraisal reports, date of birth etc. along with the application.

Information for applicants for appointment on deputation basis:

6. The terms and conditions of the appointment of officers selected on deputation basis will be regulated in accordance with the orders of the Central Government in the matter. The officers selected will not be allowed to withdraw their names subsequently.
7. The application for appointment on deputation basis has to be forward through proper channel.
8. The applications (separate for each post) in the prescribed Application Form **(Annexure – III)**, complete in all respects, along with certified copies of Annual Confidential Reports (ACRs/ APARs)) duly attested by an Officer of the level of Under Secretary or above, for the last 5 years, Cadre clearance and Vigilance Clearance should be submitted within the prescribed date / time.

Other relevant Information for all applicants:

9. The Agency reserves the right not to fill any of the vacancy.
10. The age limit shall be calculated with reference to the last date prescribed for receipt of the applications.
11. In case the applicant is applying for more than one post, separate applications for each of the posts/ applications, should be submitted.
12. The applications received later than 5 pm, June 20, 2016, and without supporting document(s) and not in the prescribed format shall not be entertained.

Sd/-
Assistant Administrative Officer (NSDA)

National Skill Development Agency

(An Autonomous Body of the Ministry of Skill Development and Entrepreneurship, Govt. of India, New Delhi)

Applications for following post are invited to work in National Skill Development Agency (NSDA) on deputation/contract basis.

Sl. No.	Post to be filled on deputation/Contract basis	No. of vacancy	Pay Band and Grade Pay
1.	Director General	1	HAG Rs.67,000-79,000/-
	Age limit		Not exceeding 56 years of age
<p>Eligibility criteria including Educational qualifications and experience.</p> <p>Category-I: Open market candidate: persons from industry/private organizations</p> <p>Essential:</p> <ul style="list-style-type: none"> (i) Master's degree in any discipline from recognised University. (ii) At least 20 years experience in the field of skill development/vocational/technical education/training. (iii) Experience of handling key management positions in the areas mentioned at (ii) above at national/regional/state level for at least 4 years. <p>Desirable:</p> <ul style="list-style-type: none"> (i) Understanding of Qualification framework, quality assurance frameworks and legislations on vocational and technical education/training. (ii) Proven leadership quality. (iii) Experience of dealing with multi-lateral Agencies. (iv) Experience of working in a society or a company mode. <p>Category-II</p> <p>By deputation including short term contract from among the officers of the Central/State Governments including those belonging to All India Services as well as officers/Professional working under Central/ State Autonomous Bodies/ Universities/Research Institutes/Public-Sector Undertaking who are:-</p> <p>Essential:</p> <ul style="list-style-type: none"> (i) Holding analogous posts on regular basis or having 3 years of regular service in PB-4 (Rs.37400-67000) with a Grade Pay of Rs.10,000/- or equivalent Pay Scale (CDA pattern) <p>Desirable Experience:</p> <ul style="list-style-type: none"> (i) Experience in handling skill development. (ii) Experience of dealing with Multi-lateral Agencies. (v) Experience of working in a society or a company mode. (vi) Experience of Programme/Project management. 			

2.	Post to be filled on deputation/contract basis	No. of vacancy	Pay Band and Grade Pay
	Deputy Director General	1	(PB-4) Rs.37400-67000+Grade Pay of Rs.10,000/-
	Age limit	Not exceeding 56 years of age	
Eligibility criteria including Educational qualifications and experience.			
<u>Category-I</u>			
Open market candidate: persons from industry/private organizations			
Essential:			
(i) Master's degree in any discipline from recognised University.			
(ii) At least 15 years experience in the field of skill development/vocational/technical education/training.			
(iii) Experience of handling key management positions in the areas mentioned at (ii) above at national/regional/state level for at least 2 years.			
Desirable:			
(i) Understanding of Qualification framework, quality assurance frameworks and legislations on vocational and technical education/training.			
(ii) Proven leadership quality.			
(iii) Experience of dealing with multi-lateral Agencies.			
(iv) Experience of working in a society or a company mode.			
<u>Category-II</u>			
By deputation of officers of the Central/State Governments including those belonging to All India Services as well as officers/Professional working under Central/ State Autonomous Bodies/ Universities/Research Institutes/Public-Sector Undertaking who are:-			
Essential:			
(i) Holding analogous posts on regular basis or having two years of regular service in PB-4 (Rs.37400-67000) with a Grade Pay of Rs.8900/- or three years of regular service in PB-4 with a Grade pay of Rs.8700/- or equivalent.			
Desirable Experience:			
(i) Experience in handling skill development.			
(ii) Experience of dealing with Multi-lateral Agencies.			
(iii) Experience of working in a society or a company mode.			
(iv) Experience of Programme/Project management.			

