

No. 49/138/2010-6SII
GOVERNMENT OF HARYANA
CHIEF SECRETARY'S OFFICE
PERSONNEL DEPARTMENT

Dated, Chandigarh, the 25th June, 2013.

To


All concerned IAS / HCS Officers.


Subject: Filling up of the post of Director, Central Board for Workers Education, Nagpur.

Madam/ Sir,

I am directed to refer to the subject cited above and to say that a copy of office memorandum No.A-12024/1/2013-ESA(WE),, dated 4th June, 2013 received from Government of India, Ministry of Labour & Employment, New Delhi is uploaded on the web site (csharyana.gov.in) and to request that in case you are willing to be considered for the post mentioned in the above subject you may kindly send three copies of your bio-data with an application to the Personnel Department (Services Branch-II) at the earliest.

Yours faithfully,


(SATISH SHARMA)
Superintendent Services-II.


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No.A-12024/1/2013-ESA(WE)
Government of India
Ministry of Labour & Employment

Shram Shakti Bhawan, Ram Marg
New Delhi, the 4th June, 2013



OFFICE MEMORANDUM

Sub: Filling up of the post of Director, Central Board for Workers Education, Nagpur.

The undersigned is directed to say that it is proposed to fill up one post of Director in the scale of pay of ₹ 37400-67000 + ₹ 10,000 Grade Pay, in Central Board for Workers Education, Nagpur, an Autonomous Body (registered society) set up in 1958 for administration and implementation of the Workers Education Scheme, under the administrative control of Ministry of Labour & Employment.

2. The Director, as the principal Executive Officer of the Board, shall be responsible for the proper administration of the affairs of the Board. The Director shall prescribe duties of all officers and staff of the Board and shall exercise supervision and disciplinary control as may be necessary. Subject to the orders, rules and bylaws of the Board the Director has to exercise overall control of administration, accounts, Grants-in-Aid, vigilance, confidential matters, education for rural and unorganized sector workers, implementation of national official language policy in zonal directorates, Indian Institute of Workers' Education, Mumbai and all Regional Directorates.

3. The post is required to be filled up by deputation/promotion.

4. Officers under the Central Government/State Government/UT Admn./Universities/Recognized Research Institute/Public Sector Undertakings/Semi Government Statutory or Autonomous Organizations possessing the following requirements are eligible for being considered for appointment by deputation:-

- (a) (i) holding analogous posts on regular basis; or
(ii) with 2 year regular service in the posts in the pay scale of ₹ 37400-67000 + ₹ 8900 Grade Pay; or
(iii) with 3 years regular service in the posts in the pay scale of ₹ 37400-67000+ ₹ 8700 Grade Pay; and
(b) possessing qualification and experience as follows:-
(i) Masters Degree from a recognized University and equivalent;

- (ii) With fifteen years experience in Group 'A' post or its equivalent in a responsible capacity
Desirable: Practical and administrative experience in labour related issues in the field of training or educational or rural development or planning development.
5. The Departmental Additional Director with three years' regular service in the grade will also be considered along with outsiders and in case he is selected for appointment to the post, the same shall be deemed to have been filled by promotion.
6. The Departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.
7. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organizations or Department of the Government of India shall not exceed five years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.
8. The Department of Pension and Pensioners' Welfare has exempted the post of Director, CBWE from the purview of the principle of immediate absorption.
9. The terms & conditions and pay & allowances of the officers selected for appointment on deputation basis will be regulated as per the provisions contained in Govt. of India, DOPT's OM No. 6/08/2009-Estt.(Pay II) dated 17.06.2010, as amended from time to time.
10. Applications of eligible and willing officers may be forwarded in the format enclosed at Annexure through proper channel, to Under Secretary (ESA) Ministry of Labour & Employment, Shram Shakti Bhawan, Rafi Marg, New Delhi - 110001 within 60 days of the date of circular.
11. While forwarding the application in the enclosed format, the following documents may also be sent along with the application:
- Attested copies of the Annual Performance Appraisal Reports for the last five years.
 - Certificate to the effect that no vigilance/disciplinary proceeding is either pending or contemplated against the applicant.
 - Integrity Certificate.
 - Details of minor/major penalties imposed upon the applicant during the last 10 years.

