

F.No.A-12024/2/2008-ESA(WE)
Government of India
Ministry of Labour & Employment

Shram Shakti Bhawan, Rafi Marg
New Delhi, Dated the 2nd January, 2009

OFFICE MEMORANDUM

Subject: Filling up of the post of Director, Central Board for Workers' Education, Nagpur.

The undersigned is directed to say that it is proposed to fill up the post of Director in the scale of pay of Rs.18400-22400 (pre-revised) in Central Board for Workers Education, Nagpur an autonomous body (registered society) set up in 1958 for administration and implementation of the Workers Education Scheme, under the administrative control of Ministry of Labour & Employment, on deputation/promotion.

2. The Director, as the principal Executive Officer of the Board, shall be responsible for the proper administration of the affairs of the Board. The Director shall prescribe duties of all officers and staffs of the Board and shall exercise supervision and disciplinary control as may be necessary. Subject to the orders, rule and byelaws of the Board. Director has to make overall control of administration, accounts education, Grants-in-Aid, vigilance, confidential matters, education for rural and unorganized sector workers, implementation of national official language policy in 6 zonal directorates, Indian Institute of Workers' Education, Mumbai and all Regional Directorates.
3. The post is required to be filled up by deputation/promotion.
4. Officers under the Central/ State/UT Admn./Universities /Recognized Research Institute/Public Sector Undertakings/Semi Government Statutory or Autonomous Organizations possessing the following requirements are eligible for being considered for appointment by Deputation:-
 - (a)(i) Holding analogous posts on a regular basis; OR
 - (ii) with 2 years regular service in the posts in the pay scale of Rs.16400-450-20000; (pre-revised)

- (iii) with 3 years regular service in the posts in the pay scale of Rs.14300-400-18300; (pre-revised) and
- (b) having
 - (i) Masters Degree from a recognized University and equivalent;
 - (ii) 15 years experience in Group 'A' post or equivalent in a responsible capacity belonging to All India/Central Services and Central/State Governments or Autonomous Institutions.
 - (iii) Practical and administrative experience in the field of training/educational/rural development/ planning development in labour-related issues would be an added advantage.

5. The Departmental Additional Director with 3 years' regular service in the grade will also be considered along with outsiders and in case he is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

6. The Departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

7. 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.

8. The Department of Pension and Pensioners' Welfare has been requested to exempt this post for the Director of the CBWE from the purview of the principle of immediate absorption.

9. All the Ministries/Departments under the Central/State Governments/UT administrations/Universities/Recognized Research Institutions/Public Sector Undertakings/Semi Govt. Statutory or autonomous Organizations 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.
10. 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.

(Pradeep Gaur)
Under Secretary to the Government of India
[Telefax No: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, CBWE, Nagpur.
2. All Joint Secretaries, 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, CBWE, Nagpur.
7. Anuvad Anubhag, Ministry of Labour & Employment for Hindi translation.
8. NIC, M/o Labour for posting a copy of the circular in the website of the Ministry of Labour and 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
---	--

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
----------------------------------	--------------	------	----	----------------------------------	-------------------------

-
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)