

राष्ट्रीय न्यास

स्वपरायणता, प्रमस्तिष्क घात, मानसिक मंदता एवं
बहु-निःशक्तताग्रस्त व्यक्तियों के कल्याण हेतु
सामाजिक न्याय एवं अधिकारिता मंत्रालय
भारत सरकार



NATIONAL TRUST

for the Welfare of Persons with
Autism, Cerebral Palsy, Mental
Retardation & Multiple Disabilities,
Ministry of Social Justice and Empowerment
Govt. of India

No. 14/Estt/Rectt/2009-10(Part-II)

23.02.2018

To

1. All Secretaries
Ministries of the Government of India
2. Chief Secretaries
All the State Governments

Sub. : FILLING UP THE POST OF DEPUTY DIRECTOR(ADMN) ON DEPUTATION

Sir/Madam

The National Trust for the welfare of the persons with Autism, Cerebral Palsy, Mental Retardation & Multiple Disabilities is a Statutory Body set up in the year 1999, under an Act of Parliament by the Ministry of Social Justice & Empowerment, Govt. of India.

The post of Deputy Director (Admn) is lying vacant. Hence, it is proposed to fill up this post in this office on deputation basis. The post may be circulated amongst the eligible officers in your department on priority basis. Names of willing and eligible officers who can be spared by the State Governments/Ministries/Departments may be forwarded to this Department along with vigilance clearance, detailed bio-data in the enclosed proforma and CR Dossiers for the last five years.

Eligibility criteria and terms and conditions are attached herewith for necessary action. The applications complete in all respects may be submitted so as to reach this department within 30 days of from the date of issue of this circular.

Yours faithfully

(Mukesh Jain)

Joint Secretary & C.E.O.



16-बी, बड़ा बाजार रोड, पुराना राजेन्द्र नगर, नई दिल्ली-110060, दूरभाष 011-43187878
16 B, Bada Bazar Road, Old Rajinder Nagar, New Delhi -110060, Phone: 011 43187878
Email ID : contactus@thenationaltrust.in, Website : www.thenationaltrust.in
Abiline (Helpline) No. 011-26466250, 1800 11 6800 (Tollfree)



DEPUTY DIRECTOR (on deputation)

1. Name of the Post : Deputy Director
2. Name of the Ministry/Deptt. : National Trust for the welfare of Persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities, Ministry of Social Justice & Empowerment
3. Number of Post : One
4. Class & Scale of Post : Pay Level- 11 (Rs.67700 – 208700)
5. Mode of Selection : By Deputation

Eligibility Criteria On Deputation: Officers working under the department of Central Government or State Government or Universities or Recognized Research Institutes or semi- Government or Autonomous Bodies or Statutory Organizations or Public Sector Undertaking holding;

- (A) (i) analogous post on regular basis in the parent cadre or department; or
(ii) with five years regular service in post in the pay level- 10; (56100-177500) or equivalent; or
(iii) with six years regular service in the pay level- 8; (47600-151100) and equivalent; or
(iv) with seven years regular service in post in the pay level – 7; (44900 – 142400) or equivalent; and

(B) Possessing:

- (i) Bachelor's degree from a recognized university;
- (ii) Five years experience in administration/establishment or accounts.

Preference will be given to those having experience in development sector.

Note:-

Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of application.

The applicants interested to apply on deputation basis should send their applications in the prescribed format as given in Annexure through proper channel along with the following documents within **30 days** from the date of publication of advertisement in the Employment News.

- 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. Details of minor/major penalties imposed upon the applicant during the last 10 years.

Applications received after the last date or without complete documents will not be entertained and will 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.

Application format for the post of Deputy Director (Admin) on Deputation in the National Trust, New Delhi.

**Affix self
attested
photograph**

1. Name (in block letters) :
2. (a) Addresses :
- (b) Email :
- (c) Mobile No. :
3. Date of Birth and Age :
4. Whether the candidate belongs to SC/ST/OBC :
5. Educational Qualification :
6. Present post held :
- (a) Whether held in permanent/temporary/
 officiating capacity :
- (b) Scale of Pay & GP/Pay Matrix :
- (c) Date from which post is held :
- (d) Service /Cadre in which the post is held :
7. Previous experience :
- (Please state the experience in posts held in the post starting from the present post backwards)
8. Knowledge of Administrative, Accounts matter & usage of computers
9. Additional information, if any

Signature of the applicant

Name

Designation

Office

Date:

Place:

Certificate by Employer

- i. Certified that the particulars of the officer have been verified and found correct.
- ii. Certified that no disciplinary proceedings are pending or contemplated against the officer
- iii. The integrity in respect of the officer is beyond doubt.

Signature of the Head of Office with Stamp

Date:

Place: