

No. 7-8/2013-MC  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education  
Minority Cell

New Delhi, dated 27<sup>th</sup> February, 2014

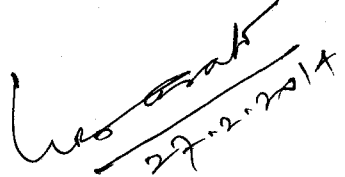
Subject: Filling up of one post of Deputy Secretary in the National Commission for Minority Educational Institutions (NCMEI).

The undersigned is directed to refer to the National Commission for Minority Educational Institutions (NCMEI)'s OM No. 3-9/2008-NCMEI dated 24.2.2014 (copy enclosed) on the subject mentioned above.

2. The NIC, Ministry of HRD may please arrange to upload the aforesaid OM/ Circular 24.2.2014 on the Website of Department of Personnel & Training (DoPT), New Delhi.

3. This may please be treated as urgent.

Encl: As above.

  
(K.P.J. Gerald)  
Under Secretary (ME)

To

NIC,  
3<sup>rd</sup> Floor, C-Wing,  
Shastri Bhawan,  
New Delhi.

F. No. 3-9/2008-NCMEI  
Government of India  
National Commission for Minority Educational Institutions

Gate No. 4, 1<sup>st</sup> Floor, Jeevan Tara Building,  
Parliament Street, Patel Chowk, New Delhi

Dated: 24.2.2014

OFFICE MEMORANDUM


Subject: Filling up of one post of Deputy Secretary in the National Commission for Minority Educational Institutions- reg.

It is proposed to fill up one post of Deputy Secretary (PB-3; Grade Pay-7,600) in the National Commission for Minority Educational Institutions on deputation basis on terms & conditions of foreign service for a period of three years or till further orders, whichever is earlier. The eligibility criteria is given in Annexure-I.

2. Interested and eligible officials are requested to send their application through their controlling officers in the attached proforma (Annexure-II) to the Secretary, National Commission for Minority Educational Institutions within 30 days from the date of issue of OM.

3. Attested copies of ACRs/ APARs for the last five years, cadre clearance and vigilance clearance certificate may also invariable be enclosed along with application.

4. The terms & condition of deputation shall be regulated as per Deptt. of Pers. & Trg. OM No. 6/8/2009-Estt. (Pay-II) dated 17.6.2010, as amended from time to time.

  
(RITA CHATTERJEE)  
SECRETARY

Tel: 23367759; Fax: 23343766

To

1. All Ministries/ Department of the Government of India.
2. DS (MC)/ US (MC), Department of Higher Education, Ministry of HRD, Shastri Bhavan, New Delhi along with 50 copies with the request to get the same circulated in sections/ divisions of the MoHRD and also to send to CS Division for posting in DOP&T Website.
3. Director (CS Div.), Deptt. of Pers. & Trg., Lok Nayak Bhawan, New Delhi with the request to circulate the vacancy amongst all cadre units of CSS through website of the DoP&T.
5. Website of the Commission- [www.ncmei.gov.in](http://www.ncmei.gov.in)

**Annexure-I**

S. No.	Name of the Post	Scale of Pay	No. of Post	Eligibility Criteria
1.	Deputy Secretary	Pay Band-3, (Rs. 15,600- 39,100) Grade Pay- Rs. 7,600/-	1	Officer under the Central Government (i) holding analogous post on regular basis in the parent cadre/ deptt.; or (ii) with 5 years regular service in the pay scale of Rs. 10,000-15,200/- (Pre-revised)/ Pay Band-3 of Rs. 15,600-39,100/- with Grade Pay Rs. 6,600/-. (iii) Possessing at least 3 years experience in administration, establishment, finance and accounts matter. (iv) Age limit should not be exceeding 56 years as on the receipt of application.

**Note:** The eligibility criteria may be relaxed if the candidate is otherwise found suitable.

## APPLICATION FOR THE POST OF \_\_\_\_\_

1.	Name	:	
2.	Postal Address (i) Office (ii) Residence (iii) Telephone No. (iv) E-mail ID.	:	
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:  (i) Present post held (ii) Date from which held (iii) Scale of Pay (iv) Basic Pay Drawn (v) Date of Next increment	:	
9.	Work Experience (Admn./ Accounts & Finance)	:	
10.	Details of past service	:	
11.	Whether belongs of SC/ ST	:	
12.	Remarks	:	

(Signature of applicant)

Date:

Place:

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 \_\_\_\_\_.

Signature and name of Head of Office  
with office seal