Office Memorandum

Subject: Filling of the post of Director (Finance & Administration), Deputy Director (Administration) and Accounts Officer on deputation basis in the office of National Rural Livelihoods Promotion Society, Ministry of Rural Development.

National Rural Livelihoods Promotion Society, Ministry of Rural Development invites application for the post of Director (Finance & Administration), Deputy Director (Administration) and Accounts Officer on deputation basis from amongst persons working in the Central Government for an initial period of 3 years, which may be extended or curtailed at the discretion of the Competent Authority.

2. The Pay Scale and Eligibility criteria for these posts are enclosed.

3. It is requested that the applications of eligible and willing persons who can be spared immediately may be forwarded in the prescribed Performa to the Joint Secretary (RL), Department of Rural Development, 6th Floor, Hotel Samrat, Kautaliya marg, New Delhi within 21 days from the date of publication of this circular in the Employment News along with the following:

   a) Vigilance Clearance in respect of the official.

   b) Integrity Certificate and Statement showing major or minor penalties, if any, imposed on the officer.

   c) Up-to-date CR dossier of the applicant or clear photocopies of ACRs for last 5 years duly attested by a Gazetted Officer.

4. Application received after the closing date of receipt of application or without the CR dossier (or photocopies of CRs) or otherwise found incomplete is liable to be rejected.
5. The persons who apply for the above post will not be allowed to withdraw their applications subsequently.

6. While forwarding the application, the Ministry/Department certifies that the particulars furnished by the official are correct. It may also be confirmed that in the event of selection for appointment, the official concerned will be relieved of his duties.

(T. Vijay Kumar)
Joint Secretary (RL)

&

Chief Executive Officer (NRLPS)

Encl: as above

To

1. All Ministries/Departments of the Government of India (as per standard list) with the request that wide publicity may be given to the vacancy circular in their Ministries/Departments.
2. All Officers/Sections in the Department of Rural Development/Department of Land Resources/Ministry of Drinking Water and Sanitation.
3. NIC, Department of Rural Development with the request to place this vacancy circular on the website of this Ministry.
4. Notice Board
5. Ms. Aparajita Suman, NMMU

Copy to:- Editor, Employment News, East Block, Level-III, R. K. Puram, New Delhi with the request that the above vacancy circular (on the lines of Proforma enclosed) may be kindly be published in the next issue of Employment News and bill for publishing the vacancy circular be forwarded to the Chief Executive Officer, National Rural Livelihoods Promotion Society, 6th Floor, Hotel Samrat, Kautaliya Marg, New Delhi for arranging payment.

(T. Vijay Kumar)
Joint Secretary (RL)

&

Chief Executive Officer (NRLPS)
NATIONAL RURAL LIVELIHOODS PROMOTION SOCIETY  
(Ministry of Rural Development)  

National Rural Livelihoods Promotion Society (NRLPS) invites application for various posts from interested and eligible/experienced candidates on deputation basis for an initial period of three years, which may be extended or curtailed at the discretion of the Competent Authority. The Pay and allowances and other terms of deputation of the officers/officials selected for the said posts will be regulated in accordance with the instructions contained in the Department of Personnel & Training OM No.6/8/2009-Estt.(Pay-II) dated 17/06/2010. The name of posts, scale of pay with grade pay and eligibility criteria for filling up of these posts on deputation basis as under:

1. Director (Administration and Finance) - One Post

   Pay Scale:- Rs.37400-67000 in Pay Band 4 with Grade Pay of Rs.8700/-. 
   Eligibility Criteria:- Holding equivalent post in the organized Central Services.  
   Age Limit:- 55 years on the last date of receipt of applications.

2. Deputy Director (Administration) – One Post

   Pay Scale:- Rs. 15,600-39,100/- in Pay Band 3 with Grade Pay of Rs.6600/-. 
   Eligibility Criteria:- Holding equivalent post in the organized Central Services.  
   Age Limit:- 55 years on the last date of receipt of applications.

3. Accounts Officer – One Post

   Pay Scale:- Rs.9300-34800 in Pay Band 2 with Grade Pay of Rs.5400/-. 
   Eligibility Criteria:- Holding analogous posts in Accounts Services on regular basis. 
   Age Limit:- 55 years on the last date of receipt of applications.

1. The maximum age limit of the applicant for all the post shall not exceed 55 years on the last date of receipt of application. 
2. The application in the prescribed proforma together with attested copies of CR dossiers for the last five years of the eligible officials, who are willing to be considered for the said post and could be spared immediately, may be forwarded to Chief Executive Officer, National Rural Livelihoods Promotion Society, 6th floor, Kautilya Marg, Chanakyapuri, New Delhi-110021 within 21 days from the date of its publication. 
3. While forwarding the application, certificate, to the effect that the officials are (i) clear from vigilance point of view and; (ii) there is no disciplinary case pending/contemplated against him/her, shall be given at the bottom of the enclosed proforma. 
4. The officials who volunteer for the post shall not be allowed to withdraw their names later on. 
5. Applications received after the expiry of last date or otherwise found incomplete for want of ACRs/Vigilance Clearance Certificate will not be entertained.

Chief Executive Officer, NRLPS
PROFORMA FOR FURNISHING BIO-DATA FOR THE POST OF

1. Name of the applicant:
   (in block letters)

2. Name, address and contact number of office where working at present

3. Contacts:
   (a) Mobile
   (b) E-mail address
   (c) Landline

4. Address for correspondence (with pin code)

5. Date of Birth

6. Date of entry into Govt. Service and Service to which the officer belongs

7. Present post held:
   (a) Date of appointment in the present post (mention ad-hoc & regular periods separately)
   (b) Pay Band, Grade Pay and present Basic Pay

8. Details of earlier deputation, if any
   (a) Whether presently holding Deputation post or not
   (b) If 'Yes' please mentioned, Pay Band, Grade Pay & Present Basic Pay

9. Educational qualifications (including professional qualification)

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<th>S.No.</th>
<th>Degree/Diploma</th>
<th>Year</th>
<th>Subject taken</th>
<th>University</th>
<th>Division</th>
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10. Brief Service particulars/Experience details

11. Whether SC/ST/OBC/GEN

Signature of the Applicant
Certificate to be furnished by the Head of Office

1. Service particulars given above have been verified from the service record of the Applicant and found correct.
2. Certified that no vigilance enquiry/disciplinary case is pending or contemplated against the applicant.
3. He/She will be relieved of his duties in this office to take up assignment in the National Rural Livelihoods Promotion Society on his selection for appointment to the post.

Place:
Date: 

Signature & Designation  
Office Seal