

File No. 11001/ 26/ 2020/ NCVET/1045  
Government of India  
Ministry of Skill Development & Entrepreneurship  
National Council for Vocational Education & Training

Kaushal Bhawan  
B-2, Pusa Road,  
Karol Bagh  
New Delhi : 110 005  
Dated 14-06-2022

**VACANCY CIRCULAR**

Subject: Filling up to vacancy in the post of PRO in National Council for Vocational Education and Training (NCVET), on deputation basis.

Applications are invited for filling up the post of PRO (Public Relation Officer) in National Council for Vocational Education and Training (NCVET, erstwhile NSDA) under Ministry of Skill Development Entrepreneurship, Government of India, New Delhi.

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

2) The details of the post along with eligibility criteria, educational qualification/ experience etc. required for the post PRO (Public Relation Officer) along with the period of initial deputation are enclosed follows:

| Sl. No. | Name of the post & Pay Band level                                            | Qualification Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | No. of posts/ (Period of deputation)                                                                  |
|---------|------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| 1.      | Public Relation Officer (PRO)<br>(rs.56,100-<br>Rs.1,77,500)<br><br>Level 10 | <b>Essential:</b><br><b>1)</b> Persons holding analogous post in Central Civil Services Group A or Autonomous Organizations or Regulatory Authorities, Universities or Academic or Research Institutes etc. OR<br><b>2)</b> Officers with 04 years' experience in the grade rendered after appointment thereto on regular basis in the pay band of Rs.47,600/-- Rs.1,51,100 (Level-8) of such services as mentioned in (1) above; OR<br><b>3)</b> Officers with 05 years' experience in the grade rendered after appointment thereto on regular basis in the pay band of Rs.44,900/-- Rs.1,42,400 (Level-7) of such services as mentioned in (1) above; OR<br><b>4)</b> Officers with 08 years' experience in the grade rendered after appointment thereto on regular basis in the pay band of Rs.35,400/-- Rs.1,12,400 (Level-6) of such services as mentioned in (1) above; OR<br><br><b>Desirable:</b><br><b>1)</b> Graduate from a recognized University ;<br><b>2)</b> Having knowledge in Administration and Finance;<br><b>3)</b> Social Media Operation | 1 (One) Post.<br><br>Initially for a period of 3 years which may be extendable as per norms of DoP&T. |

**NOTE 1:** The Departmental Officers in the Feeder Category who are in the direct line of promotion will not be eligible for consideration for appointment by deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. (Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government should ordinarily not to exceed three years. The maximum age limit for appointment by deputation shall not exceeding 56 years as on the closing date of receipt of application)

**NOTE 2 :** For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior 01-01-2016 ( the date from which the revised pay structure based on the 7<sup>th</sup> Central Pay Commission recommendations has been extended) shall be deemed to be service rendered in the correspondence grade pay or pay scale extended 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 a common grade pay or pay, and where this benefit will extend only for the post(s) which that grade pay or pay scale is the normal replacement grade without any upgradation.

3) The appointment on deputation basis in NCVET will be governed by the instructions issued by the Department of Personnel and Training vide O.M. No. 6/8/2009-Estt. (Pay II) dated 17.06.2010, as amended from time to time.

4) It is requested that the particulars of the eligible officers, who fulfill the required qualification and can be considered for appointment to the above posts and whose services could be spared immediately may be forwarded to this office in the pro-forma (**Annexure-I**), complete in all respects may be sent to the undersigned at the address indicated below, through proper channel **latest by 08-07-2022.**

No penalty certificate for the last ten years and attested photocopies of ACR/APAR for the last 5 years along with certificate of vigilance clearance and Integrity certificate may be sent along with the application.

5) The application complete in all respects shall be sent to :

Deputy Director (Admn)  
National Council for Vocational Education & Training  
Kaushal Bhawan, B-2, Pusa Road,  
Karol Bagh, New Delhi: 110 005  
Email id : dilipkumar.yadav@gov.in

The last date for receipt of application in this office is **08-07-2022.**

(Narendra Singh)  
Director / Administration

FORMAT OF APPLICATION

|     |                                                                                                                                                                 |  |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1.  | Name in Full (IN BLOCK LETTERS)                                                                                                                                 |  |
| 2.  | Post applied for (Separate application are to be sent for different posts)                                                                                      |  |
| 3.  | Date of Birth (DD/ MM/ YY)                                                                                                                                      |  |
| 4.  | Date of superannuation (DD/ MM/ YY)                                                                                                                             |  |
| 5.  | Service to which you belong                                                                                                                                     |  |
| 6.  | Status of your present employment (Plz. specify whether Central Govt./ State Govt./ Autonomous / Statutory Body/ PSU University/ Judicial Institution / Others) |  |
| 7.  | Initial date of appointment in Govt. Service                                                                                                                    |  |
| 8.  | Office Address with telephone no.                                                                                                                               |  |
| 9.  | Residential address with telephone 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 | <b>Educational Qualification (Matric onwards)</b>                                                                                                                                                                                                                                                         |                                             |                        |                           |                 |
|    | <b>Exam Passed</b>                                                                                                                                                                                                                                                                                        | <b>Name of University/ Institute/ Board</b> | <b>Year of Passing</b> | <b>Duration of Course</b> | <b>Subjects</b> |
|    |                                                                                                                                                                                                                                                                                                           |                                             |                        |                           |                 |
| 12 | Please state clearly whether in the light of the entries made below , you met the requisite essential educational 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) |                                             |                        |                           |                 |

|                                          |               |
|------------------------------------------|---------------|
| <b>Qualification/Experience required</b> |               |
| <b>Essential:</b>                        |               |
| A)                                       | Qualification |
| B)                                       | Experience    |
| <b>Desirable</b>                         |               |
| A)                                       | Qualification |
| B)                                       | Experience    |

13. 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./ Organisations                                                                                                                                                                                                                                                         | Post Held (Designation) | Period of Service |    | Nature of Appointment (Regular/ Ad-hoc/ Deputation) | Scale of Pay Level/ Pay Band and Grade Pay | Nature Of duties |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-------------------|----|-----------------------------------------------------|--------------------------------------------|------------------|
|       |                                                                                                                                                                                                                                                                                              |                         | From              | To |                                                     |                                            |                  |
| 14    | Details of experience in chronological order, if any, of handling investigation/enforcement of any economic regulatory law dealing with regulation/investigation and experience in Competitive Law/Mention the name of the Economic Laws etc. & specify number of years of such experience). |                         |                   |    |                                                     |                                            |                  |
| 15.   | Name of present employment i.e Permanent/Ad-hoc/Temporary)                                                                                                                                                                                                                                   |                         |                   |    |                                                     |                                            |                  |
| 16.   | In case the present employment is held on deputation, please state:<br>a) The date of initial appointment<br>b) Period of appointment with address<br>c) Name of the parent office/organization                                                                                              |                         |                   |    |                                                     |                                            |                  |
| 17.   | Details of training undergone.                                                                                                                                                                                                                                                               |                         |                   |    |                                                     |                                            |                  |
| 18.   | Details of proficiency in computer                                                                                                                                                                                                                                                           |                         |                   |    |                                                     |                                            |                  |
| 19.   | Any other information, applicant wants to furnish:                                                                                                                                                                                                                                           |                         |                   |    |                                                     |                                            |                  |
| 20.   | Please state briefly how you find yourself best suitable for the post 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-a-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:

Date:

Name: \_\_\_\_\_

(Signature)

**(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:-

- (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 CR/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 that last 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. \_\_\_\_\_

Official Seal

Place:

Date:

List of enclosures: