

No. 17020/19/2018/SCD-VI/DAIC  
Government of India  
Ministry of Social Justice and Empowerment  
Department of Social Justice and Empowerment  
(Dr. Ambedkar International Centre)

Shastri Bhawan, New Delhi  
Dated : 15 January, 2018

**VACANCY CIRCULAR**

Applications are invited for filling up of the post of Financial Advisor in the Dr. Ambedkar International Centre, Ministry of Social Justice and Empowerment, New Delhi, on deputation basis (including short term contract) from suitable candidates who fulfil the eligibility conditions as shown below:

Sl No	Name of post	No. of Post	Classification	Pay Scale (Rs.)	Eligibility Conditions
1.	Financial Adviser	One	General Central Service; Group 'A' Gazetted Non-Ministerial	PB-4 Rs. 37400-67000+ GP Rs.8700/-	Transfer on deputation (Including Short-term contact): Officers under the Central/or State Govt./Union Territories/Universities/Recognized Research Institutions/Public Sector Undertaking /Autonomous semi Govt. or Statutory Organization etc. (a) (i) Holding analogous posts Pay Band-4 (Rs. 37400-67000) with Grade Pay of Rs. 8700 on regular basis); or (ii) With five years' regular service in the posts pay Band-3 (Rs. 15600-39100) with Grade Pay of Rs. 7600 or equivalent; (iii) With ten years' regular service in the posts Pay Band -3 (Rs.15600-39100) with Grade Pay of Rs. 6600 or equivalent; (b) Possessing the following educational qualification experience- Bachelor Degree in any subject from a recognized University with 15 years of administrative/academic/managerial experience; Desirable – Experience of accounts related /financial advice work. (Period of deputation including in another ex- cadre post held immediately preceding this appointment in the same



					<p>organisation/department shall ordinarily not exceed three years. The maximum age limit for receipt of appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.)</p> <p>Note: For the purpose of computing minimum qualifying service for the promotion, the service rendered on a regular basis by an officers prior to 01.01.2006/the date from which the revised pay structure based on the 6<sup>th</sup> Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade/pay scale extended based on the recommendations of the Commission. For the purposes of appointment on deputation/absorption basis the service rendered on a regular basis by an officer prior to 01.01.2006/the date from which the revised pay structure based on the 6<sup>th</sup> Central Pay Commission recommendations has been extended shall be deemed to be service rendered in the corresponding grade pay/pay scale extend based on the recommendations of the Commission except where there has been merger of more than one pre-revised scale of pay into one grade with common grade pay/pay scale, and where this benefit will be extended only for the post(s) for which that grade pay/pay scale is the normal replacement grade without any upgradation.</p>
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2. The pay of the officer selected will be regulated in accordance with DOP&T, OM No. 6/8/2009- Estt. (Pay-II) dated 17.06.2010, as amended from time to time.

3. Period of deputation including in another ex-cadre post held immediately preceding this appointment in the same organization /department shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application. The deputation period would be initially for three years and extendable further as per prevailing rules/instructions.

4. The application and the enclosed proforma at Annexure-A can be downloaded from Ministry website [socialjustice.nic.in](http://socialjustice.nic.in). Application of eligible officers who can be spared in the

event of the selection may be forwarded through proper channel to the undersigned at the address given below within 45 days of publication of this circular in the Employment News along with (a) up-to-date ACR Dossiers of the candidate concerned or attested photocopies of the annual confidential reports for the last five years; (b) Vigilance Clearance Report clearly indicating that no disciplinary or criminal proceedings are either pending or contemplated against the officer concerned; (c) Statement showing the minor/major penalties imposed, if any, and (d) Integrity Certificate.

5. Application complete in all respect may be sent to **Director, Dr. Ambedkar International Centre, 15, Janpath, New Delhi-110001**

*N.S. Venkateshwaran*  
15/11/2019  
(N.S. Venketashwaran)

Under Secretary to the Govt. of India

To,

1. All Ministries/ Department of Government of India.
2. All Chief Secretaries of State / UTs.
3. All Central / State Universities or Institutions.
4. Director (CS), DoPT, Lok Nayak Bhawan, Khan Market, New Delhi- with the kind request to upload this circular on DoPT's website for wider circulation.

