

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

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

Dated: 18.3.2014

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.

2. The post was advertised on 24.2.2014 and put in the website of DOP&T & NCMEI requesting interested and eligible officers to apply within 30 days from the date of issue of O.M. The date is now extended till 15th April 2014.


(RITA CHATTERJEE)
SECRETARY

Tel: 23367759; Fax: 23343700

To

1. All Ministries/ Department of the Government of India.
2. DS (MC)/ US (MC), Department of Higher Education, Ministry of HRD, Shastri Bhawan, New Delhi along with 50 copies with the request to get the same circulated in sectional 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.
4. Website of the Commission- www.ncmei.gov.in

Handwritten notes:
24.3.2014
M. C. J.

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

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	<p>Officer under the Central Government</p> <p>(i) holding analogous post on regular basis in the parent cadre/ department.</p> <p>(ii) with 5 years regular service in the pay scale of Rs. 10,000-15,000. (Pre-revised)/ Pay Band-3 of Rs. 15,600-39,100/- with Grade Pay Rs. 6,600/-.</p> <p>(iii) Possessing at least 3 years experience in administrative establishment, finance and accounts matter.</p> <p>(iv) Age limit should not be exceeded 56 years as on the receipt of application.</p>

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

F. No. 3-5/2013-NCMEI
Government of India
National Commission for Minority Educational Institutions

Gate No. 4, 1st Floor, Jeevan Tara Building,
Parliament Street, Patel Chowk, New Delhi-110001

Dated: 19.3.2014

OFFICE MEMORANDUM

Subject: Filling up of one post each of Section Officer, Assistant and Accountant in the National Commission for Minority Educational Institutions- req.

It is proposed to fill up one post each of Section Officer (PB-2, GP-4600), Assistant (PB-2, GP-4200) and Accountant (PB-2, GP-4200) in the National Commission for Minority Educational Institutions, an autonomous body under the Ministry of Human Resource Development, Government of India on deputation basis on terms & conditions of regular service for a period of three years or till further orders, whichever is earlier.

2. The posts were advertised on 7.2.2014 and put in the website of DOP&T & NCMEI requesting interested and eligible officers to apply within 30 days from the date of issue of O.M. The date is now extended till 15th April 2014.


(RITA CHATTERJEE)
SECRETARY

Tel: 23367759; Fax: 23349735

To

- CO*
20/3/2014
- W.C.M.*
1. All Ministries/ Department of the Government of India.
 2. DS (MC)/ US (MC), Department of Higher Education, Ministry of HRD, Shastri Bhawan, New Delhi along with 50 copies with the request to get the same circulated in sections/divisions of the MoHRD.
 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 DoP&T.
 4. The Controller General of Accounts, Ministry of Finance, 7th Floor, Lok Nayak Bhawan, Khan Market, New Delhi.
 5. Website of the Commission- www.ncmei.gov.in

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 stamp

S. No.	Name of the Post	Scale of Pay	No. of Post	Eligibility Criteria
1.	Section Officer	Pay Band-2, (Rs.9300-34800) Grade Pay- Rs. 4,600/-	1	Officers under the Central Government (i) holding analogous post on regular basis; or (ii) with 5 years regular service in pay band-2 with grade pay of Rs. 4200.
2.	Assistant	Pay Band-2, (Rs.9300-34800) Grade Pay- Rs. 4,200/-	1	Officials under the Central Govt. (i) holding analogous post on regular basis; or (ii) with 10 years regular service in pay band-1 with Grade pay of Rs. 2400.
3.	Accountant	Pay Band-2 (9300-34800) Grade pay- Rs. 4200	1	Officers under the Central Government (i) holding analogous post on regular basis; or (ii) with 5 years regular service in pay band-2 with Grade pay of Rs. 2800.

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