

No.A-12024/1/2010-ESA(WE)  
Government of India  
Ministry of Labour & Employment  
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Shram Shakti Bhawan, Rafi Marg  
New Delhi, the 25<sup>th</sup> October, 2010

**OFFICE MEMORANDUM**

**Subject: Filling up of the post of Director, Central Board for Workers Education, Nagpur.**

The undersigned is directed to say that it is proposed to fill up one post of Director in the scale of pay of Rs.37400-67000 +10,000 Grade Pay, in Central Board for Workers Education, Nagpur, an Autonomous Body (registered society) set up in 1958 for administration and implementation of the Workers Education Scheme, under the administrative control of Ministry of Labour & Employment.

2. The Director, as the principal Executive Officer of the Board, shall be responsible for the proper administration of the affairs of the Board. The Director shall prescribe duties of all officers and staffs of the Board and shall exercise supervision and disciplinary control as may be necessary. Subject to the orders, rule and byelaws of the Board the Director has to make overall control of administration, accounts, Grants-in-Aid, vigilance, confidential matters, education for rural and unorganized sector workers, implementation of national official language policy in 6 zonal directorates, Indian Institute of Workers' Education, Mumbai and all Regional Directorates.

3. The post is required to be fill up by deputation/promotion.

4. Officers under the Central/State/UT Admn./Universities/Recognized Research Institute/Public Sector Undertakings/Semi Government Statutory or Autonomous Organisations possessing the following requirements are eligible for being considered for appointment by deputation :-

- (a)(i) Holding analogous posts on regular basis; OR
- (ii) With 2 year regular service in the post in the pay scale of Rs. 37400-67000+ 8900 Grade Pay;
- (iii) With 3 years regular service in the post in the pay scale of Rs. 37400-67000+ 8700 Grade Pay and
- (b) Having
  - (i) Masters Degree from a recognized University and equivalent;
  - (ii) 15 years' experience in Group 'A' post or equivalent in a responsible capacity belonging to All India/Central Services and Central/State Governments or Autonomous Institutions.
  - (iii) Practical and administrative experience in the field of training/educational/rural development/planning development in labour-related issues would be an added advantage.

5. The Departmental Additional Director with 3 years' regular service in the grade will also be considered along with outsiders and in case he is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

6. The Departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

7. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organizations or Department of the Central Government shall not exceed five years.

8. The Department of Pension and Pensioners' Welfare has exempted the post of Director of the CBWE from the purview of the principle of immediate absorption.

9. All the Ministries/Departments under the Central/State Governments/UT administrations/Universities/Recognized Research Institutions/Public Sector Undertakings/Semi Govt. Statutory or autonomous Organizations are requested to circulate the vacancy amongst their employees and the applications (in duplicate) in the prescribed proforma from the eligible officers who are willing to be considered and could be spared in the event of their selection may be furnished to the undersigned within 45 days from the date of issue of this circular along with the documents listed below:

- a. Copies of the Annual Confidential Reports for the last five years (duly attested by the competent authority).
- b. Certificate to the effect that no vigilance/disciplinary proceeding is either pending or contemplated against the applicant.
- c. Integrity Certificate.
- d. Details of minor/major penalties imposed upon the applicant during the last 10 years.

10. Applications received after the last date or without complete documents will not be entertained and liable to be rejected. While forwarding the applications, it may be verified

and certified that the particulars furnished by the officer are correct and he/she is clear from vigilance angle as per records of the office.

11. Hindi version will follow.



(Pradeep Gaur)

**Under Secretary to the Government of India**  
**Telefax No.23766936**

To

1. Department of Personnel and Training (EO's office) with the request that suitable & eligible officers may be nominated to fill up the post of Director, CBWE, Nagpur.
2. All Joint Secretaries Ministry of Labour & Employment.
3. All Ministries/Departments of the Government of India.
4. Chief Secretaries of all the Sate Governments/Union Territories.
5. Welfare Division/DGE&T/DGFASLI/DGMS/DGLB/VVGNLI/CLC(C).
6. Director, CBWE, Nagpur.
7. Anuvad Anubhag, Ministry of Labour & Employment for Hindi translation.
8. NIC, M/o Labour & Employment for posting a copy of the circular on the website of the Ministry of Labour & Employment.
9. Technical Director, NIC, Room No. 11/A, North Block, New Delhi-110001. {For posting on the DOPT website (under the heading vacancy in Autonomous organization)}.

ANNEXURE

CURRICULUM VITAE PROFORMA

1. Name and Address  
(in Block Letters)
2. Date of Birth  
(in Christian era)
3. Date of retirement under  
Central/State Government  
Rules
4. Educational Qualifications
5. Whether Educational and  
other qualifications required  
for the post are satisfied. (If any  
qualification has been treated  
as equivalent to the one  
prescribed in the rules state  
The authority for the same)

	Qualifications/ Experience required	Qualifications/ Experience possessed by the officer
Essential	(1) (2) (3)	
Desired	(1) (2)	
6. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post		

7 Details of Employment in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

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Office Institution	Post held	From	To	Scale of pay and Basic pay	Nature of duties (in detail)
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8. Nature of present employment  
i.e, Ad-hoc or Temporary or  
Quasi-Permanent or permanent

9 In case the present employment  
Is held on deputation/contract  
basis please state-

a)The date of initial appointment

b) Period of appointment on  
deputation/contract

c) Name of the parent office/  
organization to which you  
belong

10 Additional details about present  
employment

Please state whether working  
Under (indicate the name of  
Your employer against the  
relevant column)

a) Central Govt.

b) State Govt.

c) Autonomous Organization

d) Government Undertaking

e) Universities

f) Others

- 11 Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.
- 12 Are you in Revised Scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale
- 13 Total emoluments per month now drawn
- 14 Additional information, if any, which you would like to mention in support of your suitability for the post (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient).
- 15 Please state whether you are applying for deputation (ISTC)/ Absorption re-employment basis. (Officers under Central/ State Governments are only eligible for "Absorption" candidates of non-Government Organisations eligible only for Short Term Contract)
- 16 Whether belongs SC/ST
- 17 Remarks (The candidates may indicate information with regard to (i) Research publications and reports special projects (ii) Awards Scholarship Official

Appreciation (iii) Affiliation  
with the professional  
bodies/institutions/societies  
and (iv) any other information  
(Note: Enclose a separate sheet  
If the space is insufficient)

I have carefully gone through the vacancy circular advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date \_\_\_\_\_

Signature of the candidate

Address \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_

Countersigned

\_\_\_\_\_  
\_\_\_\_\_

(Employer with Seal)