



## NEW DELHI MUNICIPAL COUNCIL PALIKA KENDRA : NEW DELHI SECRETARY'S ESTT, BRANCH

### Filling up the 02 posts of Joint Director in New Delhi Municipal Council on deputation basis.

Applications are invited on deputation basis in NDMC for—

**Two (2) posts (Group 'A') of Joint Director in the Pay Level 11 under 7th CPC. Number of vacancy may increase or decrease as per requirement at the time of selection.**

- Possessing the following educational qualifications and experience:
  - (i) Holding analogous posts on regular basis;   
or
  - (ii) With five years regular service in post in the pre-revised scale of **Rs.15600- 39100 + Grade Pay Rs.5400/-** or equivalent; or
  - (iii) With six years regular service in posts in the pre-revised scale of **Rs.9300- 34800 + Grade Pay Rs.4800/-** or equivalent; and
- Possessing the following educational qualifications and experience:
  - (i) Degree from a recognized university or equivalent.
  - (ii) Five years experience in Administration/ Establishment / Accounts matter.

#### 2. Starting date of submission of application 30.08.2022.

The format of the application and the details regarding age, qualifications, experience and other conditions of eligibility etc. for the posts are available in our website [www.ndmc.gov.in](http://www.ndmc.gov.in).

The last date of submission of application **13.10.2022.**

Director (Personnel)

EN 27/23

### F. No. A-11011/2022-ISC(A) Government of India Ministry of Home Affairs Zonal Council Secretariat Inter-State Council Secretariat Employment Notice

Zonal Council Secretariat, Ministry of Home Affairs invites application for the post of UDC (Group 'C' Non-Gazetted) in the Pay Level - 4 (Grade Pay of Rs. 2400) of the Pay Matrix Table of 7th-CPC on transfer on deputation/absorption basis initially for period of one year which may be extended up to three years.

2. Application may be sent through proper channel in the prescribed proforma which can be downloaded from the website of ISCS (i.e. [interstatecouncil.nic.in](http://interstatecouncil.nic.in)). The application should reach the undersigned within 60 days of publication of this in Employment Notice. Detailed terms and conditions can be downloaded from this Secretariat's website [www.interstatecouncil.nic.in](http://www.interstatecouncil.nic.in).

(Om Prakash Kumar)  
Under Secretary to the  
Govt. of India

Tele. No. :- 23022150  
EN 27/95

CBC 19134/11/0004/2223



## राष्ट्रीय पशु जैव प्रौद्योगिकी संस्थान National Institute of Animal Biotechnology

(An Autonomous Institute of Dept. of Biotechnology, Ministry of Science & Technology, Govt. of India)

Sy.No.37, Opp.Journalist Colony, Extended Q City Road, Gowlidoddi, Gachibowli, Hyderabad, Telangana, India - 500032. Tel: +91 40 2312 0103, 115; Fax: +91 40 2312 0130, Email: [admin@niab.org.in](mailto:admin@niab.org.in); Web: [www.niab.res.in](http://www.niab.res.in)



### Advertisement No.36/2022

NIAB, an autonomous institute under the aegis of the Department of Biotechnology, Ministry of Science & Technology, Government of India, is aimed to harness novel and emerging biotechnologies and create knowledge in the cutting edge areas for improving animal health and productivity. The Institute's research focus is on animal genetics and genomics, transgenesis, stem cell & its applications, reproductive biotechnology, infectious diseases, nanotechnology, bioinformatics and Nutrigenomics. The Institute aims at translational research leading to genetic enhancement of Indian-Livestock species and basic research towards development of novel vaccines, diagnostics and improved therapeutic molecules for farm animals. NIAB invites applications from suitably qualified, dynamic, result oriented and dedicated Indian citizens for filling up the following positions:

#### 1. Service & Maintenance Engineer - 1 Post (UR) Age limit: 35 years

Pay Level: 7 as per 7th CPC Method of Recruitment: Direct recruitment basis

##### Essential Qualification for Direct Recruits :

Essential: Graduate in Civil/ Electrical/Mechanical Engg. from a recognized Institute/University with 3 years' experience in maintenance of HT/LT Electrical equipment/ Air-conditioning equipment/Buildings, etc.

