Office Memorandum

Subject: Filling of the post of Deputy Director (Administration) and Accounts Officer on deputation basis in the office of National Rural Livelihoods Promotion Society, Ministry of Rural Development.

National Rural Livelihoods Promotion Society, Ministry of Rural Development invites applications for the post of Deputy Director (Administration) and Accounts Officer on deputation basis from amongst persons working in the Central Government for an initial period of 3 years, which may be extended or curtailed at the discretion of the Competent Authority.

2. The Pay Scale and Eligibility criteria for these posts are as under:

**DEPUTY DIRECTOR (ADMINISTRATION) - One Post**
- Pay Scale: - Rs. 15600-39100/- in pay band 3 with grade pay of Rs. 6600/-
- Eligibility Criteria: -Holding equivalent posts in the organized Central Services.
- Age Limit: - 55 years on the last date of receipt of applications

**ACCOUNTS OFFICER- One Post**
- Pay Scale: - Rs. 9300-34800/- in pay band 2 with grade pay of Rs. 5400/-
- Eligibility Criteria: -Holding analogous posts in Accounts Services on regular basis.
- Age Limit: - 55 years on the last date of receipt of applications

3. It is requested that the applications of eligible and willing persons who can be spared immediately may be forwarded in the prescribed Performa to the Additional Secretary (RL), Department of Rural Development, 6th Floor, Hotel Samrat, Kautaliya marg, New Delhi within 21 days from the date of publication of this circular in the Employment News along with the following:-
   
   a) Vigilance Clearance in respect of the official.
   
   b) Integrity Certificate and Statement showing major or minor penalties, if any, imposed on the officer.
   
   c) Up-to-date CR dossier of the applicant or clear photocopies of ACRs for last 5 years duly attested by a Gazetted Officer.

4. Application received after the closing date of receipt of application or without the CR dossier (or photocopies of CRs) or otherwise found incomplete is liable to be rejected.
5. The persons who apply for the above post will not be allowed to withdraw their applications subsequently.

6. While forwarding the application, the Ministry/Department certifies that the particulars furnished by the official are correct. It may also be confirmed that in the event of selection for appointment, the official concerned will be relieved of his duties.

(Nita Kejrewal)
Director (Administration & Finance)

Encl: as above

To

1. All Ministries/Departments of the Government of India (as per standard list) with the request that wide publicity may be given to the vacancy circular in their Ministries/Departments.
2. All Officers/Sections in the Department of Rural Development/Department of Land Resources/Ministry of Drinking Water and Sanitation.
3. NIC, Department of Rural Development with the request to place this vacancy circular on the website of this Ministry.
4. Notice Board
5. Ms. Aparajita Suman, NMMU

Copy to:-

Editor, Employment News, East Block, Level-III, R. K. Puram, New Delhi with the request that the above vacancy circular (on the lines of Proforma enclosed) may be kindly be published in the next issue of Employment News and bill for publishing the vacancy circular be forwarded to the Chief Executive Officer, National Rural Livelihoods Promotion Society, 6th Floor, Hotel Samrat, Kautaliya Marg, New Delhi for arranging payment.

(Nita Kejrewal)
Director (Administration & Finance)
PROFORMA FOR FURNISHING BIO-DATA FOR THE POST OF ________

1. Name of the applicant: ________________________________
   (in block letters)

2. Name, address and contact number
   of office where working at present
   ______________________________________________________

3. Contacts:
   (a) Mobile
   (b) E-mail address
   (c) Landline
   ______________________________________________________
   ______________________________________________________
   ______________________________________________________

4. Address for correspondence
   (with pin code)
   ______________________________________________________

5. Date of Birth
   ______________________________________________________

6. Date of entry into Govt. Service and
   Service to which the officer belongs
   ______________________________________________________

7. Present post held:
   (a) Date of appointment in the
       present post (mention ad-hoc & regular periods separately)
   (b) Pay Band, Grade Pay and present Basic Pay
   ______________________________________________________
   ______________________________________________________

8. Details of earlier deputation, if any
   ______________________________________________________
   (a) Whether presently holding Deputation post or not
   ______________________________________________________
   (b) If 'Yes' please mention, Pay Band, ________________________
       Grade Pay & Present Basic Pay
9. Educational qualifications

(including professional qualification)

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Degree/Diploma</th>
<th>Year</th>
<th>Subject taken</th>
<th>University</th>
<th>Division</th>
</tr>
</thead>
</table>

10. Brief Service particulars/

Experience details

11. Whether SC/ST/OBC/GEN

Signature of the Applicant

Certificate to be furnished by the Head of Office

1. Service particulars given above have been verified from the service record of the applicant and found correct.

2. Certified that no vigilance enquiry/disciplinary case is pending or contemplated against the applicant.

3. He/She will be relieved of his duties in this office to take up assignment in the National Rural Livelihoods Promotion Society on his selection for appointment to the post.

Place: 
Date: 

Signature & Designation
Office Seal