

No.21/3/2014-CS-I(D)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

2nd Floor, Lok Nayak Bhavan, New Delhi-110003
The 2nd December, 2015


OFFICE MEMORANDUM

Subject: Filling up the posts of Director, Financial Adviser, Private Secretary, Senior Account Officer and Store Keeper in the Dr. Ambedkar International Centre, New Delhi on deputation basis for a period of three years.

Department of Social Justice and Empowerment vide their Circular No.17020/09/2015-SCD-VI dated 13th November, 2015 (Copy enclosed) has desired the services of suitable officers for filling up the post of Director, Financial Adviser, Private Secretary, Senior Account Officer and Store Keeper in the Dr. Ambedkar International Centre, New Delhi on deputation basis for a period of three years.

2. Ministries / Departments of Government of India are requested to give wide publicity to the above vacancy among their employees and may forward duly signed applications, if any, to the Shri G K Gwivedi, Director (SCD), Department of Social Justice and Empowerment, Shastri Bhavan, New Delhi within 30 days of publication of this circular under intimation to this Office.
3. Cadre Clearance in respect of CSS Officers at the level of Under Secretary and above may be obtained from this Division before the application is forwarded for such deputation post.

Encl.: As above.


(BISWAJIT BANERJEE)
Under Secretary to the Government of India
☎: 24629413

All Ministries / Departments

CIRCULAR

Dr. Ambedkar Foundation was established by the Government of India under the aegis of the Ministry of Welfare (now Ministry of Social Justice and Empowerment) on March 24, 1992 as a registered society under the Societies Registration Act, 1860. The Foundation has been entrusted with the responsibility of managing administering and carrying on the important and long-term schemes and programmes identified during the Centenary Celebrations of Dr. B.R. Ambedkar. The main objectives of the Foundation in alia include implementation of programmes and activities for furthering the ideology and message of Babasaheb Dr. B.R. Ambedkar among the masses in India as well as abroad.

2. Application are invited for filling up of the following posts in the Dr. Ambedkar International Centre, Ministry of Social Justice and Empowerment, New Delhi, on deputation basis for a period of three years from suitable candidates who fulfill the eligibility conditions as shown below:-

Sl.No.	Name of Post	No. of Posts	Pay Scale (Rs.)	Eligibility Conditions
1	Director	01	Rs.37400-67000/- (PB-4) with G.P. of Rs. 8700/-	Officers under the Central Government or State Government or Public Sector Undertaking or Autonomous Organisation and holding:- (i) An analogous post on regular basis. or (ii) A post in the scale of pay of Rs. 15600-39100/- (PB-3) with Grade Pay of Rs.7600/- from any organised service having five years of regular Service in the Grade. <u>Desirable</u> Persons having good academic record and having experience of personnel, administrative and accounts matters.
2	Financial Advisor (At the level of Director)	01	Rs.37400-67000 (PB-4) with G.P. of Rs. 8700/-	Officers under the Central Government or State Government or Public Sector Undertaking or Autonomous Organisation and holding:- (i) An analogous post on regular basis. or (ii) A post in the scale of pay of Rs. 15600-39100(PB-3) with Grade Pay of Rs.7600/- and having five years of regular Service in the Grade. Persons with accounts background/experience of

				rendering financial advice shall be given preference. <u>Desirable</u> Persons having good academic record and having experience of administrative and accounts matters.
3	Private Secretary	02	Rs.9300-34800/- (PB-2) with G.P. of Rs.4600/-	Officers under the Central Government or State Government or Public Sector Undertaking or Autonomous Organisation having Bachelor Degree and holding:- (i) An analogous post on regular basis. or (ii) A post in the scale of pay of Rs. 5200-20200/- (PB-1) with Grade Pay of Rs.2400/- and having five years of regular Service in the Grade. Persons having handled similar nature of job shall be given preference.
4	Senior Account Officer	01	Rs.15600-39100/- (PB-3) with G.P. of Rs.5400/-	Officers under the Central Government or State Government or Public Sector Undertaking or Autonomous Organisation having Bachelor Degree and holding:- (i) An analogous post on regular basis. or (ii) A post in the scale of pay of Rs. 9300-34800(PB-2) with Grade Pay of Rs.4800/- and having three years of regular Service in Audit/Account cadre.
5	Store Keeper	01	Rs. 5200-20200 (PB-1) with G.P. of Rs. 2400/-	Officers under the Central Government or State Government or Public Sector Undertaking or Autonomous Organisation and holding:- (i) An analogous post on regular basis. or (ii) A post in the scale of pay of Rs. 5200-20200(PB-2) with Grade Pay of Rs.1900/- and having five years of regular Service in the Grade. Persons having experience in Store keeping, shall be given preference.

