

E-359270  
File No.N-11013/14/2017-NRLPS  
National Rural Livelihoods Promotion Society



7<sup>th</sup> Floor, NDCC-II Building,  
New Delhi-110001  
Dated: 26 July 19

Office Memorandum

Subject: Filling of the post of Director (Administration & FINANCE), Deputy Director (Administration) and Accounts Officer on deputation basis in the National Rural Livelihoods Promotion Society, an autonomous body under the Ministry of Rural Development.

National Rural Livelihoods Promotion Society, an autonomous body under the Ministry of Rural Development, registered under the Societies Registration Act XXI of 1860, invite applications for the post of Director (Administration & Finance), Deputy Director (Administration) and Accounts Officer on deputation (on foreign service) basis

2. The pay scale, duration of deputation, and eligibility criteria for the posts are as per Annexure I enclosed.

3. It is requested that the applications of eligible and willing persons, who can be spared immediately, may be forwarded in the prescribed proforma to the Addl Secretary RD & CEO, NRLPS, Ministry of Rural Development, Department of Rural Development, 7<sup>th</sup> Floor, NDCC-II Building, New Delhi-110001 within one month from the date of publication of this circular in the Employment News along with the following documents:-

(a) Vigilance Clearance in respect of the official, (b) Integrity Certificate and statement showing major or minor penalties, if any, imposed on the officer and (c) Clear photocopies of ACRs / APAR for last 5 years duly attested by a Gazetted Officer.

4. Application received after the closing date of receipt of application or without the ACRs/APAR or otherwise found incomplete is liable to be rejected.

5. The persons who apply for the above posts will not be allowed to withdraw their applications subsequently.

6. While forwarding the application, the Ministry/Department to certify that the particulars furnished by the official are correct. It may also be confirmed that in the event of selection for appointment, the official concerned will be relieved of his duties to join NRLPS on deputation.

Encl: - As above

(Anita Baghel)  
Director (RL) & Director (Admn & Finance), NRLPS

To

1. All Ministries/Departments of the Government of India (as per standard list), State Governments, Central Autonomous bodies with the request that wide publicity may be given to the vacancy circular in their Ministries/Departments.
2. All Officers/Sections in the Department of Rural Development/ Department of Land Resources/ Ministry of Drinking Water and Sanitation.
3. NIC, Department of Rural Development with the request to place this vacancy circular on the website of this Ministry.
4. Notice Board / Aajeevika website

Copy to:-

The Editor, Employment News, East Block, Level-III, R. K. Puram, New Delhi with the request that the above vacancy circular (on the lines of Proforma enclosed) may be kindly be published in the next issue of Employment News and bill for publishing the vacancy circular be forwarded to the Chief Executive Officer, National Rural Livelihoods Promotion Society, 7<sup>th</sup> Floor, NDCC-II Building, New Delhi 110001 for arranging payment.

  
(Anita Baghel)  
Director (RL) & Director (Admn & Finance), NRLPS



Annexure I

Director (Administration & Finance) -One Post

1.	Pay scale.	Level 13 in Pay Matrix
2.	Period of deputation	5 years The period of deputation (including short term contract) including the period of deputation in another ex-cadre post immediately preceding this appointment in the same or other organization/department of the Central Government shall ordinarily not exceed 5 years.
3.	Maximum Age limit	Shall not be exceeding 56 years as on the closing date for receipt of applications.
4.	Eligibility	Officers under the Central Government, or State Government or Central autonomous bodies (i) Holding analogous posts or (ii) With 5 years' service in the level rendered after appointment thereto on regular basis in level 12
5.	Educational qualifications	Degree from a recognized institution
6.	Experience	10 years' experience in Administration/Finance.
7.	Desirable experience	2 years' experience in social sector

