

**DGT-A-12023/01/2017-Admn.II**  
GOVERNMENT OF INDIA  
Ministry of Skill Development & Entrepreneurship  
Directorate General of Training

Shram Shakti Bhavan  
New Delhi-dated **05<sup>th</sup> September, 2017**

To,

The Assistant Director (Advertising)  
Employment News  
Ministry of Information & Broadcasting VII Floor,  
**Soochna Bhavan**, C.G.O. Complex,  
Lodhi Road, New Delhi-110003

**Subject: Two posts of Deputy General Manager {One Deputy General Manager (Deputy Director)} {One Deputy General Manager(Finance)} in Pay Matrix Level-11 (Rs. 67,700-2,08,700/- ) on Transfer on Deputation Under Directorate General of Training , Ministry of Skill Development and Entrepreneurship-Release of Advertisement in Employment News – Regarding.**

Sir,

I am directed to forward herewith the copy of advertisement to be released in Employment News in English as well in Rozgar Samachar (Hindi and Urdu).The advertisement is also to be uploaded on the website of Employment News.

It is requested to release the advertisement in the **earliest version of Employment News.**

Encl: As above

Yours faithfully,

(T. Nanda Kumar)

Under Secretary to the Government of India

Copy to :

1. PPS to DG/JS
2. Director (Adm) DGT,MSDE
- ✓3. Executive Director(NIMI, Chennai) ,(With enclosures) with the request to publish this advertisement in the local news papers of Tamil Nadu for wide publicity

*T. Nanda Kumar*  
(T. Nanda Kumar)

GOVERNMENT OF INDIA  
Ministry of Skill Development & Entrepreneurship  
Directorate General of Training

Advertisement No. **DGT-A-12023/01/2017-Admn.II**

The Vice Chairman National Instructional Media Institute is looking for the service of suitable Officers for appointment to the post of Deputy General Manager (Deputy Director) and Deputy General Manager (Finance) on Transfer on deputation for National Instructional Media Institute- Chennai( Tamil Nadu).The details of post, eligibility criteria, job requirement, age limit, qualification and experience required for the post are indicated in annexure-I. The pay and other terms and conditions of Transfer on Deputation will be regulated as per the Rules and Regulation/ Bye Laws of the Society. For Transfer on deputation Authorities/ Head of Departments are requested to forward application of eligible and willing candidates whose service can be spared on Transfer on deputation immediately so as to reach the Director/ Under Secretary (Admn.) DGT, Shram Shakti Bhawan, New Delhi within 30 days from the date of publication of this advertisement in the Employment News. The Application Forms/ Curriculum Vitae Proforma at Annexure-II and for other necessary details, the candidate are advised to visit and download form the DGT website <http://dgt.gov.in>.

**LIST OF ENCLOSURES TO BE ACCOMPANIED WITH THE APPLICATION**

1. Application in prescribed format-Annexure II duly completed signed by the candidate and countersigned with seal by the Cadre/Appointing authority.
2. Documents to be attached with the application.
  - a) Attested copies of ACRs for the last 5 (five) years duly attested on each page with seal by an Officer with the rank of Under Secretary to the Government of India or above.
  - b) Integrity Certificate.
  - c) Vigilance Clearance.
  - d) No major or minor penalty certificate for the last 10 years of his service.
  - e) A certificate to the effect that the particulars furnished by the candidate have been verified and found correct as per service records.
  - f) Cadre Clearance Certificate.



(T. Nanda Kumar)  
Under Secretary to the Govt. of India

टी. नन्द कुमार / T. NANDA KUMAR  
अवर सचिव / Under Secretary  
कौशल विकास एवं उद्यमशीलता मंत्रालय  
Ministry of Skill Development and Entrepreneurship  
प्रशिक्षण महानिदेशालय / Directorate General of Training  
भारत सरकार, नई दिल्ली / Govt. of India, New Delhi

1. Two posts of Deputy General Manager{One Deputy General Manager (Deputy Director)} {One Deputy General Manager(Finance)} in Pay Matrix Level-11 (Rs. 67,700-2,08,700/- )

2. Method of Recruitment: Transfer on Deputation.

Eligibility criteria for Transfer on Deputation

- a) i) Officers of the Central Government /State Government /State Autonomous Body /Public Sector Undertaking holding analogous posts  
or  
(ii) With five years of regular service in the Pay Matrix Level-10 (7 CPC) (Rs. 15,600-39,100+ 5,400 GP)

(b) Possessing the following educational qualifications and experience:

**A. Deputy General Manager (Deputy Director) in Pay Matrix Level-11 (Rs. 67,700-2, 08,700/- )**

- i) Passed in Matriculation or equivalent examinations  
ii) B.E/ B.Tech/ Equivalent qualification in the relevant branch of Engineering Technology or any Graduate/ Post graduate with 10 years of experience after graduation in an Industry or other Training Institute or Organisation involved in development of Media with knowledge of Pedagogy and experience in designing instructional materials, curriculum.

**B. Deputy General Manager (Finance) in Pay Matrix Level-11 (Rs. 67,700-2, 08,700/- )**

1. MBA (finance) / M. Com from Government Recognized University.  
2. With 10 years' experience in an organization in the capacity of Accounts Officer/ Audit Officer out of which 3 years of experience in a senior position.  
c) The period of deputation two years. Extendable by one year. Age limit 40-45 years.

**Candidates applying for the post would not be allowed to withdraw their candidature subsequently.**



टी. नन्द कुमार / T. NANDA KUMAR  
अवर सचिव / Under Secretary  
कौशल विकास एवं उद्यमशीलता मंत्रालय  
Ministry of Skill Development and Entrepreneurship  
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भारत सरकार, नई दिल्ली / Govt. of India, New Delhi

**CURRICULUM VITAE PROFORMA**

1. Name and address (in block letter) :
2. Date of birth (in Christian era) :
3. Date of retirement under Central/State Govt. Rules.
4. Educational qualification :
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.


		Qualification	Qualification/experience
		Experience required	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. Enclose 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 details)

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).
  - (a) Central Govt.
  - (b) State Government
  - (c) State Autonomous Body
  - (d) Public Sector Undertakings

Continued... -2-

  
टी. नन्द कुमार / T. NANDA KUMAR  
अवर सचिव / Under Secretary  
कौशल विकास एवं उद्यमशीलता मंत्रालय  
Ministry of Skill Development and Entrepreneurship  
प्रशिक्षण महानिदेशालय / Directorate General of Training  
भारत सरकार, नई दिल्ली / Govt. of India, New Delhi

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 pay 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 the above prescribed in the Vacancy Circular/Advertisement.
15. Whether belongs to SC/ST.
16. 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).

**Additional Information**

17. Whether the present post held is on substantive basis or on officiating basis or on deputation/short term contract.
18. Pay Matrix Level of the present post held.
19. If Pay Matrix Level in S. No. 18 above is not that of the substantive post Held (i.e that on deputation/ /ACP Scheme upgradation/MACP upgradation). Then the substantive pay (Pay Matrix Level).

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)

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अवर सचिव / Under Secretary  
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