

No.4/42/2012-EO(SM-I)
Government of India
Ministry of Personnel, PG and Pensions
(Department of Personnel and Training)
Office of the Establishment Officer

North Block, New Delhi, the 26th June, 2013

To

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

Subject: **Filling up of the post of Secretary (Joint Secretary level) in the National Commission for Minority Educational Institutions (NCMEI) under the Department of Higher Education.**

Sir/Madam,

It is proposed to fill up the post of Secretary (Joint Secretary Level), NCMEI (National Commission for Minority Educational Institutions) under the Department of Higher Education, on deputation basis, for a period of five years, in the pay band of Rs.37,400-67,000/- (PB-4) with grade pay of Rs.10,000/-

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, bio-data containing details viz Name, DoB, Service, Batch, Contact Telephone number, e-mail address, educational qualification, 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 Minister-in-Charge concerned.

3. The post is a Non-Central Staffing Scheme post to be filled up through Civil Services board 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 to the post.

4. It is requested that the applications, of the eligible candidates may be forwarded to this department within one month from the date of issue of this communication.

Yours faithfully,

(M Devaraj)
Director
Tel : 2309 2167

Copy to:-

1. Department of Higher Education (Shri Ashok Thakur, Secretary), New Delhi w.r.t its OM No.7/7/2009-MC dated 04.04.2013.
2. Deputy Secretary (MM), DoPT, New Delhi with a request to arrange to upload this vacancy circular through bulk e- mailing system of officers.

3. Technical Director, NIC, Computer Cell, DOPT, North Block, New Delhi for uploading this vacancy circular on the official website of this Department, immediately.