

No. 49/43/2011-6SII
GOVERNMENT OF HARYANA
CHIEF SECRETARY'S OFFICE
PERSONNEL DEPARTMENT

Dated, Chandigarh, the 12th May, 2011.

To

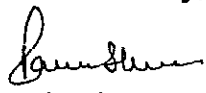
As per list enclosed.

Subject: Filling up the post of Joint Secretary in Indian Red Cross Society,
National Headquarters.

Madam /Sir,

I am directed to refer to the subject cited above and to enclose a copy of letter No.35014/1/11-P&A/2207, dated 30th April, 2011 received from Indian Red Cross Society, New Delhi on the subject noted above 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 to the Personnel Department (Services Branch-II) at the earliest.

Yours faithfully,


(PAWAN SHARMA)
Superintendent Services-II.

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LIST

Sr.No.	Name of the Officer S/Shri/Smt.	Batch	Present Posting
1.	Rajeev Ranjan, IAS	1998	Joint Secretary to Govt. Haryana, Finance Department, Member Secretary, 4 th State Finance Commission, Haryana and Director, Institutional Finance & Credit Control, Haryana.
2.	Nitin Kumar Yadav, IAS	2000	Administrator, HUDA, Gurgaon
3.	Pankaj Agarwal, IAS	2000	Deputy Commissioner, Sonapat.
4.	Pradeep Kasni, IAS	2000	Joint Secretary, Home-II Department, Joint Commissioner, Gurdwara Elections, Haryana and Joint Secretary, Animal Husbandry.
5.	Vikas Gupta, IAS	2001	Deputy Commissioner, Rohtak and Commissioner, M.C., Rohak
6.	Pankaj Yadav, IAS	2001	Director-cum- Joint Secretary, Primary Education, Haryana
7.	Vijay Singh Dahiya, IAS	2001	Deputy Commissioner, Fatehabad
8.	Amneet P. Kumar, IAS	2001	Deputy Commissioner, Kaithal
9.	Praveen Kumar, IAS	2001	Joint Secretary, Land Use Board, Deputy Commissioner, Faridabad
10.	M.L. Kaushik, IAS	2001	Joint Secretary to Govt. Haryana, General Administration Department.

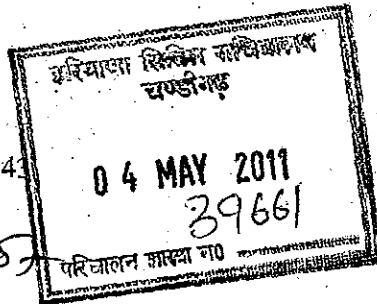
THROUGH HUMANITY TO PEACE

Indian Red Cross Society

(CONSTITUTED UNDER ACT XV OF 1920)

Telegrams : "INDCROSS"
Telefax : 91-11-23717454
Phones : (PBX Lines) 23716441, 42, 43
Website : www.indianredcross.org

Headquarters :
1, RED CROSS ROAD
NEW DELHI - 110 001



29th April 2011
30



35014/1/11-P & A / 228

All State/UT Govt./PSUs/Ministries/Department of the Govt. of India
(Including Ministry of Railways and Ministry of Defence)

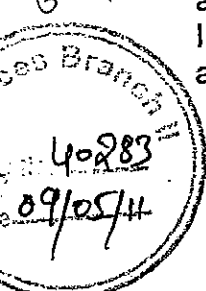
Subject :- Filling up the post of Joint Secretary in Indian Red Cross Society, National Headquarters.

Sir,

The Indian Red Cross Society (IRCS) at its National Headquarters invites applications for the post of Joint Secretary. The post will be filled up by deputation of officers from the Central Government/State Govt/UTs/ PSUs. The details of post i.e. scale of pay, grade pay and allowances admissible, duties and responsibilities, field of selection, place of posting, qualifications and experience required for the post is at Annexure I. The officers selected for appointment on deputation may either retain their grade pay in the scale applicable to them plus deputation allowance and other allowances as admissible in the parent cadre, or draw their pay in the appropriate grade indicated against the post. The period and terms of deputation will be governed by standard terms of deputation as prescribed by the Government of India from time to time.

