

No. 19-4/2019-AE-1

Government of India

Ministry of Human Resource Development

Department of School Education & Literacy

(AE-1 Section)

Shastri Bhawan, New Delhi

Sub : Filling up of vacant post of Deputy Director in Level-11, in the Directorate of Adult Education, Ministry of Human Resource Development, New Delhi-regarding.

The post of **Deputy Director** in the Directorate of Adult Education, Ministry of Human Resource Development, Jamnagar House, New Delhi is to be filled up on deputation basis from among officers of the Central or State Governments or Union Territories or universities or recognized research institutions or Public Sector Undertakings or semi Government or autonomous or statutory organization. The vacancy position and mode of recruitment of the posts are as follows:

Name of the post and Group of posts	Level of Pay	No. of posts vacant	Mode of recruitment
Deputy Director (Group A)	Level-11 (Non-Ministerial)	1	Deputation in the instant case

2. Post-wise eligibility criteria for appointment on deputation basis is to be seen at **Annexure-A**.

3. The application in the prescribed pro-forma (**Annexure-B**), complete in all respects may be sent to the undersigned, through proper channel, **latest within 60 days from the date of publication in the Employment News**.

(Shah Faiz Ahmed)
Under Secretary to the Government of India
Tel. No. 011-23385745
ANNEXURE-A

Government of India
Ministry of Human Resource Development
(Department of School Education & Literacy)
Directorate of Adult Education

The following post in the **Directorate of Adult Education (DAE)**, New Delhi, a Subordinate Office of the Department of School Education and Literacy, Ministry of Human Resource Development is proposed to be filled by transfer on deputation (including short term contract).

S. No.	Name of the Post	Pay Scale	Period of Deputation	Age	Eligibility/Educational Qualifications
1.	Deputy Director	Pay Band-3, Rs. 15600-39100/- with Grade Pay of Rs. 6600/- Revised Pay Level-11	Period of deputation (including short-term contract) including period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed four years.	Shall not be exceeding fifty-six (56) years as on the closing date of the application or receipt of appointment thereto on a regular basis in the pay band-3, Rs. 15600-39100/- with grade pay of Rs. 5400/- or equivalent in the parent cadre or department: and	Deputation (including short-term contract) Officers under the Central Government or State Governments or Universities or recognized research institutions or autonomous bodies or statutory organizations or public sector undertakings - (a) (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with five years' service in the grade rendered after appointment thereto on a regular basis in the pay band-3, Rs. 15600-39100/- with grade pay of Rs. 5400/- or equivalent in the parent cadre or department: and (b) possessing educational qualifications and experience as under- Essential (i) Master's Degree from a recognized University or Institute. (ii) Degree or Diploma in Education or Adult Education or Sociology or Psychology or Statistics from a recognized University or institute. (iii) Five years' experience in conducting research or evaluation of adult education or production of literacy materials or books in a Government department or University or commercial organization or training of personnel in adult education including functional literacy programme. Desirable : Doctorate Degree in Education or Adult Education from a recognized University or Institute.

Note: The terms of appointment on deputation shall be governed by the instructions issued by DoPT vide OM NO. 6/8/2009-Estt(Pay-II) dated 17.6.2010 or as amended from time to time by the Department of Personnel and Training.

The applications in the prescribed proforma (in duplicate) should indicate name of the post applied for along with the complete and up-to-date last five years Annual Confidential Reports (ACRs) duly attested by an Officer not below the rank of Under Secretary to the Government of India **within 60 days of the date of publication of this advertisement to : UNDER SECRETARY (AE), ROOM NO. 403, C Wing, Shastri Bhawan, New Delhi-110001.**

(SHAH FAIZ AHMED)
Under Secretary to the Government of India
011-2338-5745
ANNEXURE-B

CURRICULUM VITAE PROFORMA

- Name and address (in Block letters) :
- Date of Birth (in Christian era) :
- Date of retirement under Central/State Government rules :
- Educational Qualifications :
- 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)
Desired	(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: Enclosed 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

- The date of initial appointment
 - Period of appointment on deputation/contract
 - Name of the parent office/organisation 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).
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 :

- Additional academic qualification
- Professional training **and**
- Work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note Enclose a separate sheet, if the space is insufficient).
- Please state whether you are applying for deputation/absorption. (Officers under Central/State Governments are only eligible for "Absorption").
- Whether belongs to SC/ST
- 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)

Certificate to be furnished by the Employer/Head of the Office/forwarding Authority

Certified that the particulars furnished by Shri/Smt/Km/ are correct and he/she possesses the required educational qualifications and experience mentioned in the vacancy circular.

Also certified that :

- There is no vigilance case pending/contemplated against him/her.
 - His/her complete ACR dossier/ACRs for the last 5 years duly attested (on each page) by an officer of the rank of an Under Secretary or above to the Govt. of India are enclosed.
 - His/her integrity is beyond doubt.
 - No Major/Minor penalties have been imposed on him/her during the last 10 years is enclosed.
- (Strike out which is not applicable).

Date : Signature :
Place : Name & Designation with SEAL
EN 51/30