

No. 19021/1/2016-SCD-VI
Government of India
Ministry of Social Justice and Empowerment
(Department of Social Justice and Empowerment)

Shastri Bhawan, New Delhi
Dated 20 October, 2016

CIRCULAR

under the aegis of the Ministry of Welfare (now Ministry of Social Justice and Empowerment) invites application for filling up of the post of Director in the Babu Jagjivan Ram National Foundation, Ministry of Social Justice and Empowerment, New Delhi, on deputation basis from suitable candidates who fulfill the eligibility conditions as shown below:-

Sl. No.	Name of Post	No. of Posts	Pay Scale (Rs.)	Eligibility Conditions
1	Director	01	Rs.37400-67000/- (PB-4) with G.P. of Rs. 8700/- (Pre-revised)	Officers under the Central Government or State Government or Union Territories or Universities or Recognized Research Institutions or Public Sector Undertaking or Semi Government or Statutory or Autonomous Organisation and holding:- (i) An analogous post on regular basis (or) (ii) A post in the scale of pay of Rs. 15600-39100/- (PB-3) with Grade Pay of Rs.6600/- from any organised service having ten years of regular Service in the Grade. (or) (iii) A post in the scale of pay of Rs. 15600-39100/- (PB-3) with Grade Pay of Rs.7600/- from any organised service having five years of regular Service in the Grade. (or) (iv) The officers eligible to be appointed as Deputy Secretary or equivalent level in the Government of India may also apply. In this case the post will be operated in pay scale of Deputy Secretary. <u>Desirable</u> Persons having good academic record and having experience of personnel, administrative and accounts matters.

The pay of the officer selected will be regulated in accordance with DOP&T, OM No.6/8/2009-Estt. (Pay-II) dated 17.6.2010, as amended from time to time.

The maximum age limit for appointment on deputation shall be 56 years as on the date of publication of the notice in Employment News. The deputation period would be initially for three years and extendable further as per rules.

4. The application in the enclosed proforma (can be down loaded from Ministry website socialjustice.nic.in) from eligible officers who can be spared in the event of the selection may be forwarded through proper channel to the undersigned within 45 days of publication of this circular in the Employment News along with (a) up-to-date ACR Dossiers of the candidate concerned or attested photocopies of the annual confidential reports for the last five years; (b) Vigilance Clearance Report clearly indicating that no disciplinary or criminal proceedings are either pending or contemplated against the officer concerned; (c) Statement showing the minor/major penalties imposed, if any, and (d) Integrity Certificate.

N.S. Venkateshwaran
20/10/2016
(N.S. Venkateshwaran)

Under Secretary to the Government of India

To,

1. All Ministries/Department of Government of India.
2. All Chief Secretaries States/UTs.
3. All Central/State Universities or Institutions.
4. Smt. Shobhana Joshi, CGDA, Office of the CGDA, Ulan Batar Road, Palam, Delhi Cantt - 110010.
5. Shri M.J. Joseph, ICAS, Controller General of Accounts, Office of Controller General of Accounts, Ministry of Finance, Lok Nayak Bhawan, Khan Market, New Delhi - 110 511.
6. ~~Shri Mahesh Prasad Singh, Director General of Audit(Central Expenditure), Office of the~~
Director General of Audit(Central Expenditure), Room No.206, 2nd Floor, AGCR Building, I.P. Estate, New Delhi-110002.
7. Shri Shashi Kant Sharma, Comptroller and Auditor General of India, Office of the Comptroller and Auditor General of India, Pocket-9, Deen Dayal Upadhyaya Marg, New Delhi-110124.
8. Director(CS), DoPT, Lok Nayak Bhawan, Khan Market, New Delhi- with the kind request to upload this circular on DoPT's website for wider circulation.
9. Employment News, Ministry of Information and Broadcasting, East Block IV, Level-5, R.K. Puram, New Delhi to publish the circular in Employment News at an early date.
10. Babu Jagjivan Ram National Foundation, 6, Krishna Menon Marg, New Delhi-110011.
11. JS(SD) & MS(BJRNf), D/o SJ&E.
12. Dy. Director (Media, D/o SJ&E with request to follow up with DAUP for publication in E.N.