Copy to

1. NIC, D/o Social Justice and Empowerment on the website of the Department under "What is New" and "Vacancy".
2. Deputy Director (Media) for publishing the enclosed notice for the above vacancy circular in Employment News and the leading National Daily News paper.

## CURRICULAM VITAE PROFORMA

1. Name and address (In BLOCK LETTERS)
2. Applied for the post of
3. Date of Birth (in Christian era)
4. Date of retirement under Central/state Government rule
5. Educational Qualifications
6. Whether belongs to SC/ST
7. Education qualifications and Experience possessed

Qualifications/ Experience Required	Qualifications/Experience possessed by the Officer
Essential	
Desirable	

8. Details of employment, in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

OFFICE/ INSTITUTE/ ORGANISATION	POST HELD AND SERVICE/ CADRE TO WHICH IT BELONG	FROM	TO	PAY IN THE PAY BAND AND CLASSIFICATION OF POST	NATURE OF DUTIES
(1)	(2)	(3)	(4)	(5)	(6)

9. Nature of Present employment, i.e
  - i. Ad-hoc basis
  - ii. Regular/on temporary basis
  - iii. Pay in the pay band
  - iv. Grade pay drawn

10.	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 you belong	
11.	Additional details about present employment, please state whether working under: (a) Central Government (b) State Government (c) Autonomous Organization (d) Government Undertaking (e) Universities	
12.	Are you in Revised Pay Structure? If yes, give the date from which the revision took place and also indicate the pre-revised scale.	

13.	Total emoluments per month now drawn	
14.	Additional information, if any, which you would like to mention in support of your suitability for the post Enclose a separate sheet, if the space is insufficient	
16.	Remarks	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post. It is also certified that the information furnished above is correct and true to the best of my knowledge. In the event of my selection I shall abide by the terms and conditions of services attached to the post.

Date:

Signature of the candidate

Address:

**Certificate to be given by the authorized signatory of the parent office**

Certified that 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 vacancy circular. If selected, he/she will be relieved immediately.

2. It is also certified:-

- (i) That there is no vigilance/disciplinary case or criminal case pending or contemplated against Shri .....
- (ii) That his / her integrity is certified.
- (iii) That his/her ACR/APAR dossier in original is enclosed / photocopies of the ACRs/APAR for the last five years duly attested by an officer of the rank of Under Secretary to the Govt. of India or above is enclosed.
- (iv) That no major / minor penalty has been imposed on him / her during the last ten years or A list of major, minor penalties imposed on him / her during the last ten years is enclosed (as the case may be).
- (v) That the cadre controlling authority has no objection to the consideration of the applicant for the post mentioned in this advertisement and if selected, he will be relieved immediately to join the post.

Signature \_\_\_\_\_

Name and Destination \_\_\_\_\_

Tei No. \_\_\_\_\_

Office seal

Place:

Date:

List of enclosures

- 1.
- 2.
- 3.

VIGILANCE CLEARANCE CERTIFICATE

Certified that no Vigilance case of disciplinary proceedings or criminal proceedings is either pending or contemplated against ..... who has applied for the post of ..... in the Dr. Ambedkar International Center on deputation basis.

(Authorised Signatory)

Name & office Seal:

Date:

NO PENALTY CERTIFICATE

Certified that no minor major penalty has been imposed during the last 10 years on ..... who has applied for the post of ..... in the Dr. Ambedkar International Center on deputation basis.

(Authorised Signatory)

Name & office Seal:

Date:

ANNEXURE-3

INTEGRITY CERTIFICATE

After scrutinizing Annual Confidential Report Annual Performance Appraisal Reports of ..... who has applied for the post of ..... in the Dr. Ambedkar International Center on deputation basis, it is certified that his/her integrity is beyond doubt

(Authorised Signatory)

Name & office Seal:

Date:

(Not below the rank of Deputy Secretary)