

**No.F.1-6/2008-CSWB**  
Government of India  
Ministry of Women & Child Development

Krishi Bhawan New Delhi-1  
Dated: 11<sup>th</sup> Feb. 2011

To

The Chief Secretaries of All State Governments and Union Territories

**Sub: Filling up of the post of Executive Director, Central Social Welfare Board (Selection Post on Deputation/Promotion basis) bearing Revised Pay Band: Rs.37400-67000+Grade Pay of Rs.8700**

Sir,

I am directed to say that the Central Social Welfare Board(CSWB) is a National Apex Organisation working under the Ministry of Women & Child Development. The post of Executive Director is proposed to be filled in through the Selection on Deputation/Promotion basis. The post bears Revised Pay Band : Rs.37400-67000+Rs.8700 as Grade Pay. The Officers working under the Central Government or State Governments or Union Territories or Public Sector Undertakings or Statutory or autonomous organisations may apply for this post through proper channel. Eligible interested Departmental Officers of Central Social Welfare Board who are in the direct line of promotion may also apply for the said post.

2. Detailed particulars, eligibility requirements etc. in respect of the post are enclosed (Annexure-I). Persons selected on deputation basis will be entitled to the normal deputation terms as admissible under the Central Government Rules in force from time to time. The period of deputation (including short-term contract) including the period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department shall ordinarily not exceed five years

3. The maximum age limit for the candidates for appointment should be 50 years as on the date of receipt of application prescribed.

4. It is requested that particulars of eligible officers working in the your Department/Institution, duly verified and counter signed by the employer may be forwarded through proper channel in the attached proforma (Annexure-II) along with their up to date Confidential Report dossiers or Photocopy of ACRS duly attested by officers not below the rank of Under Secretary on each page for the last five years and Integrity Certificate/Vigilance Clearance and Penalty Statement imposed during the last ten years so as to reach this Ministry within six weeks from the date of publication of this circular in the employment News/Rozgar Samachar.

5. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

Contd..2/-

6. The applications received without up to date confidential reports/Vigilance Clearance/Integrity Certificate or otherwise found incomplete will not be entertained.

Yours faithfully



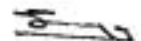
**(Sanjay Kumar Sinha)**

Under Secretary to the Govt. of India

Tel.:23383809

Copy to:-

1. All Ministries/Departments of Government of India with request to circulate the vacancy among all the Attached/Subordinate Offices/Statutory Commissions/Autonomous bodies/Public Sector Undertakings under their control.
2. The Director General (Doordarshan) Doordarshan Bhawan, Copernicus Marg, New Delhi-1 with the request to telecast the vacancy in the Employment News Bulletin.
3. The Director General (Resettlement Division), Ministry of Defence, West Block-IV, Wing-1, R.K. Puram New Delhi for wide publicity among eligible officers.
4. Attached/Subordinate Offices/Autonomous organisations under Ministry of Women & Child Development.
5. NIC for placing the vacancy circular on the website of this Ministry.



**(Sanjay Kumar Sinha)**

Under Secretary to the Govt. of India

GOVERNMENT OF INDIA  
MINISTER OF WOMEN AND CHILD DEVELOPMENT

NAME OF THE ORGANISATION : Central Social Welfare Board, Ministry of Women & Child Development

NAME OF THE VACANT POST : Executive Director Central Social Welfare Board (Selection post on Deputation / Promotion basis)

SCALE OF THE POST : Revised Pay band + Grade pay: (Rs37400-67000+8700) PB-4

1. **PROFILE OF CENTRAL SOCIAL WELFARE BOARD** : The Central Social Welfare Board (CSWB) is a national apex organization working under this Ministry. The Board is implementing various welfare and developmental schemes intended for the development of women and children throughout the country. The Board has linkage with 33 State Social Welfare Boards situated in capitals of States and Union Territories and is supporting large number of voluntary organizations. As a national apex organization, CSWB strive to be recognized as the most progressive entity for providing services of unequivocal excellence to women and children for their protection, capacity building and total empowerment. It is committed to raise awareness about the legal and human rights of women and girl child and to run campaigns against social evils affecting them.