3. The pay of the officer selected will be regulated in accordance with DOP&T, OM No.6/8/2009-Estt. (Pay-II) dated 17.6.2010, as amended from time to time.

4. The maximum age limit for appointment on deputation shall be 56 years as on the date of publication of the notice in Employment News.

5. The application in the enclosed proforma (can be down loaded from Ministry website.socialjustice.nic.in) from eligible officers who can be spared in the event of the selection may be forwarded through proper channel to the undersigned within 30 days of publication of this circular in the Employment News along with (a) up-to-date ACR Dossiers of the candidate concerned or attested photocopies of the annual confidential reports for the last five years; (b) Vigilance Clearance Report clearly indicating that no disciplinary or criminal proceedings are either pending or contemplated against the officer concerned; (c) Statement showing the minor/major penalties imposed, if any, and (d) Integrity Certificate.



(G.K. Dwivedi)
Director (SCD)

To,

1. All Ministries/Department of Government of India
2. All Chief Secretaries States/UTs
3. Director(CS), DoPT, Lok Nayak Bhawan, Khan Market, New Delhi- with the kind request to upload this circular on DoPT's website for wider circulation.
4. Employment News, Ministry of Information and Broadcasting, East Block_IV, Level-5, R.K. Puram, New Delhi to publish the circular in Employment News at an early date.
5. Dr. Ambedkar Foundation, Janpath, New Delhi.

ANNEXURE-A

CURRICULAM VITAE PROFORMA

1. Name and address (In BLOCK LETTER)
2. Applied for the post of
3. Date of Birth (in Christian era)
4. Date of retirement under Central/State Government rule
5. Educational Qualifications
6. Whether belong to SC/ST
7. Education qualifications and Experience possessed

Qualifications/ Experience Required	Qualifications/ Experience possessed by the Officer
Essential	
Desirable	

8. Details of employment, in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

OFFICE/ INSTITUTE/ ORGANISATION	POST HELD AND SERVICE/ CADRE TO WHICH IT BELONGS	FROM	TO	PAY IN THE PAY BAND AND CLASSIFICATIO N OF POST	NATURE OF DUTIES
(1)	(2)	(3)	(4)	(5)	(6)

9. Nature of Present employment, i.e.

- (i) Ad-hoc basis
- (ii) Regular/on temporary basis
- (iii) Pay in the Pay band
- (iii) Grade Pay drawn

10.	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	
11.	Additional details about present employment, please state whether working under: (a) Central Government (b) State Government (c) Autonomous Organization (d) Government Undertaking (e) Universities	
12.	Are you in Revised Pay Structure? 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. Enclose a separate sheet, if the space is insufficient.	
15.	Whether belonging to SC/ST	
16.	Remarks	

Signature of the candidate

Date:-

Address

Countersigned with office seal by the authorized signatory of the parent office

VIGILANCE CLEARANCE CERTIFICATE

Certified that no Vigilance case of disciplinary proceedings or criminal proceedings is either pending or contemplated against who has applied for the post of in the Dr. Ambedkar International Center on deputation basis.

(Authorised Signatory)

Name & office Seal:

Date:

NO PENALTY CERTIFICATE

Certified that no minor/major penalty has been imposed during the last 10 years on who has applied for the post of..... in the Dr. Ambedkar International Center on deputation basis.

(Authorised Signatory)

Name & office Seal:

Date:

INTEGRITY CERTIFICATE

After scrutinizing Annual Confidential Report/ Annual Performance Appraisal Reports of who has applied for the post of in the Dr. Ambedkar International Center on deputation basis, it is certified that his/her integrity is beyond doubt.

(Authorised Signatory)

Name & office Seal:

Date:

(Not below the rank of Deputy Secretary)