2. Applications in the prescribed proforma (Annexure II) of interested officers, who are working on regular basis and have completed their period of probation should be forwarded to the Secretary General, Indian Red Cross Society, National Headquarters, 1-Red Cross Road within thirty days from the date of issue of this letter for consideration for appointment on deputation against the post mentioned in Annexure I. All applications should reach the IRCS National Headquarters through proper channel. Advance copies of the applications will not be entertained.

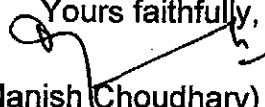
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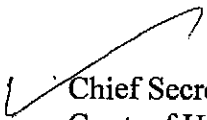


3. While forwarding the applications, the following documents may also please be sent to the National Headquarters along with the application.

- i. A certificate to the effect that the concerned forwarding/parent Department/ Ministry has "NO OBJECTION" to the appointment of the applicant to the post applied for in the Indian Red Cross Society, National Headquarters.
- ii. Complete ACRs dossier/ attested copies of the ACRs of the applicant.
- iii. A certificate about the integrity of the officer recommended for appointment on deputation.
- iv. Vigilance clearance in respect of the applicant duly signed by the officer of the appropriate status.
- v. A statement indicating the Vigilance Cases, if any, pending or contemplated against the applicant during the last ten years/service period whichever is less.

The candidates who apply for the post mentioned in Annexure I will not be allowed to withdraw their candidature subsequently.

Yours faithfully,

(Manish Choudhary)
Director (P&A)


Chief Secretary
Govt. of Haryana
State Govt. Secretariat
Chandigarh

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Annexure "I"

Name and scale of the Post

Joint Secretary

37400-67000 + 10000 (Grade Pay)

Allowances like DA, HRA, etc will be admissible as per rules and orders of the Central Government.

Duties and responsibilities

- The position is a senior one requiring a high degree of commitment towards the work of the Society.
- The incumbent shall report directly to the Secretary General and shall be responsible for management of programmes in IRCS as well as looking after general administration.
- Any other duties assigned by Secretary General.

Field of Selection, qualifications & experience

Officers from the Central/State/U.T. Government/ PSUs.

a)i. Holding analogous post on regular basis in the parent cadre/ department; or

ii. With 2 years service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.37400-67000 + Grade Pay of Rs.8900 or equivalent in the parent cadre/department or

iii. 5 years experience in the pay scale of Rs.37400-67000 + Grade Pay of Rs.8700 or equivalent in the parent cadre/department or

iv. 8 years experience in the pay scale of R.15600-39100 + Grade Pay of Rs.7600 or equivalent in the parent cadre/department.

b) Possessing the following educational qualification & experience :

i. Medical degree from recognized university /institute or equivalent. Post graduate medical degree holders would be preferred.

i. 10 years experience in implementation of health programmes, experience of working in Red Cross, relief work, disaster management or related fields and experience of working with an international Organization would be preferable.

Age :

The maximum age limit for applicant will be 55 years as on the closing date of receipt of applications.

Note : Exceptionally deserving candidates will be considered for relaxation in experience in related areas.

Period of deputation including period of deputation in another ex-cadre post held immediately preceding the appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed five years.

BIO - DATA PROFORMA

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)

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

7. Details of Employment, in chronological order. Enclose a separate
Sheet, duly authenticated by you signature, if the space below is
Insufficient.

Office/Institution/ Organization	Post held	from	To	Scale of Pay & last basic pay	Nature of Duties
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8. Nature of present employment
i.e. whether ad-hoc or temporary

9. In case of present employment
is held on deputation/contract
basis, please state –

- a) The date of initial appointment
- b) Period of appointment of deputation/contract
- c) Name of parent office/organization to which you belong

10. Additional details about present employment:

Please state whether working under –

Central Government /

State Government

Autonomous Organizations

Government Undertakings

11. Are you in Revised Scale of Pay?

If yes, give the details of pay, Grade pay
etc and the date from which the revision
took place and also indicate the
pre-revised scale

12. Total emoluments per month now drawn

13. Additional information, if any which you
would like to mention in support of your
suitability for the post. Enclose a
separate sheet, if the space is
insufficient

14. Whether belongs to SC/ST

15. Remarks

Date.....

Signature of the candidate

Countersigned.....
(Employer)

Address
.....
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