F.No.7-9/2022-MC Government of India Ministry of Education Department of Higher Education (Minority Cell)

New Delhi, dated

VACANCY CIRCULAR

Subject:

Filling up of vacancies for the post of Stenographer, Grade-D on deputation basis in the National Commission for Minority Educational Institutions (NCMEI), New Delhi, a Stotutory Body created under an Act of Parliament – Calling for applications - regarding

The undersigned is directed to state that the Central Government (Ministry of Education) in exercise of the powers conferred by the Section 6 of the National Commission for Minority Educational Institutions Act, 2004 (2 of 2005) has framed and issued the Notification dated 12.7.2016 relating to National Commission for Minority Educational Institutions (Group-A, Group-B and Group-C posts) Recruitment Rules, 2016, which was published in the Gazette of India (Extraordinary) on 13.7.2016. Accordingly, the Central Government (Ministry of Education) proposes to fill up vacancy in Stenographer, Grade-D on deputation basis in the National Commission for Minority Educational Institutions (NCMEI), New Delhi, a Statutory Body created under an Act of Parliament under Ministry of Education, the details of which along with their eligibility criteria are given as under:-

S. N o	Name of post/ number of vacancies	Classificati on of post	Pay-Scale as per 6 th CPC	Mode of Selection	Eligibility
	Α	В	C	D	F
1	Stenograp her Grade- D (01 Post)	General Central Service, Group C Non- Gazetted, Ministerial	#Rs.5200- 20200 (PB- 1) Grade Pay Rs.2,400	Deputation (Including Short term Contract)	Officers under the Central or State Governments or Union Territory administrations or Universities or Recognized research institutions or Public Sector Undertakings or Semi-Government or Statutory or Autonomous organisations:- holding analogous post on regular basis in the parent cadre or department;

As per 6th CPC. The salary will be made as per corresponding scale as given in 7 CPC.

- 2. Regulation of pay and other terms of deputation: The pay of the selected candidate will be regulated under the provisions contained in the DoP&T O.M. No.6/8/2009-Estt.(Pay II) dated 17/06/2010 as amended time to time.
- 3. Age-limit: The maximum age-limit for appointment on deputation basis shall not be exceeding fifty-six (56) years as on the closing date of receipt of applications.

- Period of deputation: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/Department of the Central Government shall ordinarily not exceed five years.
- Reservation of SC/ST: No provision for reservation exists for the posts to be filled up on deputation basis.
- Applications (in duplicate) only in the prescribed proforma (Annexure-I) of the eligible candidates whose services can be spared immediately on selection, together with the certificate from the Forwarding Authority (in proforma Annexure-II) along with the following documents:

Integrity certificate

(ii) List of major/minor penalties imposed if any, on the official during the last 10 years; (if no penalty has been imposed a 'Nil' certificate should be enclosed).

Vigilance clearance certificate. (iii)

(iv) Attested photocopies of the ACRs for the last five years (2017-18 to 2021-22) (each page attested by an officer not below the rank of an Under Secretary to the Govt. of India).

The Applications along with relevant documents in support of qualifications and experience, etc., may be forwarded to "The Under Secretary (Minority Education), Department of Higher Education, Ministry of Education, Room No.6(A), 4th Floor, Jeevan Deep Building, Parliament Street, New Delhi -110001" within sixty 60 days of the publication of this circular in the Employment News/Rozgar Samachar. Applications not forwarded through proper channel or those received without the requisite certificates and necessary documents will not be entertained. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

Government strives to have a workforce who reflects gender balance and women candidates are encouraged to apply.

> (Tulsi Negi) Under Secretary to the Govt. of India Email: minoritycell.edu@gov.in

To:-

1) All Ministries/Departments of Govt. of India (as per list).

2) All Attached / Subordinate / Autonomous Organisations of the Ministry of Education (as per list).

3) Estt-I / Estt-II / Estt.-III / Estt.-IV Sections, Ministry of Education. The eligible and interested and Officers may forward their applications through their concerned Admn. Section within the

4) Webmaster, Ministry of Education - for uploading the vacancy circular on the Official website of the Ministry and E-Office.

5) National Informatics Centre, Department of Personnel and Training, North Block, New Delhi-110001 for uploading this vacancy circular on their Official website.

6) National Career Service (NCS) Portal of the Ministry of Labour & Employment, Shram Shakti Bhawan, New Delhi for uploading this vacancy circular on their Official website.

7) Copy for Folder

Proforma of Application for the post of (name of the post) to be filled up on Deputation Basis in the Office of the National Commission for Minority Educational Institutions, 1st floor, Jeevan Tara Building, 5, Sansad Marg, New Delhi (a Statutory Body created under an Act of Parliament)

4.	Name (in Capital Le	ame (in Capital Letters)							
2.	Correspondence ad	dress /	in an included rea				2		
3.	Date of Birth (in Chi	ristian Era)						
4.	Date of retirement under Central Govt. Rules								
5.	Educational Qualifications (Starting from highest qualification to lowest. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)								
6.	Do you hold analog parent cadre or de	nalogous post on regular basis in the or department/Ministry					-		
7.	7. Have you rendered the required number of years of service in the grade rendered after appointment thereto on regular basis in the relevant Pay Band along with Grade Pay or equivalent in the parent cadre or department;							,	
8.	Do you posses ell for which you are	igibility co applying (nditions Please a	as indica	ated in Colur n "Yes" or "No	mn (E) o" as ap	of the viplicable	acancy ci):	rcular for the post
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		scale of pay			(Regular/ Ad-hoc/ Deputa- tion	Pay in PB	G.P.	Basic pay	regular/ad- hoc/deputation
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	(b) Period o	f appointment on	deputation to wi						
		f parent office/Or	ganization to wi						
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12	indicate the pre-revised scale								
•	Date	Pay scale	Basic pay	Г	Date of	Revised	Revised basic		
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		(p. 0 : 01:000)	(pre-re-re-d)		pay	and Pay			
					h~)	Level			
13	Total emoluments drawn per month as on the date								
	of applying against this Vacancy Circular								
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	to mention in	n support of you	ur suitability for	the	8				
		a separate sh							
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15	Full postal ad	dress including F	PIN Code Number	er of					
	the Forwardi	ng Authority wit	th name, teleph	one					
	number and E-mail Address of the Forwarding								
	Authority								
16	Whether belongs to SC/ST						*		
17									
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	Complete Office Address								
		The second secon	ess of the candid						
	Telep	hone Number / F	ax No. of Candid						
	Mobile Number of Candidate								

Date: Place:

(Certificate To Be Furnished by the Employer/Head of Office/Forwarding Authority)

Certified that the particulars furnished by Shri/Smt./Msare correct and he/she possesses educational qualifications and experience mentioned in the vacancy circular.
2. Also Certified that:-
i. There is no vigilance or disciplinary case pending or contemplated against Shri/Smt./Ms
 ii. His/Her integrity is certified. iii. The Photocopies for the last five years (2017-18 to 2021-22) duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed
 iv. * No major/minor penalty has been imposed on him/her during the last ten years. v. * A list of major/minor penalties imposed on him/her during the last ten years is enclosed.
(* Strike out which is not applicable).
Signature of the Forwarding Authority
Name and Designation Official Seal
Complete Office Address
E-mail address of the Forwarding Authority
Telephone Number / Fax No. of the Forwarding Authority
Date:
Place:
List of enclosures:
1.
2.
3.
4.
5.
6.