

No.A-12024/2/2013-ESA(NLI)
Government of India
Ministry of Labour & Employment

.....
Shram Shakti Bhawan, Rafi Marg
New Delhi, the 27th December, 2013

OFFICE MEMORANDUM

Subject: Filling up of the post of Director General, V.V. Giri National Labour Institute, NOIDA.

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The undersigned is directed to say that it is proposed to fill up one post of Director General in the pay scale of Rs. 37,400-67000 + Grade Pay of Rs. 10,000/-, in V.V. Giri National Labour Institute, NOIDA, an Autonomous Body, under the administrative control of Ministry of Labour & Employment.

2. The Institute is located at Sector-24, NOIDA. The Institute is spread over an area of approximately 12.45 acres. The campus has a faculty -cum- administrative block along with seminar and library blocks, hostel, electric substation and a small residential complex. The Director General of the Institute will be provided residential accommodation within the premises of Institute Complex.
3. The Director General of the Institute, as the Principal Executive Officer of the Institute, shall be responsible for the proper administration of the affairs of the Institute and shall exercise powers under direction and guidance of the Executive Council. It shall be duty of the Director General of the Institute to coordinate and exercise general supervision over all the activities of the Institute. He/she shall prescribe the duties of all faculties, officers and staff of the Institute and shall, subject to Memorandum of Association & Rules and Regulation and Bye-laws if any, exercise such supervision and disciplinary control as may be necessary. He is the Head of the Department for all Budget, Accounts, Expenditure and Audit purposes. He is the Member Secretary of the General Council/Executive Council of the Institute, Chairman, of the Standing Committee on Education, Training and Orientation and Standing Committee on Research and is the member of the Standing Committee of Finance.
4. As per the Recruitment Rules, the post of Director General, VVGNLI is to be filled up by deputation of Officers of the Central Government:-

(a) (i) holding analogous posts on regular basis, or

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- (ii) with two years regular service in the pay scale of Rs.37400-67000 + Grade Pay of Rs. 8900 or equivalent; or
- (iii) with three years regular service in the pay scale of Rs. 37400-67000 + Grade Pay of Rs. 8700; and

(b) possessing the qualification and experience as follows:-

- (i) experience as a Divisional Head or Group leader for project teams; or
- (ii) administrative and financial experience; or
- (iii) experience in policy advice or development management or training or planning or programme funding.

5. 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.

6. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.

7. The Department of Pension and Pensioners' Welfare shall be requested to exempt the post of Director General, VGNLI from the purview of the principle of immediate absorption.

8. The terms & conditions and pay & allowances of the officers selected for appointment on deputation basis will be regulated as per the provisions contained in Govt. of India, DOPT's OM No. 6/08/2009-Estt.(Pay II) dated 17.06.2010, as amended from time to time.

9. All the Ministries/Departments under the Central/State Governments/UT administrations 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 60 days from the date of publication of this circular in the 'Employment News', 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. Candidates, who apply for the post, will not be permitted to withdraw later.

12. Hindi version will follow.

Harpreet Singh
27/12/2013
(Harpreet Singh)

Under Secretary to the Government of India
Tele No.23473262

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 General, VVGNLI, Noida.
2. All Joint Secretaries & Bureau Heads, Ministry of Labour & Employment
3. All Ministries/Departments of the Government of India.
4. Chief Secretaries of all the State Governments/Union Territory.
5. Welfare Division/DGE&T/DGFASLI/CLC(C).
6. Director General, VVGNLI, NOIDA.
7. Anuvad Anubhag, Ministry of Labour & Employment for Hindi translation.
8. NIC, Ministry of Labour & Employment for posting a copy of the circular in 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

Paste here
recent passport
size Photograph

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.		
	Desirable	1.		
		2.		
		3.		

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.

Office Institution	Post held	From	To	Scale of pay and Basic pay	Nature of duties (in detail)

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 (Specify) :
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 Organizations eligible only for Short Term Contract) :
16. Whether belongs to SC/ST. :
17. Remarks (The candidates may indicate information with regard to (i) Research publications and reports and 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 _____

Countersigned

(Employer with Seal)