

No. A- 32022/ 1/ 2006- Adm. I
Government of India/ Bharat Sarkar
Ministry of Labour & Employment/ Shram Aur Rozgar Mantralaya

New Delhi, Dated 12th, January, 2012

C I R C U L A R

**Subject: Preparation of a panel of Officers for appointment as Desk Officers-
Inviting of applications from eligible officers thereof.**

A fresh panel of Officers for appointment as Desk Officers in the Ministry of Labour and Employment against regular/short-term vacancies is to be prepared.

2. A minimum two years' eligibility service as Section Officer will be necessary for consideration for appointment as Desk Officer. However, promotee Section Officer through LDCE may also be considered for the post of Desk Officer provided he has rendered 8 years of service as Assistant/Stenographer Grade 'C' plus the service as Section Officer put together.

3. The officers who are eligible and willing to be considered for appointment as Desk Officer may submit their applications in the enclosed proforma through proper channel so as to reach Adm. I Section (Main Sectt.), Ministry of Labour and Employment, Shram Shakti Bhawan, New Delhi, latest by 18.2.2012. Applications received after the due date will not be entertained.

4. The officer who is appointed as Desk Officer will be entitled to a special pay of Rs.600/- per month in addition to his grade pay for the period he works as Desk Officer.

(**Pradeep Gaur**)

Under Secretary to the Government of India

Telephone : 23766936

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To

1. All Ministries/Department of the Government of India – Applications of eligible and willing officers may be forwarded to this Ministry along with attested photocopies of ACRs for the last 5 years and certificate of clearance from vigilance angle.
2. All regular Section Officers/Private Secretaries in the Main Sectt.
3. NIC – with a request to up-load this circular on net of Ministry of Labour & Employment for wide circulation.
4. Notice Board

Copy to:DGE&T(Adm.II)/CLC (C)/DGLB, Chandigarh/DGFASLI, Mumbai –with request that the applications of willing and eligible officers may please be forwarded immediately.

(Pradeep Gaur)
Under Secretary to the Government of India
Tel: 23766936

P R O F O R M A

FILLING UP OF THE POST OF DESK OFFICER IN THE MINISTRY OF LABOUR & EMPLOYMENT

1. Name
2. Present post held
3. Date of Birth
4. Present Basic Pay
5. Educational Qualification
6. Special Qualifications, if any
7. Rank in the Common Seniority List
& year of Select List
8. Date of regular appointment to the Grade of
Section Officer
9. Date of regular appointment to the
post of Assistant/P.A.
10. Whether General/SC/ST
11. Brief Service Particulars
12. Experience

Date

Signature of the applicant
Name
Designation
Office

CERTIFICATE

It is certified that service particular given above are correct as per official records.

Name & Designation
Seal of Office