2. **JOB DESCRIPTION AND RESPONSIBILITIES OF EXECUTIVE DIRECTOR, CENTRAL SOCIAL WELFARE BOARD:** The Executive Director shall be responsible for general administration and to carry out the responsibility and functions of the CSWB and also to regularly monitor the schemes/projects in physical and financial terms being implemented by CSWB in accordance with the prescribed rules and the existing provisions in the Memorandum of Association and Articles of Association of CSWB. The Executive Director also has the responsibility for interacting with the Ministry and several other Departments of the Central Government who are having programmes intended for empowerment of women. The Executive Director shall be holding the charge of Head of Office of CSWB and will be functioning under the Chairperson, CSWB.

3. **ELIGIBILITY (AGE)** : Not more than 50 years on the date of application. The age of superannuation is 60 years.

4. **QUALIFICATION AND EXPERIENCE:** (a) **For Deputation (including short-term contract)** (i) The incumbent should be holding analogous post of a Director in the Central Government Ministries/Departments/State Govts./Statutory Commissions/PSUs/Autonomous Bodies under the Central/State Govts./UTs. Or with five years' regular service in posts in the revised pay scale of Rs.15,600-31,000/- with grade pay of Rs.7,600/- or equivalent and

(ii) Possessing the following educational qualifications and experience:-

**Essential**

- (i) Graduate degree
- (ii) Ten years experience in administration and establishment work, out of which at least two years should be in a managerial position in Central Government/any other Govt. Organisations/Public Sector Undertaking/Autonomous body under Central/State Government/Union Territory.

**Desirable**

Five years experience in the field of social sector, especially women and children, disadvantaged and vulnerable groups, etc.

**(b) Promotion:**

Joint Directors of CSWB with regular service of five years or more in the grade pay of Rs.7600/-

**Note:**

1. Period of Deputation/Contact including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/ department in Central Government/ State government shall ordinarily not exceed five years.
2. The maximum age limit for deputation (including short term contract) shall be 50 years as on closing date of receipt of application prescribed.

{The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (other than those in Andaman & Nicobar Islands and Lakshadweep)}

5. **DURATION OF APPOINTMENT:** The appointment on deputation shall normally be for a minimum period of Five years or upto the date of superannuation, whichever is earlier. The last date of receipt of application from the date of publication of the advertisement will be six weeks. No application shall be entertained under any circumstances after the stipulated date. Applications are to be addressed to Smt. Anju Bhalla, Director (CSWB), Ministry of Women & Child Development Room No.641 'A' Wing, Shastri Bhawan New Delhi-1



(Sanjay Kumar Sinha)  
Under Secretary to the Govt. of India  
Tel:23383809

**ANNEXURE-I**

**GOVERNMENT OF INDIA  
MINISTRY OF WOMEN AND CHILD DEVELOPMENT**

APPLICATION FOR THE POST OF EXECUTIVE DIRECTOR, CENTRAL SOCIAL WELFARE BOARD, NEW DELHI

**BIO-DATA**

1.	Name of candidate	
2.	Date of Birth	
3.	Educational Qualifications	
4.	Present Post held	
4a.	Job description of present post held	
5.	Scale of pay	
6.	Whether temporary/permanent	
7.	Past Experience in the last ten years (Job description, Post held and pay drawn)	

## CORRIGENDUM

### MINISTRY OF WOMEN & CHILD DEVELOPMENT

Refer the M/o Women & Child Development's Circular dated 11<sup>th</sup> Feb., 2011 regarding filling up post of Executive Director in Central Social Welfare Board placed on the web site of the Ministry under the title "What is New" and to inform that modifications are made Sl. No.4(a)(i):-

**4. QUALIFICATION AND EXPERIENCE (a):-** For Deputation(including short-term contract) (i) the words 'revised pay scale of Rs.15,600-31,000/- with grade pay of Rs.7,600/- or equivalent' written in this para should be read as 'revised pay band of Rs.15,600-39,100 with grade pay of Rs.7,600 or equivalent'

The remaining contents of the said Sl. No. as well as rest of the details of advertisement would remain unchanged.



(Sanjay Kumar Sinha)  
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