Deputy Director (Administration) -One post

1.	Pay scale.	Level 11 in Pay Matrix
2.	Period of deputation	4 years The period of deputation (including short term contract) including the period of deputation in another ex-cadre post immediately preceding this appointment in the same or other organization/department of the Central Government shall ordinarily not exceed 4 years.
3.	Maximum Age limit	Shall not be exceeding 56 years as on the closing date for receipt of applications.
4.	Eligibility	Officers under the Central Government, or State Government or Central autonomous bodies (i) Holding analogous posts or (ii) With 5 years' service in the level rendered after appointment thereto on regular basis in level 9/10 in Pay matrix or (iii) with 6 years in the level rendered after appoint thereto on regular basis in level 8 in the parent cadre or department
5.	Educational qualifications	Degree from a recognized institution
6.	Experience	5 years' experience in Administration/Finance.
7.	Desirable experience	2 years' experience in social sector

Accounts Officer. – One Post

1.	Pay scale.	Level 07 in Pay Matrix
2.	Period of deputation	3 years The period of deputation(including short term contract) including the period of deputation in another ex cadre post immediately preceding this appointment in the same or other organization/department of the Central Government shall ordinarily not exceed 3 years.
3.	Maximum Age limit	Shall not be exceeding 56 years as on the closing date for receipt of applications.
4.	Eligibility	Officers under the Central Government, or State Government or Union Territories or recognized Research institutions or Universities or Public Sector Undertakings or statutory or Autonomous organizations. (i) Holding analogous posts on regular basis in his parent cadre or department or (ii)With 5years service in the level rendered after appointment thereto on regular basis in level 6 in the pay matrix
5.	Essential qualifications	A pass in the SAS or equivalent examination conducted by any of the organized Accounts Departments of the Central Government or Successful completion of training in the Cash & Accounts work in the ISTM or equivalent training course and a minimum of 3 years experience in Cash, Accounts and Budget work

## Annexure II

PROFORMA FOR FURNISHING BIO-DATA FOR THE POST OF DIRECTOR  
(ADMINISTRATION & FINANCE), DEPUTY DIRECTOR (ADMINISTRATION)  
AND ACCOUNTS OFFICER

1. Name of the applicant: \_\_\_\_\_  
 2. Name, address and contact number  
of office where working at present \_\_\_\_\_

3. Contacts:  
 (a) Mobile \_\_\_\_\_  
 (b) E-mail address \_\_\_\_\_  
 (c) Landline \_\_\_\_\_

4. Address for correspondence  
(with pin code) \_\_\_\_\_

5. Date of Birth \_\_\_\_\_

6. Date of entry into Govt. service and  
service to which the officer belongs \_\_\_\_\_

7. Present post held with Pay scale (Level in Pay Matrix) \_\_\_\_\_

- (a) Date of appointment in the  
present post (mention ad-hoc  
& regular periods separately) \_\_\_\_\_

- (b) Basic Pay (as per pay matrix  
of Seventh Pay Commission) \_\_\_\_\_

8. Details of earlier deputation, if any \_\_\_\_\_

- (a) Whether presently holding  
Deputation post or \_\_\_\_\_

- (b) If 'Yes' please mention, basic Pay  
(as per pay matrix of Seventh Pay Commission) \_\_\_\_\_

9. Educational qualifications (including professional qualification):-

Sl.No.	Degree/Diploma	Year	Subjects taken	University	Division



10. Brief Service particulars/Experience

(a) Details of experience in Administration and Finance (applicable in respect of Director and Deputy Director)

(b) Details of experience in Cash, Accounts and Budget work (applicable in case of Accounts Officer)

11. Details of experience of working in social Sector.

11. Whether SC/ST/OBC/GEN \_\_\_\_\_

(Signature of the Applicant)

Certificate to be furnished by the Head of Office

1. Service particulars given above have been verified from the service record of the applicant and found correct.
2. Certified that no vigilance enquiry/disciplinary case is pending or contemplated against the applicant.
3. He/She will be relieved of his/her duties in this office to take up assignment in the National Rural Livelihoods Promotion Society on his selection for appointment to the post..

Place:

Date:

Signature & Designation  
Office Seal