

**No.DGE&T-A-32016/04/2011-Adm.II**  
**Bharat Sarkar/Government of India**  
**Shram Aur Rozgar Mantralaya/Ministry of Labour & Employment**  
**(Directorate General of Employment & Training)**

New Delhi, Dated: January, 2012

**CIRCULAR**

**Subject: Filling up of four (04) post of Director of Training/Regional Director/Director of Training (Project)/Director of Apprenticeship Training Rs.37,400-67,000/- (PB-4) + Rs. 87,00/- (Grade Pay),- under the Directorate General of Employment and Training, Ministry of Labour & Employment by deputation basis including short-term contract.**

It is proposed to fill up four posts of **Director of Training/Regional Director/Director of Training (Project)/Director of Apprenticeship Training** (Group 'A' Gazetted, Non-Ministerial) in the scale of Rs.37,400-67,000/- (PB-4) + Rs. 87,00/- (Grade Pay) in the Directorate General of Employment and Training, on deputation basis including short-term contract. The eligibility for appointment to the post will be as follows:-

1. Officers under the Central or State Government or State Government or Universities or Recognized Research Institute or Public Sector Undertaking or Semi Government, Statutory or Autonomous Organisation:-

(a) (i) Holding analogous posts on regular basis in the parent cadre or department;

Or

(ii) With 05 years regular service in the grade rendered after appointment thereto on a regular basis in PB-3, Rs. 15,600-39,100 + Grade Pay Rs. 7600/- or equivalent in the parent cadre or department; and Possessing the following educational qualifications and experience:

**Essential:-**

- (I) Degree in Engineering or Technology in any field from a recognized university or institute or equivalent. (The exact discipline may be indicated at the time of each recruitment).
- (II) Twelve years experience in industry including experience in training institute or Apprenticeship Training.
- (III) Administrative experience.

**Contd.....**

**Desirable:-**

- (i) Administrative experience in a Government organization or in an engineering project or organization as the head of the organization.
- (ii) Department officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly deputationist shall not be eligible for consideration for appointment by promotion.

2. The terms and condition of deputation of the officer selected for appointment against the said post will be governed by the Instructions contained in the DOP&T OM No.2/12/87-Est.(Pay-II) dated 29/04/1988 or such general/special orders issued or that may be issued by the Govt. from time to time. Period of deputation in another ex-cadre post held immediately proceeding this appointment in the same or some other organisation/ department of the Central Govt. shall ordinarily not exceed four years.

3. It is requested that the applications (in-triplicate) in the enclosed proforma (Annexure) in respect of the officers who could be spared in the event of their selection may be forwarded to Shri V.K. Singh, Director, Directorate General of Employment & Training at the above mentioned address, within 60 days of the publication of this advertisement in the Employment News/Rozgar Samachar. The applications must be forwarded through proper channel and must accompany the following documents/information.

- (i) A certificate that no disciplinary proceedings/vigilance case is either pending or contemplated and a certificate to the effect that no major/minor penalties were imposed on him/them during the last 10 years.
- (ii) Complete and upto date ACRs/APARs (in original) from 2006-2007 to 2010-2011 (If original is not readily available, photocopies of the same duly attested by an officer not below the rank of Under Secretary to the Govt. of India).
- (iii) Integrity Certificate.
- (iv) Cadre clearance certificate.

4. Applications received incomplete and after the last date and otherwise received without the above documents/information will not be entertained. The candidates, who apply for the post, will not be allowed to withdraw their candidature subsequently.

**Contd.....**

5. Candidates strictly fulfilling the eligibility conditions and possessing the qualifications and experience as specified under para-1 and who are actually willing to join the post on their selection need only apply.

6. This issues in supersession of earlier circular of even number published in Employment News dated 17-23 December, 2011 davp 23104/11/0054/1112 EN 38/16.

**(V.K. Singh)**

Director

Tel.: 23715008

To

1. All the Ministries/Departments of the Govt. of India. It is requested that the vacancy may be given vide publicity to the attached & subordinate offices under them.
2. All the State Governments including Union Territories (both Labour Secretaries and Director of Employment Exchanges).
3. All Public Sector Undertakings/Statutory or Autonomous Organisations.
4. The Directorate General of resettlement, Ministry of Defence, West Block-IV, R.K.Puram, New Delhi.
5. Surplus Cell, Department of Personal & Training, New Delhi.
6. The Principal Information Officer, UGC, Bahadur Shah Zafar Marg, New Delhi.
7. All Universities and Research Institutes.
8. The Campaign Officer/Media Officer, Directorate of Advertising and Visual Publicity, Ministry of Information and Broadcasting, 3<sup>rd</sup> Floor, PTI Building, Sansad Marg, New Delhi – 110001 for publication in the Employment News/Rozgar Samachar weekly in the latest edition. It is requested to send a copy of the Employment News/Rozgar Samachar, wherein the said advertisement was published to this Directorate General. The expenditure for printing/publication of the same may be debited under the budget head of DGE&T, Ministry of Labour & Employment.
9. All attached and subordinate offices of Ministry of Labour.
10. PS to DG/JS, DDG(T)/(AT)
11. The Secretary, UPSC, Dhoolpur House, Shahjahan Road, New Delhi – 110069.
12. Notice Board.
13. Hindi Unit for translation.
14. Spare copies 10.

**APPLICATION FOR THE POST OF DIRECTOR OF  
TRAINING**

**BIO DATA PROFORMA**

1. Name and Address in Block letters. :
2. Date of Birth (in Christian era). :
3. Date of retirement under Central/State Govt. 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). :

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	<b>Qualifications/experience required</b>	<b>Qualification/Experience possessed by the officer</b>
Essential	(1) (2) (3)	
Desired	(1) (2)	

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6. Please state clearly whether in the light of entries made by you above, you meet the requirements 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/Instt./Orgn.	Post held	From	To	Scale of pay and basic pay	Nature of duties
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8. Nature of present employment i.e., ad-hoc or temporary or quasi permanent or permanent. :

9. In the case of 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/organisation to which you belong.

10. Additional details about present employment. Please state whether working under :

- a) Central Govt.
- b) State Govt.
- c) Autonomous Organisations.
- d) Government Undertakings.
- e) Universities.

11. 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. :

12. Total emoluments per month now drawn. :

13. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient. :
14. Whether belongs to SC/ST. :
15. Remarks. :

Date : \_\_\_\_\_

Signature of the candidate

Countersigned \_\_\_\_\_  
(Employer)

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_.

**Certificate to be furnished by the employer/Cadre Controlling authority**

1. Certified and verified that the particulars furnished by the applicant above are correct as per the service book records held by this office/Ministry/Department;
2. Certified that no disciplinary proceedings/vigilance case is pending/contemplated against the above officer.

Dated:

Signature with rubber stamp:

Name:

**Official seal of employer cadre controlling authority**

