

No. 49/42/2012-6SII
GOVERNMENT OF HARYANA
CHIEF SECRETARY'S OFFICE
PERSONNEL DEPARTMENT

Dated, Chandigarh, the 7th November, 2014.

To

All concerned IAS Officers.

Subject: Filling up of the post of Executive Director, a Selection Post in Rashtriya Mahila Kosh on Deputation (including short-term contract) bearing Revised Pay Band: Rs.37400-67000+Grade Pay of Rs.10000/-.

Madam/ Sir,

I am directed to refer to the subject cited above and to say that a copy of letter No. F.19-15/2010-CSWB/RMK-Vol.II, dated 16th October, 2014 received from Government of India, Ministry of Women & Child Development, 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,


(PAWAN SHARMA)

Under Secretary, Administration.


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Government of India
Ministry of Women & Child Development

Shastri Bhawan New Delhi-1

Dated: 16th October 2014हरियाणा सिविल सचिवालय
पंचकुला

Filling up of the post of Executive Director, a Selection Post In
Rashtriya Mahila Kosh on Deputation (including short-term contract)
bearing Revised Pay Band: Rs.37400-67000+Grade Pay of Rs.10000/- .

परिचालन संख्या नं. 80576



The Chief Secretaries of All State Governments and Union Territories.

Sir,

The Rashtriya Mahila Kosh (RMK) is an autonomous organisation under the Ministry of Women & Child Development. The main objective of RMK is to provide micro-credit to poor women for livelihood support and income generating activities at concessional terms. There is one vacant post of Executive Director which is proposed to be filled up through the selection on Deputation basis (including short-term contract) at Rs.37400-67000+Rs.10000 as Grade Pay. Officers working under the Central Government/State Governments/Union Territories/autonomous organisations/ Nationalised banks with five years experience in administrative and financial matters at the level of JS or equivalent post, may apply for this post through proper channel.

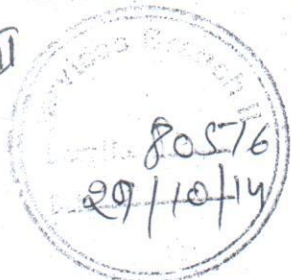
2. Detailed particulars, eligibility requirements etc. in respect of the post are enclosed (Annexure-I). Persons selected on deputation basis will be entitled to the normal deputation terms as admissible under the Central Government Rules in force from time to time. The period of deputation (including short-term contract) including the period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department shall ordinarily not exceed five years.

3. The maximum age limit for the candidates for appointment is 56 years as on the closing date of receipt of application prescribed.

4. It is requested that particulars of eligible officers working in your Department/Institution, duly verified and counter signed by the employer may be forwarded through proper channel in the attached proforma (Annexure-II) along with their up to date Confidential Report dossiers or Photocopy of ACRs duly attested by officer not below the rank of Under Secretary on each page for the last five years and Integrity Certificate/Vigilance Clearance and Penalty Statement imposed during the last ten years so as to reach this Ministry within four weeks from the date of publication of this circular in the employment News/Rozgar Samachar.

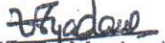
5. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

Contd..2/-



6. The applications received without up to date confidential reports/Vigilance Clearance/Integrity Certificate or otherwise found incomplete will not be entertained.

Yours faithfully

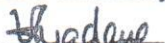

(V.S. Yadav)

Deputy Secretary
Ph. 23385192

Copy to:-

1. All Ministries/Departments of Government of India with the request for further circulation of vacancy among all the Attached/Subordinate Offices/Statutory Commissions/Autonomous bodies/Nationalised banks under their control.
2. Governor, Reserve Bank of India, Parliament Street, with request to circulate the vacancy.
3. The Director General (Resettlement Division), Ministry of Defence, West Block-IV, Wing-1, R.K. Puram New Delhi for wide publicity among eligible officers.
4. General Manager, Rashtriya Mahila Kosh for information.
5. Attached/Subordinate Offices/Autonomous organisations under Ministry of Women & Child Development.
6. NIC for placing the vacancy circular on the website of this Ministry.

