

No.A-12024/4/2008-ESA(NLI)
Government of India
Ministry of Labour & Employment

Shram Shakti Bhawan, Rafi Marg
New Delhi, Dated 5th January, 2009

OFFICE MEMORANDUM

Subject: Filling up of the post of Director, VV Giri National Labour Institute, NOIDA.

The undersigned is directed to say that it is proposed to fill up one post of Director in the pay scale of Rs. 37,400-67000+Rs. 10,000 (GP)., in V.V. Giri National Labour Institute, NOIDA, an Autonomous Body, under the administrative control of Ministry of Labour & Employment.

2. The Institute is located at Sector - 24, NOIDA, (Near NTPC Building). The Institute is spread over an area of approximately 12.45 acres. The campus has a faculty -cum- administrative block along with seminar and library blocks, hostel, R.O. water supply system, electric substation and a small residential complex. The Director of the Institute will be provided residential accommodation within the premises of Institute Complex.

3. The Director is the Principal Executive Officer of the Institute responsible for the administration of the Institute. He prescribes duties of all faculty, officers and staff and exercises complete supervision and disciplinary control. He is the Head of the Department for all budget, accounts, expenditure and audit purposes. He is the Member Secretary of all the Governing Bodies and is the Chairman of the Standing Committee on Research and the Standing Committee on Education, Training and Orientation of the Institute which frame the Research Agenda and Training Schedule for the year. The Director exercises powers delegated by the Governing Bodies. Director is the only officer of the Institute who is listed in the Memorandum of Association & Rules and Regulations and is the Chief Executive steering the Institute in implementing its mandated activities viz. Research, Education, Training and Publication.

4. As per the Recruitment Rules, the post is to be filled up by deputation of officers from all India Services/Central Services:-

- (i) Holding analogous posts on regular basis or;
- (ii) With 2 years regular service in the pay scale of Rs. 37000-67000+GP Rs. 8900 or equivalent; or
- (iii) With 3 years regular service in the pay scale of Rs. 37000-67000+GP Rs. 8700/-
- (iv) Should have at least 3 years service left before superannuation in his parent department/organization.

Desirable

- (i) Experience as a Divisional Head/Group leader for project teams.
- (ii) Administrative and financial experience
- (iii) Progressively responsible experience in policy advice/development management/training/planning/programme funding.

5. Period of deputation including period of deputation in other ex-cadre post held immediately preceding this appointment in the same or other organization/ Department of Government of India shall not exceed five years.

6. The Department of Pension and Pensioners' Welfare has been requested to exempt the post of Director, VVG NLI from the purview of the principle of immediate absorption.

7. All the Ministries/Departments under the Central/State Governments/UT administrations are requested to circulate the vacancy amongst their employees and the applications (in duplicate) in the prescribed proforma from the eligible officers who are willing to be considered and could be spared in the event of their selection may be furnished to the undersigned within 45 days from the date of issue of this circular along with the documents listed below:

- a. Copies of the Annual Confidential Reports for the last five years (duly attested by the competent authority).
- b. Certificate to the effect that no vigilance/disciplinary proceeding is either pending or contemplated against the applicant.
- c. Integrity Certificate.
- d. Details of minor/major penalties imposed upon the applicant during the last 10 years.

8. Applications received after the last date or without complete documents will not be entertained and liable to be rejected. While forwarding the applications, it may be verified and certified that the particulars furnished by the officer are correct and he/she is clear from vigilance angle as per records of the office.
9. Candidates, who apply for the post, will not be permitted to withdraw later.
10. Hindi version will follow.

(Pradeep Gaur)
Under Secretary to the Government of India
[Tel:23766936](tel:23766936)

To

1. Department of Personnel and Training (EO's office) with the request that suitable & eligible officers may be nominated to fill up the post of Director, VVG NLI, Noida.
2. All Joint Secretaries & Bureau Heads, Ministry of Labour & Employment
3. All Ministries/Departments of the Government of India.
4. Chief Secretaries of all the Sate Governments/Union Territory.
5. Welfare Division/DGE&T/DGFASLI/CLC(C).
6. Director, VVG, NLI, Noida.
7. Anuvad Anubhag, Ministry of Labour & Employment for Hindi translation.
8. NIC, M/o Labour & Employment for posting a copy of the circular in website of the Ministry of Labour & Employment.
9. Technical Director, NIC, para No. 11/A, North Block, New Delhi-110001. {For posting on the DOPT website (under the heading vacancy in Autonomous organization)}.

CURRICULUM VITAE PROFORMA

1. Name and Address
(in Block Letters)

2. Date of Birth
(in Christian era)

3. Date of retirement under
Central/State Government
Rules

4. Educational Qualifications

5. Whether Educational and
Other qualifications required
for the post are satisfied. (If any
Qualification has been treated
as equivalent to the one
Prescribed in the Rules state
The authority for the same)

Qualifications/ Experience required	Qualifications/ Experience possessed by the officer
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Essential	(1)
	(2)
	(3)
Desired	(1)
	(2)

6. Please state clearly whether
in the light of entries made by
you above, you meet the
Requirement of the post

7. Details of Employment in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office Institution detail)	Post held	From	To	Scale of pay and Basic pay	Nature of duties (in
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8. Nature of present employment
i.e, Ad-hoc or Temporary or Quasi-Permanent or permanent
9. 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
10. Additional details about present employment

Please state whether working Under (indicate the name of Your employer against the Relevant column)

- a) Central Govt.
- b) State Govt.
- c) Autonomous Organisation
- d) Government Undertaking

e) Universities

f) Others

11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.
12. Are you in Revised Scale of pay?
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
(This among other things may
Provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)
(Note: Enclose a separate sheet, if the space is insufficient).
15. Please state whether you are applying for deputation (ISTC)/ Absorption Re-employment Basis. (Officers under Central/ State governments are only eligible for "Absorption"
Candidates of non-Government Organisations eligible only for Short Term Contract)
16. Whether belongs SC/ST

17. Remarks (The candidates may indicate information with regard to (i) Research publications and reports special projects (ii) Awards Scholarship Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and (iv) any other information (Note: Enclose a separate sheet If the space is insufficient)

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.

Date_____

Signature of the candidate

Address_____

Countersigned

(Employer with Seal)