12. Applications received after the last date or without complete documents will not be entertained and liable to be rejected. While forwarding the applications, it may be verified and certified that the particulars furnished by the officer are correct and he/she is clear from vigilance angle as per records of the office.

13. Hindi version will follow.

Harpreet Singh
04/06/2013

(Harpreet Singh)

Under Secretary to the Government of India

Tele No. 23473262

To

1. Department of Personnel and Training (Establishment Officer's office) with the request that suitable & eligible officers may be nominated to fill up the post of Director, CBWE, Nagpur.
2. All Ministries/Departments of the Government of India.
- ✓ 3. Chief Secretaries of all the State Governments/Union Territories.
4. Chairman/Head of Departments of all Public Sector Undertaking/ Semi Govt. Bodies/ Statutory or autonomous Organizations.
5. Register of all Recognized Universities/Research Institutes.
6. PLEA/JS(AP)/EA/DDG(B).
7. DGLW/ CLC(C)/DGE&T/DGFASLI/DGMS/DGLB/VGNLI.
8. Director, CBWE Nagpur.
9. Dy. Director (HQ), CBWE, Nagpur.
10. Anuvad Anubhag, Ministry of Labour & Employment for Hindi translation.
11. NIC, Ministry of Labour & Employment for posting a copy of the circular on the website of the Ministry of Labour & Employment.
12. Technical Director, NIC, Room No. 11/A, North Block, New Delhi-110001.
{For posting on the DOPT website (under the heading vacancy in Autonomous organization)}.

CURRICULUM VITAE PROFORMA

Paste here
recent passport
size Photograph

1. Name and Address :
(in Block Letters)
2. Date of Birth :
(in Christian era)
3. Date of retirement under Central/State :
Government Rules
4. Educational Qualifications :
5. Whether Educational and other :
qualifications required for the post are
satisfied.
(If any qualification has been treated as
equivalent to the one prescribed in the rules
state The authority for the same)

			Qualifications/ Experience required	Qualifications/ Experience possessed by the officer
	Essential	1.		
		2.		
		3.		
	Desirable	1.		
		2.		
		3.		

6. Please state clearly whether in the :
light of entries made by you above,
you meet the requirement of the post

7. Details of Employment in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office Institution	Post held	From	To	Scale of pay and Basic pay	Nature of duties (in detail)

8. Nature of present employment i.e, Ad-hoc or Temporary or Quasi-Permanent or permanent :

9. 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 :

10. Additional details about present employment :

Please state whether working Under (indicate the name of Your employer against the relevant columnn) :

a) Central Govt.

b) State Govt. :

- c) Autonomous Organization :
 - d) Government Undertaking :
 - e) Universities :
 - f) Others (Specify) :
11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade. :
 12. Are you in Revised Scale of pay? 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 (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement) (Note: Enclose a separate sheet, if the space is insufficient). :
 15. Please state whether you are applying for deputation (ISTC)/ Absorption re-employment basis. (Officers under Central/ State Governments are only eligible for "Absorption" candidates of non- Government Organisations eligible only for Short Term Contract) :
 16. Whether belongs SC/ST :
 17. Remarks (The candidates may indicate information with regard to (i) Research :

publications and reports special projects (ii) Awards Scholarship Official Appreciation (iii) Affiliation with the professional bodies/institutions /societies and (iv) any other information.

(Note: Enclose a separate sheet If the space is insufficient)

I have carefully gone through the vacancy circular advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date_____

Signature of the candidate

Address_____

Countersigned

(Employer with Seal)