

ANNEXURE I**RECRUITMENT NOTICE {No.F.2-3/2009-DAE(E)}**

Application are invited for filling up of the following positions on Deputation basis in the Directorate of Adult Education, DSE&L, M/o Education, New Delhi.

Name of the post	No. of the post	Pay Scale
Superintendent	01	Pay band-2, Rs.9300 – 34800 plus grade pay of Rs.4200/- (pre-revised)
Upper Division Clerk	01	Pay band-2, Rs.5200-20,200 plus grade pay of Rs. 2400/- (Pre-revised)

Completed application in the prescribed format should reach the office of Director, Directorate of Adult Education, DSE&L, Gallery No -10/4-5, Jamnagar House, Near Shahjahan Road, New Delhi-110011 on or before 10/03/2021, 05:00 PM, through registered post only, application received after prescribed date will be not be entertained in any case. For prescribed application format and eligibility criteria etc. visit www.dae.mhrd.gov.in

Head of Office
011-23070478

ANNEXURE-II

Government of India
Ministry of Education
(Department of School Education & Literacy)
Directorate of Adult Education

One post of Superintendent and one post of Upper Division Clerk in the Directorate of Adult Education (DAE), New Delhi, School Education and Literacy, Ministry of Education is proposed to be filled on deputation basis.

The requirements of the posts are given under:

S.No.	Name of the Post	Pay Scale	Age	Eligibility/Educational Qualifications
1	Superintendent-01 (Post)	Pay band-2, Rs.9300-34800 plus grade pay of Rs.4200/- (Pre-revised)	Shall not be exceeding Fifty Six (56) years as on the closing date of the receipt of applications	Deputation: Officials under the Central or State Government or Union Territories: (i) holding analogous post on regular basis in the parent cadre or Department; or (ii)with 6 years' service in the grade rendered after appointment thereto on regular basis in pay band-1, Rs. 5200-20,200 plus grade pay of Rs. 2800 (Pre-revised) or equivalent in the parent cadre or Department; or (iii)With ten years; service in the grade rendered after appointment thereto on regular basis in pay band -1, Rs.5200-20,200 plus grade pay of Rs. 2400 (Pre-revised) or equivalent in the parent cadre or Department; and (iv) Having two year's of experience in Establishment matters.
2.	Upper Division Clerk- 01 (Post)	Pay Band-1 Rs.5200-20200 plus GP Rs.2400/- (Pre-revised)	Shall not be exceeding Fifty Six (56) years as on the closing date of the receipt of applications	Deputation: Officials under the Central or State Government or Union Territories: (i) holding analogous post on regular basis in the parent cadre or Department; or (ii)with 8 years' service in the grade rendered after appointment thereto on regular basis in pay band-1, Rs.5200-20200 plus grade pay of Rs.1900/- or equivalent in the parent cadre or Department; or

The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/Department of the Central Government shall ordinarily not to exceed three years. The appointment on deputation shall be governed by O.M. NO. 2/29/91 Estt. (Pay II) dated 5.1.94 issued by Department of Personnel and training as amended from time to time.

The applications in the prescribed proforma (in duplicate) should indicate name of the post applied for along with the complete and up-to-date last five years Annual Confidential Reports (ACRs) duly attested by an Officer not below the rank of Under Secretary to the Government of India may be sent so as to reach this Department addressed to Director, Directorate of Adult Education, Department of School Education & Literacy, Ministry of Education, Gallery No -10/4-5, Jamagar House, Near Shahjahan Road, New Delhi-110011 on or before 10/03/2021, 05:00 PM.

(Renu Nigam)
Under Secretary &
Head of Office
Tel. No011-23070478

CURRICULUM VITAE PROFORMA

1. Name and address (in Block letters):
2. Date of Birth(in Christion 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 requirements of the post:
7. Details of Employment in chronological order: Enclosed a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post Held	From	To	Scale of Pay And basic pay	Nature of Duties (in detail)

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/organisation 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).
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 is support of your suitability for the post.
(This among other things may provide information with regard to
 1. Additional academic qualifications

2. Professional training and
3. Work experience over and above prescribed in the Vacancy Circular/Advertisement)
(Note Enclose q separate sheet, if the space is insufficient).
15. Please state whether you are applying for deputation/Absorption. (Officers under Central/State Governments are only eligible for “Absorption”).
16. Whether belongs to SC/ST
17. Remarks (The candidates may indicate information with regard to
 - (i) Research publications and reports and 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)

Certificate to the furnished by the Employer/Head of the Office/forwarding Authority

Certificate that the particulars furnished by Shri/Smt./Km/ are correct and he/she possesses the required educational qualifications and experience mentioned in the vacancy circular.

Also certified that:

- (i) There is no vigilance case pending/contemplated against him/her.
- (ii) His/her complete ACR dossier/ACRs for the last 5 years duly attested (on each page) by an officer of the rank of an under Secretary or above to the Govt. Of India are enclosed.
- (iii) His/her integrity is beyond doubt.
- (iv) No Major/Minor penalties have been imposed on him/her during the last 10 years is enclosed.
(Strike out which is not applicable).

Date _____

Signature.....

Place _____
SEAL

Name & Designation with