Yours faithfully


(V.S. Yadav)

Deputy Secretary
Ph. 23385192

**GOVERNMENT OF INDIA
MINISTRY OF WOMEN AND CHILD DEVELOPMENT**

NAME OF THE ORGANISATION : Rashtriya Mahila Kosh, Ministry of Women & Child Development

NAME OF THE VACANT POST : Executive Director, Rashtriya Mahila Kosh (Selection post on Deputation basis including short-term contract)

SCALE OF THE POST : Revised Pay band + Grade pay (Rs 37400- 67000+10000/-) PB-4

Last date of receipt of Application. : **Four weeks** from the date of publication of the advertisement in Employment News.

PROFILE OF RASHTRIYA MAHILA KOSH (RMK):- Rashtriya Mahila Kosh (RMK) is an autonomous organisation under the Ministry of Women & Child Development. The objective of RMK is to provide micro-credit to poor women for various livelihood support and income generating activities.

2. **JOB DESCRIPTION AND RESPONSIBILITIES OF EXECUTIVE DIRECTOR, RASHTRIYA MAHILA KOSH:** The Executive Director is the Chief Executive Officer of the Kosh. He shall be responsible for the proper administration of the affairs of the Kosh as well as of the conduct of the other Officers and staff, under the overall supervision, direction and control of the Governing Board of RMK. He will be assisted by officers and staff as may be determined by the Governing Board. In all the matters under his charge, he has such powers and duties as assigned to him by the Governing Board. He may further sub-delegate the powers and duties with the approval of the Governing Board. He also functions as the Member Secretary of the General Body and of the Governing Board of RMK.

3. **ELIGIBILITY (AGE):** Not more than 56 years on the closing date of application. The age of superannuation is 60 years.

4. **QUALIFICATION AND EXPERIENCE:** (i) The incumbent should be holding analogous post on regular basis in the Central Government Ministries/Departments/State Govts./Union Territories or in Autonomous Bodies/Nationalized banks under the Central/State Govts./UTs.

(ii) Possessing the following educational qualifications and experience:-

Essential

Graduate degree from a recognized University and five years experience in administrative and financial matters at the level of Joint Secretary or equivalent post.

Desirable

Field experience including five years' field experience in social sector, especially women & children, disadvantaged and vulnerable groups etc., Banking or micro finance.

Note:

1. Period of Deputation/Contact including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/ department in Central Government/ State government shall ordinarily not exceed five years.
2. The maximum age limit for deputation (including short term contract) shall be 56 years as on closing date of receipt of application prescribed.

{The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (other than those in Andaman & Nicobar Islands and Lakshadweep)}

5. **DURATION OF APPOINTMENT:** The appointment on deputation shall normally be for a minimum period of five years or upto the date of superannuation, whichever is earlier. No application shall be entertained under any circumstances after the stipulated date. Eligible persons may submit their applications in prescribed Proforma given at Annexure-II through proper channel accompanied by the vigilance clearance and photocopies of the ACRs for the last five years duly attested by the officers not below the rank of Under Secretary to the Government of India or equivalent addressed to Ms Sarada Ali Khan, Joint Secretary, Ministry of Women and Child Development, Room No.305, 'A' wing, Shastri Bhavan, New Delhi-1.

**GOVERNMENT OF INDIA
MINISTRY OF WOMEN AND CHILD DEVELOPMENT**

APPLICATION FOR THE POST OF EXECUTIVE DIRECTOR, RASHTRIYA MAHILA
KOSH, 1 ABUL FAZAL ROAD, NEW DELHI

BIO-DATA

1.	Name of candidate	
2.	Date of Birth	
3.	Educational Qualifications	
4.	Present Post held	
5.	Job description of present post held	
6.	Scale of pay: Basic Pay Grade Pay Present Emoluments,	
7.	Whether temporary/permanent	
8.	Past Experience in the last ten years (Job description, Post held and pay drawn with special reference to eligibility criteria for the post of ED, RMK).	

Signature of applicant

Telephone No.

Place:

Date: