

**Ministry of Social Justice and Empowerment
D/o SJ&E**

9th Floor
J.P. Building,
K.G Marg, New Delhi

Date: 13-08-2019

Application for the post of Member Secretary, DAF on contract basis

Applications are invited for the post of Member Secretary, Dr. Ambedkar Foundation on contract basis from retired Central/State Government Officers below the age of 65 years who have worked at least in the rank of Joint Secretary in the Government of India and should have not less than 3 years of service in SAG level in the Central Government or equivalent. The applicant should have sufficient experience in the areas of formulation, implementation, monitoring, evaluation, revision of Schemes and programmes etc. in Social Sector/Ministries. The candidate should have working experience in computer, have good command over both English and Hindi and should be proficient in noting and drafting. Experience in Administration, Establishment, Finance/Accounts etc. will be given additional weightage. The tenure will be for a period of 3 years or till such time as decided by the Governing Body, whichever is earlier. The remuneration would be last pay drawn plus Dearness Allowance as applicable minus the amount of pension. The incumbent will be entitled to a staff car or hired vehicle for use in headquarters.

2. The place of posting will be New Delhi. Interested persons may submit their applications with the following details to Shri Pramod Chand, Deputy Secretary (SCD-VI), Room No.7, 9th Floor, Jeevan Prakash Building, New Delhi-110001, within a period of 21 days of publication of this advertisement on the website of Ministry of Social Justice & Empowerment at socialjustice.nic.in and Dr. Ambedkar Foundation at www.ambedkarfoundation.nic.in. Ministry will not be responsible for any postal delay. For further details about the Dr. Ambedkar Foundation, please visit website of the Foundation. Any amendment to this notice will be posted in website only.

(Pramod Chand)
Deputy Secretary

FORMAT OF APPLICATION

- (i) Name
- (ii) Complete address with mobile number and email ID
- (iii) Date of Birth
- (iv) Educational Qualification
- (v) Experience in the following format (wherever applicable)

S.No.	Name of Ministry/Department/Organization	Post held and work handled	Remarks

Signature of the Applicant

