

No. A-35018/1/2013-Estt  
Government of India  
Ministry of Minority Affairs

11<sup>th</sup> Floor, Paryavaran Bhawan,  
CGO Complex, Lodhi Road,  
New Delhi-110003  
Dated: 22<sup>nd</sup> July, 2013

**OFFICE MEMORANDUM**

Sub: Filling up of the post of Assistant Director in Ministry of Minority Affairs on ad-hoc deputation basis- regarding.

In continuation of this Ministry's OM of even no. dated 23<sup>rd</sup> May, 2013 the undersigned is directed to inform that the advertisement for filling up of the post of Assistant Director in the Ministry of Minority Affairs on deputation/absorption basis has been published in Employment News dated 20-26 July, 2013. The last date of submission of application is 9<sup>th</sup> September, 2013.

Encl: As above


*Maitreyee Roy*  
(Maitreyee Roy)  
Deputy Secretary to the Government of India

**Director (NIC):** For uploading the advertisement.

**No. A-35018/1/2013-Estt.**  
**Ministry of Minority Affairs**

Applications are invited to prepare a panel of officers under the Central Government or State Government or Union Territory Administration for appointment to the post of Assistant Director in the pay scale of Rs.15,600 – 39,100/- plus Grade Pay Rs.5400/- (General Central Service Group 'A' Gazetted, Ministerial) in the Ministry of Minority Affairs on deputation/absorption basis. Details of the post and eligibility conditions thereof are given in Annexure –I.

2. On appointment to the post on permanent absorption/deputation basis the pay of the officer and all other terms and conditions of the appointment will be regulated in accordance with the provisions of the relevant rules and regulations.
3. Willing and eligible officers will forward their applications through proper channel as per the proforma given in Annexure – II, in triplicate, along with complete and up to date copies of Confidential Reports duly attested by officer not below the rank of Under Secretary or equivalent, Vigilance Clearance and Separate Integrity Certificate to the Under Secretary (Estt.), Ministry of Minority Affairs, 11<sup>th</sup> Floor, Paryavaran Bhawan, CGO Complex, New Delhi-110 001 within 45 days from the date of publication of this Advertisement in Employment News.
4. The applications may be forwarded, of only of such eligible and willing officers, whose services could be spared immediately on their selection. Officers once selected will not be allowed to withdraw their candidature subsequently. Applications, received after expiry of the prescribed period and/or found to be incomplete in any manner, may not be considered for selection. No advance copy of the application shall be entertained.

  
(Mohd. Afzal) 23/5/13  
Director (Admn)

**DETAILS OF THE POST OF ASSISTANT DIRECTOR IN THE  
MINISTRY OF MINORITY AFFAIRS**

1.	Name of the Post	ASSISTANT DIRECTOR
2.	Classification of the Post	General Central Service Group 'A Gazetted, Ministerial
3.	Scale of Pay	PB-3 Rs.15600- 39,100/- plus Grade Pay Rs.5400/-
4.	No. of Post (s)	3 (three)
5.	Method of Recruitment	On deputation /absorption
6.	Eligibility Conditions	<p>Officers of the Central or State Government or Union Territories</p> <p>(a) (i) Holding analogous post on regular basis in the parent cadre or Department; or (ii) with 5 (five ) years service in the grade rendered after appointment thereto on a regular basis in the scale of pay of PB-2 Rs.9300-34800/- Grade Pay Rs.4800/- or equivalent in the parent cadre/department; and</p> <p>(b) Possessing the following qualifications:</p> <p>i) Bachelors Degree from a recognized University or equivalent;</p> <p>ii) Three years experience of participation in survey and research in the field of social welfare including analysis and interpretation of data in a supervisory capacity.</p>
7.	Period of Deputation	(Period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment shall not exceed 56 (fifty six) years as on the closing date of receipt of application.

**ANNEXURE-II**

Application for the post of Assistant Director in the Ministry of Minority Affairs.

1. Name of the applicant (in Block Capital Letters)
2. Date of Birth and age on the date of application
3. Date of entry in Government Service:
4. Date of retirement from Government Service:
5. Present post held,  
office, scale of pay  
and pay therein, with date of appointment:
6. Service Particulars in chronological order, post-wise:

S. No.	Office & Post held	From	To	Scale of Pay	Nature of appointment (substantive/officiating ad-hoc)	Nature of Duties
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7. Educational Qualification with Division and percentage of marks obtained:
8. Details of Experience/Training undergone:
9. The last date of return from ex-cadre post, if any:
10. Whether SC/ST/OBC, if so, mention the Caste /Tribe:
11. Any other details not covered by the above:

Place:

Date:

Signature of the applicant  
(Name of the applicant)  
Telephone No., if any

The information have been verified from the records and found to be correct.

Signature of the Sponsoring Authority with stamp.