

PROGRAMME DIRECTOR (on deputation or promotion)

- (1) Name of the Post : Programme 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- 12 (Rs.78800 – 209200)
(5) Mode of Selection : By composite method (deputation/promotion)

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- 11; (67700 - 208700)

And

- (B) **Possessing:** the following qualification and experience:-
(i) Master Degree in Sociology or Social Works or Social Science from a recognized university.
(ii) Eight years of experience in developmental sector.

Desirable: Experience in disability 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 four 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 5 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.

DEPUTY DIRECTOR (on deputation or Promotion)

- (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 composite method (deputation/promotion)

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;

- (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

Possessing: the qualification and experience prescribed for direct recruits:-

- (i) Bachelor's degree from a recognized university;
- (ii) Five years experience in administration or 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 5 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.

Assistant (on deputation or promotion)

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| 1. Name of the Post | : | Assistant |
| 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- 6 (Rs.35400 – 112400) |
| 5. Mode of Selection | : | By promotion, failing which 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 six years regular service in post in the pay level- 5; (29200 - 92300) or
(iii) a post in the pay level-4; (25500-81100) with 10 years regular service in the pay level.

And

(B) Possessing: the following qualification and experience:-

- (i) Bachelor's Degree from a recognized University.
(ii) Two years experience in administration and accounts.

(C) Desirable : (i) Proficiency in computer usage Micro Soft Word, excel, power point, etc.,
(ii) experience of working in disability 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 5 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.

Upper Division Clerk (on deputation or promotion)

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| 1. Name of the Post | : | Upper Division Clerk |
| 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- 4 (Rs.25500 – 81100) |
| 5. Mode of Selection | : | By composite method (deputation/promotion) |

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) posts in the pay level-2; (19900- 63200) with eight years of regular service in the pay level.

And

(B) Possessing: the following qualification and experience:-

- (i) Bachelor's degree from a recognized university.
- (ii) Proficiency in computer usage: Micro Soft Word, Excel, Power Point, etc.

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.

- I. Copies of the Annual Confidential Reports for the last Five years (duly attested by the competent authority)
- II. Certificate to the effect that no vigilance/disciplinary proceeding is either pending or contemplated against the applicant.
- III. Details of minor/major penalties imposed upon the applicant during the last 5 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 Programme Director, Deputy Director, Assistant and Upper Division Clerk on Deputation / Promotion 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 preceding 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: