

No.11004/ 21 /2024-NCVET/2358

Government of India

Ministry of Skill Development and Entrepreneurship
National Council for Vocational Education and Training

4th Floor, Kaushal Bhawan,
Chanakyapuri, New Delhi - 110023

Dated 05-08-2024

VACANCY CIRCULAR

Subject:- Filling up of various posts in National Council for Vocational Education & Training, New Delhi on deputation basis (on Foreign Service terms) -reg.

Applications from eligible officers are invited for filling the following posts in National Council for Vocational Education and Training, Ministry of Skill Development & Entrepreneurship, Government of India, New Delhi on deputation basis.

Mode of Appointment : Purely on deputation basis on "FOREIGN SERVICE" terms as prescribed by Department of Personnel and Training from time to time.

S. No.	Name of Post & Pay Band/Level	Eligibility Conditions	No. of post
1	Assistant Accounts Officer Pay Matrix Level – 7 (Rs. 44,900 – 1,42,400)	Essential : a. i) Officer from the Central Government "holding analogous post/pay on regular basis in Central Civil Services or Autonomous Organizations or Regulatory Authorities, Universities or Academic or Research Institutions etc (or) ii) Officer's with three years' of service in the grade rendered after appointment thereto on regular basis having level 6 (Rs. 35,400 - Rs 1,12,400) of Pay Matrix or equivalent in the parent office or (iii) Officer with five years' of service in the grade rendered after appointment thereto on regular basis having level 5 (Rs. 29,200 - Rs 92,300) of Pay Matrix or equivalent in the parent office AND Educational Qualification: b. Possessing bachelor's degree from a recognized University or Institute or equivalent.	1 Post Initially for a period of 3 years extendable as per the norms of DoP&T



		<p>c. Experience:-</p> <p>The officer should have experience in handling Accounts, Budget and Finance related work.</p> <p>Desirable : Basic skills of working in a computerized office environment.</p>	
2	<p>Sr PA / PS</p> <p>Pay Matrix Level – 7 (Rs. 44,900 – 1,42,400)</p>	<p>Essential :</p> <p>a.i) Officer from the Central Government “holding analogous posts / pay on regular basis in Central Civil Services or Autonomous Organizations or Regulatory Authorities, Universities or Academic or Research Institutions etc</p> <p style="text-align: center;">(or)</p> <p>ii) Officers with three years of regular service as Personal Assistant in the level - 6 (Rs. 35,400 - Rs 1,12,400) of Pay Matrix or equivalent in the parent office</p> <p style="text-align: center;">(or)</p> <p>(iii) Officer with five years of service in the grade rendered after appointment thereto on regular basis having level 5 (Rs. 29,200 - Rs 92,300) of Pay Matrix or equivalent in the parent office.</p> <p style="text-align: center;">AND</p> <p>b. Educational Qualification:</p> <p>Possessing bachelor’s degree from a recognized University or Institute or equivalent.</p> <p>c. Experience:-</p> <p>The officer should have experience in PA/PS related work.</p> <p>Desirable : Basic skills of working in a computerized office environment.</p>	<p>3 Posts</p> <p>Initially for a period of 3 years extendable as per the norms of DoP&T</p>
3	<p>Office Assistant</p> <p>Pay Matrix Level – 6 (Rs. 35,400 - Rs 1,12,400)</p>	<p>Essential :</p> <p>a.i) Officer from the Central Government “holding analogous posts / pay on regular basis in Central Civil Services or Autonomous Organizations or Regulatory Authorities, Universities or Academic or Research Institutions etc</p> <p style="text-align: center;">(or)</p> <p>ii) Officers with three years’ regular in the level - 5 (Rs. 29,200 - Rs 92,300) of Pay Matrix or equivalent in the parent office.</p>	<p>2 Posts</p> <p>Initially for a period of 3 years extendable as per the norms of DoP&T</p>

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		<p style="text-align: center;">(Or)</p> <p>iii) Officers with five years' regular service in the level - 4 (Rs. 25,500 - Rs 81,100) of Pay Matrix or equivalent in the parent office.</p> <p style="text-align: center;">AND</p> <p>b. Educational Qualification:</p> <p>Possessing bachelor's degree from a recognized University or Institute or equivalent.</p> <p>c. Experience:-</p> <p>The officer should have experience in handling General Administration & Co-ordination, Establishment related works</p> <p>Desirable : Basic skills of working in a computerized office environment.</p>	
4	<p>Assistant (Accounts)</p> <p>Pay Matrix Level – 6</p> <p>(Rs. 35,400 - Rs 1,12,400)</p>	<p>Essential :</p> <p>a. i) Officer from the Central Government "holding analogous posts / pay on regular basis in Central Civil Services or Autonomous Organizations or Regulatory Authorities, Universities or Academic or Research Institutions etc</p> <p style="text-align: center;">(or)</p> <p>ii) Officers with three years' regular service as in the level - 5 (Rs. 29,200 - Rs 92,300) of Pay Matrix or equivalent in the parent office in handling accounts related work</p> <p style="text-align: center;">(or)</p> <p>iii) Officers with six years' regular service in the level - 4 (Rs. 25,500 - Rs 81,100) of Pay Matrix or equivalent in the parent office in handling accounts related work</p> <p style="text-align: center;">AND</p> <p>b. Educational Qualification:</p> <p>Possessing bachelor's degree from a recognized University or Institute or equivalent.</p> <p>c. Experience:-</p> <p>The officer should have experience in handling Accounts, Budget and Finance related work.</p> <p>Desirable : Basic skills of working in a computerized office environment.</p>	<p>1 Post</p> <p>Initially for a period of 3 years extendable as per the norms of DoP&T</p>

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5	Driver Pay Matrix Level – 2 (Rs. 19,900 - Rs 63,200)	Essential : (i) 10 th standard pass from a recognized Board (ii) Experience of driving an official motor car (iii) Possessing valid driving license for motorcars (iv) Knowledge of motor mechanism (should be able to remove minor-defects in vehicle) a. i) From amongst the regular Dispatch Rider (Group C) and Group C employees in the Pay Level - 1 Rs. 18,000 – 56,900 as per 7 th CPC Central in Civil Services or Autonomous Organizations or Regulatory Authorities, Universities or Academic or Research Institutions etc who possess valid driving license for motor car on the basis of valid driving test to assess the competence to drive motor car (or) ii) Regular Despatch Riders in the Pay Level - 1 Rs. 18,000 – 56,900 as per 7 th CPC Level in Civil Services or Autonomous Organizations or Regulatory Authorities, Universities or Academic or Research Institutions etc and possessing a valid Driving License for Motor Car.	1 Post Initially for a period of 3 years extendable as per the norms of DoP&T
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2. The appointment on deputation basis in NCVET will be governed by the provisions contained in the DoP&T O.M. No. 6/8/2000- Estt(Pay – II) dated 17-06-2010 as amended from time to time. The NCVET reserves the right to increase / decrease or not to fill any of the posts indicated as above.

3. Apart from the pay the post carries DA, HRA and Transport Allowance etc as per the rate applicable to Central Government employees from time to time. Medical reimbursement is admissible as per the prevailing CGHS/CS(MA) Rules.

4. The NCVET is not an eligible office for General Pool Residential Accommodation.

5. The maximum age-limit for appointment by deputation shall not be exceeding **fifty six years as on the closing date of receipt of applications.**

6. It is requested that the particulars of the eligible persons, who fulfil the required qualification and can be considered to the above post and whose services could be spared immediately may be forwarded through the proper channel to this office in the proforma enclosed at **Annexure - I** along with their vigilance clearance, integrity certificate, No Penalty certificate for the last ten years and up-to-date ACRs /APARs for the last five years as per **Annexure – II** in a sealed envelope superscribing “**Application for the post applied for**”, so as to reach this office latest by **20-09-2024.**

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7 The application complete in all respects shall be sent to :

Deputy Director (Admn.)

National Council for Vocational Education and Training,

4th Floor, Kaushal Bhawan, Chanakyapuri, New Delhi - 110023

The last date for receipt of application in this office is 20-09-2024



(Dilip Kumar Yadav)
Deputy Director (Admin)

**FORMAT FOR APPLICATION FORM FOR THE POST OF
(ON DEPUTATION BASIS) IN NCVET**

Recent Passport
Size
Photograph

1.	Name in Full (IN BLOCK LETTERS)				
2.	Date of Birth				
3.	Date of Superannuation (DD/MM/YYYY)				
4.	Service to which you belong				
5.	Post applied for				
6.	Status of your present employer (Please specify whether Central Govt./State Govt./Autonomous Body/ Statutory Body / PSU / University / Judicial Institution / others				
7.	Initial date of appointment in Govt. service				
8.	Office address with Telephone No. & Mobile No.				
9.	Residential Address with Telephone No & Mobile No.				
10.	Present post held, along with Pay Level and present Basic Pay / Pay Scale / Pay Band and Grade Pay of the post held.				
11.	Kindly mention the eligibility as per "eligibility conditions" mentioned against the concerned post.				
12.	Educational Qualification (Matric onwards)				
	Exam Passed	Name of University/ Institute / Board	Year of passing	Duration of Course	Subjects

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13	Please state clearly whether in the light of entries made below, you met the requisite Essential Education and other qualifications required for the post are satisfied (if any qualification has been treated as equivalent to the one prescribed in the rule, state the authority for the same						
	Qualification / Experience required						
<p>Essential:</p> <p>A) Qualification</p> <p>B) Experience (whether a(i) or a(ii) or a(iii))</p> <p>Desirable</p> <p>A) Qualification</p> <p>B) Experience</p>							
14	Details of employment (in chronological order) if needed, enclose a separate sheet duly authenticated by your signature in the format given below:						
Sl.No.	Name of Office / Instt./Orgn.	Post Held (Designation)	Period of Service		Nature of Appointment (Regular/ Ad-hoc/Deputation)	Scale of Pay Level/ Pay Band/ Grade Pay	Nature of duties
			From	To			

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15	Details of experience in chronological order, if any, of handling matters relating to Administration / General Administration / Finance/Vigilance / disciplinary matters etc.						
16	Name of present employment i.e Permanent / Adhoc / Temporary						
17	In case the present employment is held on deputation, please state: a) The date of initial appointment b) Period of appointment with address c) Name of the parent office / Organisation						
18	Details of training undergone						
19	Details of proficiency in computer						
20	Any other information, applicant wants to furnish						
21	Please state briefly how you find yourself best suitable for the post applied for						

Applicants not holding the post in the new Pay Matrix Pay scales / Pay Band & Grade Pay pertaining to Central Government should indicate the equivalence of their pay scale vis-vis the Central Government's pay scales and also furnish supporting documents in this regard.

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.

Place

(Signature)

Date

Name _____

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Annexure -II

(Certificate to be furnished by the Employer / Head of Office / Forwarding authority)

2. 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.

It is also certified that:-

- (i) That there is no vigilance /disciplinary case or criminal case pending or contemplated against Shri / Smt. / Ms. _____
- (ii) That his/her integrity is certified
- (iii) That his/her ACR/APAR dossier in original is enclosed / photo copies 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, are enclosed.
- (iv) That no major / minor penalty has been imposed on him / her during 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 applicant for the post mentioned in this advertisement.

Signature _____

Name and Designation _____

Tele No. _____

Place

Official Seal

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