

No. 49/4/2014-6SII
GOVERNMENT OF HARYANA
CHIEF SECRETARY'S OFFICE
PERSONNEL DEPARTMENT

Dated, Chandigarh, the 22nd January, 2014.

To

All concerned IAS / HCS Officers.

Subject: Filling up of the post of Director General, V.V. Giri National Labour Institute, Noida.

Madam/ Sir,

I am directed to refer to the subject cited above and to say that a copy of office memorandum No.A-12024/2/2013-ESA(NLI), dated 27th December, 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-12024/2/2013-ESA(NLI)

Government of India
Ministry of Labour & Employment

Shram Shakti Bhawan, Rafi Marg
New Delhi, the 26th December, 2013

OFFICE MEMORANDUM

Subject: Filling up of the post of Director General, V.V. Giri National Labour Institute, NOIDA.

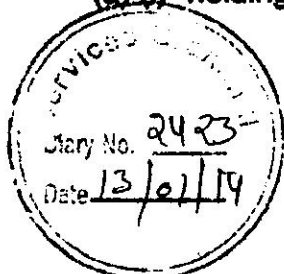
The undersigned is directed to say that it is proposed to fill up one post of Director General in the pay scale of Rs. 37,400-67000 + Grade Pay of Rs. 10,000/-, in V.V. Giri National Labour Institute, NOIDA, an Autonomous Body, under the administrative control of Ministry of Labour & Employment.

2. The Institute is located at Sector-24, NOIDA. The Institute is spread over an area of approximately 12.45 acres. The campus has a faculty -cum- administrative block along with seminar and library blocks, hostel, electric substation and a small residential complex. The Director General of the Institute will be provided residential accommodation within the premises of Institute Complex.

3. The Director General of the Institute, as the Principal Executive Officer of the Institute, shall be responsible for the proper administration of the affairs of the Institute and shall exercise powers under direction and guidance of the Executive Council. It shall be duty of the Director General of the Institute to coordinate and exercise general supervision over all the activities of the Institute. He/she shall prescribe the duties of all faculties, officers and staff of the Institute and shall, subject to Memorandum of Association & Rules and Regulation and Bye-laws if any, exercise such supervision and disciplinary control as may be necessary. He is the Head of the Department for all Budget, Accounts, Expenditure and Audit purposes. He is the Member Secretary of the General Council/Executive Council of the Institute, Chairman, of the Standing Committee on Education, Training and Orientation and Standing Committee on Research and is the member of the Standing Committee of Finance.

4. As per the Recruitment Rules, the post of Director General, VVGNI is to be filled up by deputation of Officers of the Central Government:-

(a) (i) holding analogous posts on regular basis; or



- (ii) with two years regular service in the pay scale of Rs.37400-67000 + Grade Pay of Rs. 8900 or equivalent; or
- (iii) with three years regular service in the pay scale of Rs. 37400-67000 + Grade Pay of Rs. 8700; and

(b) possessing the qualification and experience as follows:-

- (i) experience as a Divisional Head or Group leader for project teams; or
- (ii) administrative and financial experience; or
- (iii) experience in policy advice or development management or training or planning or programme funding.

5. 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 Central Government shall not exceed five years.

6. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.

7. The Department of Pension and Pensioners' Welfare shall be requested to exempt the post of Director General, VVGNI from the purview of the principle of immediate absorption.

8. 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.

9. All the Ministries/Departments under the Central/State Governments/UT administrations are requested to circulate the vacancy amongst their employees and the applications (in duplicate) in the prescribed proforma from the eligible officers who are willing to be considered and could be spared in the event of their selection may be furnished to the undersigned within 60 days from the date of publication of this circular in the 'Employment News', along with the documents listed below:

- a. Copies of the Annual Confidential Reports for the last five years (duly attested by the competent authority).
- b. Certificate to the effect that no vigilance/disciplinary proceeding is either pending or contemplated against the applicant.
- c. Integrity Certificate.
- d. Details of minor/major penalties imposed upon the applicant during the last 10 years.

10. 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.

11. Candidates, who apply for the post, will not be permitted to withdraw later.

12. Hindi version will follow.

Harpreet Singh
27/12/13

(Harpreet Singh)

Under Secretary to the Government of India

Tele No.23473262

To

1. Department of Personnel and Training (EO's office) with the request that suitable & eligible officers may be nominated to fill up the post of Director General, VVGNLI, Noida.
2. All Joint Secretaries & Bureau Heads, Ministry of Labour & Employment
3. All Ministries/Departments of the Government of India.
4. Chief Secretaries of all the State Governments/Union Territory.
5. Welfare Division/DGE&T/DGFASLI/CLC(C).
6. Director General, VVGNLI, NOIDA.
7. Anuvad Anubhag, Ministry of Labour & Employment for Hindi translation.
8. NIC, Ministry of Labour & Employment for posting a copy of the circular in website of the Ministry of Labour & Employment.
9. 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 column)

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 Organizations
eligible only for Short Term Contract)
 16. Whether belongs to SC/ST :
 17. Remarks (The candidates may indicate :
information with regard to (i) Research
publications and reports and 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)