Office Memorandum

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

National Rural Livelihoods Promotion Society, an autonomous body under the Ministry of Rural Development, registered under the Societies Registration Act XXI of 1860, invite applications for the post of Director (Administration & Finance), Deputy Director (Administration) and Accounts Officer on deputation (on foreign service) basis from amongst persons working in the Central Government in equivalent post 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 the posts are enclosed.

3. It is requested that the applications of eligible and willing persons, who can be spared immediately, may be forwarded in the prescribed proforma to the Joint Secretary (RL) & CEO, NRLPS, Ministry of Rural Development, Department of Rural Development, 6th Floor, Hotel Samrat, Kautaliya Marg, Chanakyapuri, New Delhi-110021 within one month 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 and (c) Clear photocopies of ACRs / APAR for last 5 years duly attested by a Gazetted Officer.

4. Application received after the closing date of receipt of application or without the ACRs/APAR 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.

Encl:- As above

(Anita Baghel)
Directir (RL) &
Director (Admn& Finance), NRLPS

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 / Aajeevika website

Copy to:-

The 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.

(Anita Baghel)
Directir (RL) &
Director (Admn& Finance), NRLPS
NATIONAL RURAL LIVELIHOODS PROMOTION SOCIETY
(An autonomous body under the Ministry of Rural Development registered under the Societies Registration Act XXI of 1860)

National Rural Livelihoods Promotion Society, an autonomous body under the Ministry of Rural Development, registered under the Societies Registration Act XXI of 1860, invite applications for the post of Director (Administration & Finance), Deputy Director (Administration) and Accounts Officer on deputation (on foreign service) basis from amongst persons working in the Central Government in equivalent post for an initial period of 3 years, which may be extended or curtailed at the discretion of the competent authority. The pay and allowances and other terms of deputation of the officers/officials selected for the said posts will be regulated in accordance with the instructions contained in the Department of Personnel & Training OM No.6/8/2009-Estt.(Pay-II), dated 17/06/2010. The name of the post, tenure, scale of pay and eligibility criteria for filling up of this post on deputation basis are as under:

I. **Director (Administration and Finance) - One Post**

   The pay will be in the pay matrix 13 as per the Seventh Pay Commission.

   Eligibility Criteria: - Holding equivalent post in the organized Central Services.

   Age Limit: - 55 years on the last date of receipt of applications.

II. **Deputy Director (Administration) – One Post**

   The pay will be in pay matrix 11 as per the Seventh Pay Commission.

   Eligibility Criteria: - Holding equivalent posts in the organized Central Services.

   Age Limit: - 55 years on the last date of receipt of applications.

III. **Accounts Officer - One Post**

   The pay will be in the pay matrix 9 as per the Seventh Pay Commission.

   Eligibility Criteria: - Holding analogous posts in Accounts Services on regular basis.

   Age Limit: - 55 years on the last date of receipt of applications
1. The maximum age limit of the applicant for the post shall not exceed 55 years on the closing date of receipt of application.

2. The application in the prescribed proforma together with attested copies of ACRs/APAR for the last five years of the eligible officials, who are willing to be considered for the said post and would be spared immediately, may be forwarded to the Joint Secretary (RL) and Chief Executive Officer, National Rural Livelihoods Promotion Society, 6th floor, Kautilya Marg, Chanakyapuri, New Delhi-110021 within one month from its date of publication.

3. While forwarding the application, certificate to the effect that the officials are (i) clear from vigilance point of view and; (ii) there is no disciplinary case pending/contemplated against him/her, shall be given at the bottom of the enclosed Performa.

4. The officials who volunteer for the post shall not be allowed to withdraw their names later on.

5. Applications received after the expiry of last date or otherwise found incomplete for want of ACRs/Vigilance Clearance Certificate may not be entertained.

(Anita Baghel)
Director (RL) &
Director (Admn & Finance), NRLPS
PROFORMA FOR FURNISHING BIO-DATA FOR THE POST OF DIRECTOR (ADMINISTRATION & FINANCE), DEPUTY DIRECTOR (ADMINISTRATION) AND ACCOUNTS OFFICER

1. Name of the applicant:
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) Basic Pay (as per pay matrix Of Seventh Pay Commission)

8. Details of earlier deputation, if any
   (a) Whether presently holding Deputation post or
   (b) If ‘Yes’ please mention, basic Pay (as per pay matrix of Seventh Pay Commission)
9. Educational qualifications (including professional qualification):

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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/her 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