

No. 4/3/2025-EO(MM-II)
Government of India
Ministry of Personnel, Public Grievances & Pension
Department of Personnel & Training
(Office of the Establishment Officer)

North Block, New Delhi
Dated, the 09 July, 2025

To,

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

Subject: Filling up the post of Director (Level 13 of paymatrix)(DS/Director level), in National Commission for Protection of Child Rights, New Delhi under M/o Women & Child Development on deputation basis .

Sir/Madam,

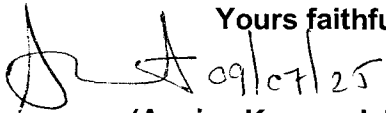
This is regarding filling up the post of Director(Level-13 of Pay Matrix) (DS/Director level), in National Commission for Protection of Child Rights, New Delhi under M/o Women & Child Development on deputation basis. The above post is a Non-Central Staffing Scheme post and to be filled through the Civil Services Board(CSB) procedure.

2. Officers of the rank of Deputy Secretary/Director level from the All India Services or any Organized Services of the Government of India, eligible for appointment at DS/Director level under Central Staffing Scheme are eligible for this post. The period of deputation would be 4/5 years at Deputy Secretary/Director level. Further, *the officer/applicant should have at least five years of experience in dealing with Establishment and General Administration matters.*

3. The post may be circulated amongst officers eligible to be appointed at DS/Director level or equivalent level in the Government of India on priority basis. Names of willing and eligible officers who can be spared by the State Governments/Ministries/Departments may be forwarded/E-mailed (dir.mm@nic.in) to the Department along with **cadre clearance, vigilance clearance, detailed bio-data in the enclosed proforma and APAR Dossiers for the last five years**. For officers working in the cadre, it may also be ensured that the 'Cooling off', after a previous stint on deputation, if any, is completed and the officer is eligible for appointment on Central Deputation as per extant instructions. Applications of those eligible officers, who are already working on Central Deputation under the Central Staffing Scheme/Non-CSS posts of GOI, are required to be forwarded by their respective Ministeries/Departments to this Department, along with the approval of their Minister-in-Charge.

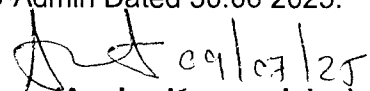
4. It may be noted that no 'Mandatory Posting Certificate' for allotment/retention of Government accommodation would be issued by this office to the officer appointed on the above referred post. However, those officers who have served and are currently serving on Central Staffing Scheme post in Delhi 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 at least four years on CSS post and he/she needs to retain the Government accommodation for his/her tenure given on this Non-CSS post

5. It is requested that the application(s) of the eligible officer(s) may please be forwarded/e-mailed so as to reach this Department by 08.08.2025.


Yours faithfully,
(Annies Kanmani Joy)
Deputy Secretary to the Government of India
Email: dir.mm@nic.in

Copy to:

1. M/o Women & Child Development (Shri T.Songzalian, Under Secretary), Jeevan Tara Building, Gate No.4, Parliament Street, New Delhi w.r.t. their OM No. A-11014/07/2025-Admin Dated 30.06 2025.
2. PS to DS (MM) for uploading the circular through bulk e-mail system.


(Annies Kanmani Joy)
Deputy Secretary to the Government of India

Bio-Data

1.	Name	:			
2.	Date of Birth	:			
3.	Service and Cadre(if applicable)	:			
4.	Batch	:			
5.	Contact Telephone No. (O) (R) (M)	:			
6.	Domicile	:			
7.	Educational Qualification(s)	:			
8.	Date of joining service	:			
9.	Present Designation and Pay Level	:			
10.	Period of continuous appointment on the present post	:			
11.	Date of grant of Level 13 or Grade Pay of Rs 8700/-	:			
12.	Date of superannuation	:			
13.	Complete Experience/Posting Profile	:			
S. No	Period	Post held/Organization	Cadre post/Deputation post	Place of Posting	Brief Description
14.	Whether the officer has five years of experience in in dealing with Establishment and General Administration matters.		:		
15.	Whether clear from Vigilance Angle		:	Yes/No	
16.	Whether the officer has been on deputation earlier. If so please provide details of organization, nature of deputation and period (dates) of deputation		:		
17.	Whether the officer is debarred from deputation under the Central Staffing Scheme		:	Yes/No	

18. Certified that the above particulars are correct and complete.

Signature of the applicant

Date: _____

Signature
Name/Designation & Rubber Stamp
of officer certifying the above Particulars

Note:

Columns 1-14 to be filled in by applicant.

Columns 15-18 to be filled in by Ministry/Department concerned