

P.T.A

No. DGE-A-12015/02/2022-EE-III

Government of India
Ministry of Labour & Employment
Directorate General of Employment

Shram Shakti Bhawan, Rafi Marg,
New Delhi-110001, Dated the 26th December, 2022

CIRCULAR

It is proposed to fill-up the following posts in the Directorate General of Employment, Ministry of Labour & Employment on deputation basis and Deputation (ISTC)/absorption basis:

- (i) **One post of Sub-Regional Employment Officer/Officer on Special Duty (Group 'B'- Gazetted) in Level 7 (revised) on Deputation basis in the Directorate General of Employment (HQ), New Delhi from amongst the officers under the Central or State Governments :**
- (a) i) holding analogous posts on regular basis in the parent cadre/department; or
ii) with three years' service in the grade rendered after appointment thereto on a regular basis in the pay Level 6 (Revised) or equivalent in the parent Cadre/Department; and
- (b) Possessing the educational qualification and experience mentioned below:-

ESSENTIAL

- (i) Master's Degree in Social Welfare or Social Work or Economics or Statistics or Psychology or Commerce or Education of a recognized University or equivalent.
- (ii) Three years' experience of Socio-Economic Investigation or Research preferably in relation to demography, employment and unemployment or manpower problems.
- (iii) Knowledge of Employment Service work.

Desirable: Experience of employment exchange operations.

- (ii) **One post of Data Processing Assistant Grade B (Group 'B'- Gazetted) in Level 7 (revised) on Deputation basis in the Directorate General of Employment (HQ), New Delhi from amongst the officers under the Central Government :**
- (a) (i) Holding analogous post on regular basis; or
(ii) With three years regular service in post in the pay scale of Rs.5500-9000 (pre-revised) (Level 6 as per 7th CPC pay matrix) or equivalent; or
(iii) with six years regular service in post in the pay scale of Rs.5000-8000 (pre-revised) (Level 6 as per 7th CPC pay matrix) or equivalent; and
- (b) Possessing the following educational qualification and experience namely:-
(i) Master's degree in Computer Application or Computer Science or Master of Technology (with specialisation in computer Application) or Bachelor of Engineering or Bachelor of Technology in Computer Engineering or Computer Science or Computer Technology from a recognized University or equivalent; or
(ii) Degree in Computer Application or Computer Science or Bachelor's degree in Electronics or Electronics and Communication Engineering from a recognized University or equivalent; and
(ii) two years' experience in electronic data processing work including experience of actual programming; or
- (c) (i) Master's degree in any discipline of the recognised University or equivalent or Bachelor's degree in Engineering of a recognised University or equivalent; and
(ii) three years' experience in electronic data processing work including experience of actual programming; or

Contd.....

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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 on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (In detail) highlighting experience required for the post applied for

***Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned . Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To

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 the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.			
9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organisation			

<p>10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.</p>		
<p>11. Additional details about present employment:</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others</p>		
<p>12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.</p>		
<p>13. 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</p>		
<p>14. Total emoluments per month now drawn</p>		
<p>Basis Pay in the PB</p>	<p>Grade Pay</p>	<p>Total Emoluments</p>
<p>15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.</p>		
<p>Basic Pay with Scale of Pay and rate of Increment</p>	<p>Dearness Pay/Interim relief /other Allowances etc., (with break-up details)</p>	<p>Total Emoluments</p>
<p>16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii)</p>		

<p>professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>	
<p>16.B Achievements: The candidates are requested to indicate information with regard to;</p> <ul style="list-style-type: none">(i) Research publications and reports and special projects(ii) Awards/Scholarships/Official Appreciation(iii) Affiliation with the professional bodies/institutions/societies and;(iv) Patents registered in own name or achieved for the organization(v) Any research/ innovative measure involving official recognition(vi) any other information. <p>(Note: Enclose a separate sheet if the space is insufficient)</p>	
<p>17. 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 are eligible only for Short Term Contract)</p>	
<p># (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>	
<p>18. Whether belongs to SC/ST</p>	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address _____

Date _____

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Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. _____
- ii) His/ Her integrity is certified.
- iii) His/ Her CR Dossier in original is enclosed/ photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed..
- iv) No major/ minor penalty has been imposed on him/ her during the last 10 years Or A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with Seal)