NATIONAL SKILL DEVELOPMENT AGENCY
Ministry of Skill Development and Entrepreneurship, Govt. of India
 Kaushal Bhawan, B-2, Pusa Road, Metro Pillar No. 95, New Delhi- 110005

<u>Application for Direct Recruitment on Contract</u>					Recent Photograph
Post Applied for:					
PERSONAL DETAILS (Please fill up all boxes)					
Full Name *Mr/Ms:			Date of Birth:		
Address:					
Gender -			Marital Status-		
Email -					
Tel No. Office:		Home:		Mobile	
II EDUCATION					
	NAME OF SCHOOL / INSTITUTE	From	To	Full time / Part Time / Correspondence – Distance Learning	Marks / % / CGPA
Xth Std.					
XIth Std.					
Graduation / Diploma					
Post-Graduation					
OTHERS					
Details of any other part time / full time certification or courses which you have completed or are pursuing.					

III EMPLOYMENT HISTORY (Begin with present company first).

Name of the Organization	Position Held	From	To	Full / Part Time/ Contractual	Reason for Leaving	Salary

*Please provide reasons to justify any gap in employment (for gap exceeding 2 years):

Please provide a brief of your most recent job role, along with details on reporting relationships - i.e. your job responsibilities, your position in the organisation, your team size, total workforce managed. (Approx.: 250 Words).

IV PROFESSIONAL REFERENCE (At least two references with one being of immediate supervisor in current or immediate past organization.)

Name	Company Name	Designation	Contact No.

V Please explain the relevance of your experience & contribution in your immediate and past organisations & job roles, in the context of the experience required for the post being applied for through this application.
(Approx. 250 Words)

I declare that to the best of my knowledge, the particulars provided are true and I hereby give my consent to the organisation to check my employment records with my previous employers. I am aware that any false or misleading statements made by me will be cause for rejection or application / or dismissal if employed.

Signature of Applicant

Date

Note:

1. If needed, please append additional sheet to address descriptive answers in this form.
2. Please append self-attested copies of supporting documents related to educational qualifications, experience, date of birth, and other documents as per the recruitment notification.

Annexure - III

NATIONAL SKILL DEVELOPMENT AGENCY
Ministry of Skill Development and Entrepreneurship, Govt. of India
Kaushal Bhawan, B-2, Pusa Road, Metro Pillar No. 95, New Delhi- 110005

Application for Recruitment on Deputation basis

1. Post Applied for :

2. Name and Address of Applicant :

(Block Letters)

Affix Recent Passport
Size Photo

3. Date of Birth :

4. Date of Entry into Govt. Service :

5. Date of Retirement under Central Govt. Rules :

6. Whether SC/ST/OBC :

7. Educational Qualifications :

Whether Educational and other Qualifications required for the post is satisfied?

(If any qualification has been treated as equivalent to the one prescribed, state the authority for the same)

Educational Qualifications (Graduation & Above):

Sr. No	Name of the qualification	Year

8. Please State clearly whether in the light of entries made by you above, you meet the requirements of the post?

Please explain the relevance of your experience & contribution in your immediate and past organization's & job roles, in the context of the experience required for the post being applied for through this application. **(Approx. 250 Words)**

(Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.)

9. Details of Employment in chronological order.

(Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.)

<i>Office / Institution/ Organization</i>	<i>Post Held</i>	<i>From (date)</i>	<i>To (date)</i>	<i>Pay Band /Pay Grade</i>	<i>Nature of Appointment i.e. whether Ad Hoc/ Deputation</i>	<i>Nature of Duties.</i>

10. Present Pay (Pay Band & Grade Pay) and Date from which it is drawn:

11. Additional details about present employment.

Please state whether working under

- a) Central Government :
- b) State Government :
- c) Autonomous Organization :
- d) Public Sector Undertaking :
- e) Others (Please Specify) :

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. Remarks, if any :

Signature of the Candidate

Note:

1. If needed, please append additional sheet to address descriptive answers in this form.
2. Please append self-attested copies of supporting documents required as per the recruitment notification.

**CERTIFICATE TO BE RECORDED BY THE EMPLOYER WHILE FORWARDING THE
APPLICATION**

Certified that the above particulars filled by Sh./Smt.....

Designation have been verified and found correct. The date of his/her appointment in the present substantive grade of _____ is _____. It is also certified that no vigilance case is pending or contemplated against Attested copies of his/her ACRs for the last 5 years are enclosed.

Certified that no major/minor penalties were imposed on the Officer during the last ten years of his/her service.

In case the officer is selected he/she will be relieved within 15 days of receiving the intimation.

Signature of the employing
Authority with stamp & date