BIO-DATA/ CURRICULUM VITAE PROFORMA

1.Name and Address (In Block Letters)		
2.Date of Birth (in Christian era)		
3.i) Date of entry into service		
ii) Date of retirement under Central State Government Rules		
iii) 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 as mentioned in the advertisement/ vacancy circular	Qualifications/ experience possessed by the officer	
Essential	Essential	
A) Qualification	A) Qualification	
B) Experience	B) Experience	
Desirable	Desirable	
A) Qualification	A) Qualification	
B) Experience	B) Experience	
<p>5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of Issue of Circular and issue of Advertisement in the Employment News.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.</p>		
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.		
<p>6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.</p>		

on a separate sheet duly authenticated by your

	regular basis		To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

***Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;**

Office/Institution	Pay , Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To

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 the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
<p>9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organisation</p>			

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
11. Additional details about present employment: Please state whether working under <div style="border: 1px solid black; height: 20px; width: 100%; margin: 5px 0;"></div> <div style="border: 1px solid black; height: 20px; width: 100%; margin: 5px 0;"></div> <div style="border: 1px solid black; height: 20px; width: 100%; margin: 5px 0;"></div> <div style="border: 1px solid black; height: 20px; width: 100%; margin: 5px 0;"></div> <div style="border: 1px solid black; height: 20px; width: 100%; margin: 5px 0;"></div> <div style="border: 1px solid black; height: 20px; width: 100%; margin: 5px 0;"></div> <div style="border: 1px solid black; height: 20px; width: 100%; margin: 5px 0;"></div>		
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
13. 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		
14. Total emoluments per month now drawn		
Basis Pay in the PB	Grade Pay	Total Emoluments
15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief /other Allowances etc., (with break-up details)	Total Emoluments
16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii)		

16. Achievements:

The candidates are requested to indicate information with regard to;

- (i) Research publications and reports and special projects
 - (ii) Awards/Scholarships/Official Appreciation
 - (iii) Affiliation with the professional bodies/institutions/societies and;
 - (iv) Patents registered in own name or achieved for the organization
 - (v) Any research/ innovative measures involving official recognition of any other information.
- (Note: Enclose a separate sheet if the space is insufficient)

17. Please state whether you are applying for deputation (STC/Absorption/Re-employment Basis) (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)

(The option of 'STC' / 'Absorption' / 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").

18. Whether belongs to SC/ST

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address _____

Date _____

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Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

i) ~~There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. _____~~

~~ii) _____~~
iii) ~~His/ Her Career Dossier in original is enclosed/ photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed..~~

iv) No major/ minor penalty has been imposed on him/ her during the last 10 years Or A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with Seal)

Annexure-II

Annexure-II
Instructions for the Borrowing Department/ Office to be published in DOP&T

1. **Vigilance Clearance will not normally be granted for a period of 3 years after the currency of punishment, if a minor penalty has been imposed on an officer. In case of imposition of a major penalty, Vigilance Clearance will not normally be granted for a period of 5 years after the currency of punishment in terms of DOP&T O.M. No.11012/11/2007-Estt.(A) dated 14.12.2007.**
2. **While forwarding applications in respect of officers who are about to complete their 'cooling-off' period shortly the instructions of DOP&T as contained in O.M. No.2/1/2012-Estt.(Pay.II) dated 04.01.2013 may be strictly adhered to.**
3. **A copy of the Application format may be provided by the Borrowing Department in their website in a downloadable form as Word Document along with the advertisement.**
4. **In the case of a vacancy already existing at the time of issue of communication inviting nominations/ publication in the Employment News, the eligibility may be determined with reference to the last date prescribed for receipt of nominations in the concerned administrative Ministry/Department. In the case of an anticipated vacancy, the crucial date for determining eligibility should be the date on which the vacancy is expected to arise.**
5. **It shall be prominently mentioned in the vacancy circular/ advertisement that the applications/CV not accompanied by supporting certificates/ documents in support of Qualification and Experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection.**
6. **Crucial date for determining the eligibility of the applicants will be counted after excluding the first date of publication of the vacancy/ post in the Employment News. i.e., For the vacancy published in the Employment News of 18-24 Jan. 2014, the crucial date will be counted from the 19th Jan. 2014 (excluding the first date of publication).**
7. **To facilitate determination of eligibility of the applicants working in Public Sector Undertakings/ Autonomous organizations not following the Central Government Scales, their equivalent scales of pay/posts may be confirmed by the borrowing Department. Where necessary, details in this regard may also be ascertained from the lending Department.**