

Government of India
National Commission for Minority Educational Institutions

Gate No.4, 1st Floor, Jeevan Tara Building,
Parliament Street, New Delhi – 110001

Dated the 12th November, 2014

OFFICE MEMORANDUM

Subject: Filling up of various posts in the National Commission for Minority Educational Institutions – Regarding.

It is proposed to fill up various posts on deputation on Foreign Service basis for a period of three years or till further orders in the National Commission for Minority Educational Institutions, an autonomous body under Ministry of Human Resource Development, Government of India. The eligibility criteria is given in Annexure-I.

2. Interested and eligible officers/officials who are well conversant with the work relating to the post and can be spared in the event of their selection are requested to send their applications through their controlling officers in the attached proforma (Annexure-II) directly to the undersigned latest by 24th December, 2014.

3. Attested copies of ACRs/APARs for the last five years and a vigilance clearance certificate should be enclosed alongwith the application.

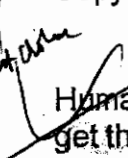
4. The posts of Section Officer, Assistant and Accountant are already exempted from the rule of immediate absorption from the Department of P &PW, DoPT. Further, this office is not covered under CGHS and general pool house accommodation of Government of India.


(Nayin Kumar)
Under Secretary

To

- 13.11.2014
M/Secy
13/11/14
2. All Ministries/Departments of the Government of India
Comptroller & Auditor General of India, Controller General of Defence Accounts,
Controller General of Accounts.
3. All Sections in Ministry of HRD.
4. Website of DoPT.

Copy for information to:


The Under Secretary, Minority Cell, Department of Higher Education, Ministry of Human Resource Development, Shastri Bhavan, New Delhi – 110001, with a request to get the OM placed on the website of Ministry of HRD.

ANNEXURE - I

Name of the post	Scale of Pay	No. of Posts	Eligibility Criteria
Senior PPS	Pay Band - 3 (Rs. 15,600-39,100) Grade Pay Rs.7,600/-	1	Officers of Central Government, holding analogous post on regular basis or With 5 years regular service in the post of PPS in the Pay Band - 3 of Rs.15,600 - 39,100 with Grade Pay of Rs. 6,600/- or equivalent.
Section Officer	Pay Band-2, (Rs.9300-34800) Grade Pay Rs. 4,600/-	1	Officers of the Central Govt. (i) Holding analogous post on regular basis in the parent cadre/deptt.: or (ii) With 5 years regular service in the pay band-2 with Grade pay of Rs.4200
Private Secretary	Pay Band -2 (9,300-34,800) Grade Pay Rs.4,600/-	2	Officers of Central Government holding analogous post on regular basis or With 5 years regular service in the post of Personal Assistant in the Pay Band - 2 of Rs.9,300 - 34,800 with Grade Pay of Rs. 4,200/- or equivalent.
Personal Assistant	Pay Band -2 (9,300-34,800) Grade Pay Rs.4,200/-	3	Officers of Central Government holding analogous post on regular basis or With 10 years regular service in posts in the scale of Stenographer Grade 'D' in Pay Band - 1 of Rs.5,200-20,200 with Grade Pay of Rs.2,400 or equivalent.
Assistant	Pay Band-2, (Rs.9300-34800) Grade Pay Rs. 4,200/-	1	Officials under the Central Govt. (i) Holding analogous post on regular basis in the parent cadre/deptt.: or (ii) With 10 years regular service in the pay band-1 with Grade pay of Rs.2400
Accountant	Pay Band-2 (9300-34800) Grade Pay Rs. 4,200/-	1	Officer serving in any of the organized Accounts Department of the Central Government, holding an analogous post on regular basis OR Officer serving in any of the organized Accounts Department of the Central Government, with 5 years regular service in a post in PB-2, GP-2400/- or equivalent post, and has undergone training in Cash and Accounts work in the Institute of Secretariat Training & Management (ISTM); OR Officer serving in any of the organized Accounts Department of the Central Government, and is Pass in the SAS Part 1 or equivalent examination conducted by any of the organized Accounts Departments of the Central Government, and has put in minimum 3 years of regular service in a post in the pay scale of Rs.4,000-6,000 (pre-revised)/PB-2, GP-2400/- (revised) OR UDC in a Central Government Department/Attached/ Subordinate Office, with 5 years regular service in the grade and who has undergone training in Cash and Accounts work conducted by the ISTM, and with at least one year's experience in the area of work.
UDC/ Reader	Pay Band-1 (Rs.5,200-20,200) Grade Pay Rs.2,400/-	1	Officials of the Central Govt. (i) Holding analogous post on regular basis in the parent cadre/deptt.: or (ii) With 8 years regular service in the post of LDC in the pay band-1 with Grade pay of Rs.1900. (iii) Preference will be given to the candidates holding degree in law from any recognized university or having experience in dealing with legal matters.

Note: (i) Eligibility criteria may be relaxed if the candidate is otherwise found suitable.
(ii) Number of vacancies may increase/decrease anytime without prior notice.

Self Attested Photograph

APPLICATION FOR THE POST OF _____

1.	Name	:	
2.	Postal Address 1. Office 2. Residence 3. Telephone/Mobile No.	:	
3.	Date of Birth	:	
4.	Service to which belongs	:	
5.	Date of entry in Central Government	:	
6.	Date of retirement under Central Govt.	:	
7.	Educational Qualifications	:	
8.	Present post held in a substantive capacity, date from which held and the scale of pay therein: 1. Present post held 2. Date from which held 3. Scale of Pay 4. Basic Pay drawn 5. Date of Next increment	:	
9.	Details of Work Experience	:	
10.	Details of past service	:	
11.	Whether belongs to SC/ST	:	
12.	Remarks (if any)	:	

Date:
Place:

(Signature of the applicant)

CERTIFICATE

Certified that particulars given above have been verified from service records and found correct. It is also certified that no disciplinary/vigilance case is pending or contemplated against Shri _____ ACRs for the last five years are also enclosed herewith.

Signature and name of Head of Office
With office seal