

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

Shastri Bhavan New Delhi-110001.  
Dated: 24<sup>th</sup> March, 2009

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 basis) bearing Revised Pay Band: Rs.37400-67000 + Rs.8,700 as Grade Pay (Pre revised scale : S-24 – Rs.14300-400-18300)

Sir,

I am directed to say that the Central Social Welfare Board (CSWB) is a national Apex Organisation working under the Ministry of Women and Child Development. The post of Executive Director is proposed to be filled in through the Selection on Deputation basis. The post bears Revised Pay Band : Rs.37400-67000 + Rs.8,700 as Grade Pay (Pre revised scale : S-24 – Rs.14300-400-18300). The officers working under the Central Government or State Governments or Union Territories or Universities or Recognized Research Institutions or Public Sector Undertakings or Semi Government or Statutory or autonomous organizations may apply for this post through proper channel.

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 organization or department shall ordinarily not exceed five years.

3. The maximum age limit for the candidates for appointment should not exceed 55 years as on the date of application.

4. It is requested that particulars of eligible officers working in 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 Four weeks from the date of publication of this circular in the Employment News / Rozgar Samachar.

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5. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.
6. The applications received without up to date confidential reports/ Vigilance Clearance / Integrity Certificates or otherwise found incomplete will not be entertained.

Yours faithfully

**(Manjula Krishnan)**  
**Economic Adviser in the Ministry of Women and Child**  
**Development**  
**Shastri Bhawan, New Delhi-01.**  
**Tel: 23383823**

**Copy to:**

1. All Ministries / Departments of Government of India with the request for further circulation of vacancy among all the Attached / Subordinate Offices / Autonomous bodies / Public Sector Undertakings / Semi Government/ Recognized Research Institutions under their control.
2. The Director, Directorate of Audio and Visual Publicity, Ministry of Information & Broadcasting, Room No. 839, Sookhana Bhavan, Phase-IV, CGO Complex, New Delhi-110003 along with a gist of circular (in English and Hindi) with the request to publish in the Employment News / Rozgar Samachar. A cutting of advertisement may be also supplied to this Ministry.
3. The Director General (Doordarshan), Doordarshan Bhavan, Copernicus Marg, New Delhi-110001 with the request to telecast the vacancy in the Employment News Bulletin.
4. The Director General (Resettlement Division), Ministry of Defence, West Block-IV, Wing - I, R.K. Puram New Delhi for wide publicity among eligible officers.
5. Attached / Subordinate Offices / Autonomous organizations under Ministry of Women and Child Development.
6. NIC for placing the vacancy circular on the website of the Ministry.

**(Manjula Krishnan)**  
**Economic Adviser in the Ministry of Women and Child**  
**Development**  
**Shastri Bhawan, New Delhi-01.**  
**Tel: 23383823**

**GOVERNMENT OF INDIA  
MINISTRY 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 basis)

**SCALE OF THE POST :** Revised Pay band+Grade pay : (Rs.37400-67000+8700)  
PB-4.  
Pre-revised scale (S-24) : Rs.14300-400-18300

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 organisation, 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 55 years on the date of application. The age of superannuation is 60 years.

4. **QUALIFICATION AND EXPERIENCE:** The incumbent should be holding analogous post of a **Director** in the Central Government Ministries/Departments/Commissions or holding an equivalent post of the scale of Rs.14300-400-18300 (Pre-revised) in the State Governments/UTs or Public Sector Undertakings. She/He should have adequate experience in the field of Social Sector especially women and children, disadvantaged and vulnerable groups, etc.

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 applications from the date of publication of the advertisement will be four weeks. No application shall be entertained under any circumstances after the stipulated date. Applications are to be addresssed to the Economic Adviser, Room No. 607, A-Wing, Ministry of Women and Child Development, Shastri Bhavan, New Delhi.

**(Manjula Krishnan)**  
**Economic Adviser**  
**Ministry of Women and Child Development**  
**Shastri Bhavan, New Delhi**

**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 Qualification	
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)	