

No.5 (4)/2005-NMCC
Government of India
Ministry of Commerce & Industry
Department of Industrial Policy & Promotion
National Manufacturing Competitiveness Council

Vigyan Bhavan Annexe, New Delhi -110 011
Dated the 1st October, 2012

VACANCY CIRCULAR

Subject: Filling up of various posts by deputation in National Manufacturing Competitiveness Council (NMCC).


The National Manufacturing Competitiveness Council (NMCC) set up by the Government as an inter-disciplinary and autonomous body at the highest level to serve as a policy form for credible and coherent policy initiatives for the manufacturing sector, under the Department of Industrial Policy & Promotion, Ministry of Commerce & Industry. The main objective of NMCC is to provide a continuing form for policy dialogue and to energize and sustain the growth of manufacturing industries.

2. It is proposed to prepare a panel to fill up following posts on deputation basis as per Recruitment Rules of the NMCC:-

S. No.	Name of the post	Scale of pay (revised)
1.	Private Secretary	PB-2 Rs.9300-34800 + 4800(Grade Pay) Plus usual Central Govt. Allowances
2.	Personal Assistant	PB-2 Rs.9300-34800 + 4600(GP) Plus usual Central Govt. Allowances
3.	Stenographer	PB-1 Rs.5200-20200+2400(GP) Plus usual Central Govt. Allowances

3. The eligibility conditions and qualifications/experience required as per Recruitment Rules for each post is given in the **Annexure-I**. The RRs of the NMCC are available at the NMCC's website at www.nmcc.nic.in. The officers drawn from the Govt. Joining the office of the NMCC are eligible for allotment / retention of General Pool residential accommodation, on maturity of their turn in the waiting list, subject to fulfillment of other usual conditions.

4. The application of eligible and willing candidates who can be spared and relieved of their duties immediately upon their selection by NMCC for the above posts, may be sent to Additional Chief, National Manufacturing Competitiveness Council, Room No.239, Vigyan Bhawan Annexe, Maulana Azad Road, New Delhi - 110011 in the prescribed Proforma (**Annexure-II**) **on or before 20th November, 2012** through proper channel along with Vigilance clearance and a copy of last five years' C.R. Dossiers of the applicant duly attested by an officer not below the rank of Under Secretary.


(K. Vasudevan)
Deputy Chief, NMCC

Encl.: As above

To

1. All Ministries/Department of Govt. of India
2. The Secretary, D/o. Public Enterprises - for circulation amongst
3. Standing Conference of Public Enterprises} PSUs
4. NIC, DIPP – for putting up this circular on the website of the NMCC.
- 5✓ NIC, D/o. Personnel & Trg.-for placing this circular on the website of DoP&T
(www.persmin.nic.in)
6. Guard file.

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ANNEXURE-I

Eligibility conditions as per Recruitment Rules.

ELIGIBILITY:

(A) Private Secretary

- I. Holding the equivalent post on regular basis in the Central Government/State Govts/CPSUs/Autonomous Bodies; or
- II. With 5 years regular service in the Stenographer Grade 'C' in PB-2+Grade Pay of Rs. 4600 or equivalent on regular basis;

(B) Personal Assistant

- I. Holding the equivalent post on regular basis in the Central Government/State Govts / CPSUs / Autonomous Bodies; or
- II. With 8 years' regular service in PB-1 + Grade Pay of Rs. 2400 or equivalent

(C) Stenographer

- I. Holding the equivalent post on regular basis in the Central Government / State Govts / CPSUs / Autonomous Bodies and holding Bachelor's degree from a recognized University or equivalent. Working knowledge of computer is essential.

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PROFORMA

1. Post applied for :
2. Name(in block letters):
3. Office Address with Tel. No., if any:
4. Date of Birth :
5. Date of retirement under Central/
State Govt. Rules
6. Educational Qualification:
7. Details of Employment in chronological order

Latest Photograph

(Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

Office/ Organization	Post held (whether substantive/ad- hoc/deputation basis)	From	To	Pay scale/Band & Grade Pay & present Basic Pay	Nature of duties

8. Nature of present employment i.e.

Ad-hoc/temporary/regular/permanent:

9. In case the present employment is held on deputation basis, please state:

- a) The date of initial appointment
- b) Period of appointment on deputation
- c) Name of the parent office/organization

10. Present pay-scale/Pay Band & Grade Pay and Basic-pay

(Specify if it is under ACP Scheme)

11. Whether belongs to SC/ST

12. Additional information, if any, including special qualification/achievements for the post applied for

Date: _____

Place _____

Signature of the candidate

Latest updated Address with landline/cell no. and e-mail address

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For use of the Office forwarding the application:

Certified that the service particulars given by the applicant are verified with reference to service records and found to be correct.

Signature with seal of the Competent Authority

2.1.1