

## **VACANCY CIRCULAR**

No.6(12)/2022-Pers.  
Government of India  
Ministry of Electronics and Information Technology  
National Informatics Centre  
A-Block, CGO Complex, Lodhi Road, New Delhi-110003

Dated: 19<sup>th</sup> October, 2022

### **CIRCULAR**

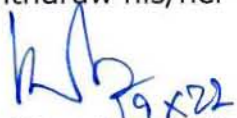
**Subject: Filling up the post of Joint Director in Ministerial Cadre in National Informatics Centre on deputation basis – reg.**

It is proposed to fill up the 1 (one) post of Joint Director in ministerial cadre in National Informatics Centre in Level-12 of the Pay Matrix (Rs.78800-209200) on deputation basis initially for a period of one year, further extendable for two years. The eligibility conditions, experience etc. for the posts are given at the Annexure-I.

2. The period of deputation including period of deputation held against another ex-cadre post immediately preceding this appointment in the same or some other organization shall not ordinarily exceed five years. The maximum age limit for appointment on deputation (including short term contract) shall not be exceeding 56 years as on closing date of receipt of applications. The terms and conditions of deputation and pay & allowances will be governed in accordance with the Department of Personnel & Training's O.M. No.6/8/2009-Estt. (Pay-II) dated 17.06.2010, as amended from time to time.

3. It is requested that the particulars in the prescribed proforma (Annexure-II) of eligible and willing persons who can be spared immediately may be sent to this organization along with their up-to-date Confidential Reports/APAR Dossier for the last five years and Vigilance Clearance/Disciplinary Clearance to the undersigned at the above-mentioned address not later than last/closing date of receipt i.e., 30<sup>th</sup> November, 2022. **Annexure-I & II can be downloaded from the official website <https://recruitment.nic.in>.**

4. Applications received after the due date and without CR/APAR dossiers and Vigilance Clearance/ Disciplinary Clearance will not be entertained under any circumstances. The official once selected shall not be allowed to withdraw his/her candidature at a later date.

  
(Manoharan, R)  
Joint Director (Pers.)

To:

1. Deputy Director (GCS) with request to publish the above advertisement in the Employment News (i.e., Hindi and English) through DAVP.
2. All Ministries/Department of Government of India.
3. Notice Board .... through website <https://recruitment.nic.in> / DigitalNIC.

**ANNEXURE-I**

1.	Post	Joint Director
2.	Number of Posts	01 (One)
3.	Pay Level	Level-12 of the Pay Matrix (Rs.78800-209200)
4.	Eligibility	<p>i. Officers holding analogous posts working in Central /State Government / Public Sector Undertakings/ Autonomous Bodies;</p> <p>ii. Officers holding the Pay Matrix Level-11 (Rs. 67700-208700) with five years regular service in the grade and should possess three years experience in Establishment / Personnel matters / Purchase / Finance etc.</p> <p>Note 1: The departmental officers who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or in some other organization or department of the Central Government shall ordinarily not exceed five years.</p> <p>Note 3: The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding 56 years as on the closing date of receipt of applications.</p>

**PROFORMA FOR APPLICATION**

**CURRICULUM VITAE**

1.	Application for the post																									
2.	Name & Address of the Applicant (IN BLOCK LETTERS)																									
3.	Date of Birth (In Christian Era)																									
4.	Date of Retirement under Central/State Government Rules																									
5.	Educational Qualifications																									
6.	Whether Educational and other qualifications required for the post are satisfied (If any qualification has been treated as equivalent to the prescribed in the Rules, state the authority for the same)																									
	Essential  (1) (2) (3)  Desired  (1) (2)	Qualification/experience required possessed by the officer																								
7.	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post.																									
8.	Details of employment chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.																									
<table border="1"> <thead> <tr> <th>Office / Institution</th> <th>Post held</th> <th>From</th> <th>To</th> <th>Pay Level &amp; basic pay</th> <th>nature of duties (in detail)</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Office / Institution	Post held	From	To	Pay Level & basic pay	nature of duties (in detail)																		
Office / Institution	Post held	From	To	Pay Level & basic pay	nature of duties (in detail)																					
9.	Nature of present employment i.e., Ad-hoc or temporary or Quasi-permanent or Permanent.																									
10.	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/ organisation to which you belong.																									
11.	Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)	(a) Central Government (b) State Government (c) Autonomous organization / bodies (d) Government Undertaking / PSU (e) Universities (f) Others																								
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 pay structure of 7 <sup>th</sup> CPC ? If yes, give the date from which the revision took place and also indicate the pre-revised scale	
14.	Total monthly emoluments drawn in present	
15.	Additional information, if any, which you would like to mention in support of your suitability for the post (this among other regard to (i) additional academic qualifications (ii) Professional training and (iii) work experience over and above prescribed in the vacancy circular / advertisement) (Note: Enclose a separate sheet, if the space is insufficient)	
16.	Achievements in the career which may support your candidature.	
17.	Whether belongs to SC/ST/OBC	
18.	Remarks (the candidate may indicate information with regard to (i) Research publications and report and special project (ii) Awards/ Scholarship/ Officials Appreciation (iii) Affiliation with the professional bodies / institutions / Societies and (iv) any other information. (Note: Enclose a separate sheet if the space is insufficient)	
19.	Contact Numbers	(a) Office : (b) Residence: (c) Mobile:

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)

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

Certified that the particulars furnished by \_\_\_\_\_ are correct and he/she possesses requisite educational qualifications and experience mention in the circular.

Also certified that-

- i) There is no Vigilance and disciplinary case pending / contemplated against him/her.
- ii) His/Her complete ACRs/APARs for the last 5 years duly attested (one each page) by an officer of the rank of Under Secretary or equivalent to the Government of India are enclosed.
- iii) His/Her integrity is beyond doubt.
- iv) No major / minor penalties have been imposed on him/her during the last 10 years / list of major / minor penalties imposed on him/her during the 10 years are enclosed.

(Strike out which is not applicable.)

Signature \_\_\_\_\_  
Name & Designation (with official stamp)

Dated: \_\_\_\_\_

Place: \_\_\_\_\_