Desirable: (i) Knowledge of Construction Rules/manual in any Public Undertakings/institutions.

(ii) Experience in R&D Organisation

Job Description : Will assist in maintaining the large set up of motor and power control centres including ac plants, electrical installations, maintenance of the instruments in the laboratories, other facilities. Upkeep of the maintenance of the different systems, and be responsible to emergency and routine requirements. In addition, any other duties assigned by the competent authority

#### 2. Office Assistants - 2 Posts (1-UR and 1-OBC) Age limit: 35 years

Pay Level : 6 as per 7th CPC Method of Recruitment: Direct recruitment basis

##### Essential Qualification for Direct Recruits :

Essential: Any Graduate from a recognised Institute/ University with 8 years of working knowledge and experience in Administration/ Establishment/ Accounts/Stores/ Purchase / Academic in a Government Organization of repute.

Desirable: (i) Typewriting English / Hindi Lower with 30 w.p.m. and 2 years of experience in secretarial / office work in a Govt. Organization/ Public Body / an Organization of repute. (ii) Working experience in R&D Organization

Job Description : To provide secretarial assistance, office co-ordination and maintaining office records To carry out regular work of establishment, finance & accounts and stores & purchase in processing personnel matters, personal claims, payments, service matters, purchase matters, store keeping, vigilance and cash handling. Travel arrangements, coordinating meetings, disciplinary matters, budget, final accounts and rendition of different statutory returns etc. In addition, any other duties assigned by the competent authority.

#### 3. Clerks - 2 Posts (UR) Age limit: 25 years

Pay Level : 4 as per 7th CPC Method of Recruitment: Direct recruitment basis

Essential Qualification: 10+2 from a recognized Institute/ University with Typewriting English with 35 w.p.m/ Hindi Lower with 30 w.p.m.

Job Description : To carry out regular work of establishment, finance & accounts and stores & purchase in processing personnel matters, personal claims, payments, service matters, purchase matters, store keeping, vigilance and cash handling. Travel arrangements, coordinating meetings, disciplinary matters, budget, final accounts and rendition of different statutory returns etc. In addition, any other duties assigned by the competent authority.

#### 4. Supporting Staff - 2 Posts (UR) Age limit: 25 years

Pay Level : 5 as per 7th CPC Method of Recruitment: Direct recruitment basis

Essential Qualification: Any Graduate from a recognised Institute / University with 5 years of working knowledge and experience in Administration / Establishment / Accounts / Stores / Purchase / Academic in a Government Organization of repute.

Desirable: (i) Typewriting English with 35 w.p.m/ Hindi Lower with 30 w.p.m. (ii) Working experience in R&D Organization

Job Description: To provide assistance in admin / S&P/ F&A / Engineering / ICT section for digitalisation and other associated works

In addition, any other duties assigned by the competent authority.

For more details, please visit NIAB website [www.niab.res.in](http://www.niab.res.in)

Date of commencement of online applications : 26.09.2022

Last date for receipt of on-line applications: 25.10.2022 (5 PM)

EN 27/61

Sd/- Director, NIAB

### No.A-11011/2021-ISC(A) Government of India

### Inter-State Council Secretariat Zonal Council Secretariat Ministry of Home Affairs Employment Notice

Zonal Council Secretariat, Ministry of Home Affairs invites applications for the one post of Committee Officer (Group 'B' Gazetted) Ministerial in the Pay Level-7 (Rs. 44900-142400) of the Pay Matrix Table of 7th CPC, by transfer on deputation basis initially for a period of one year which may be extended up to three years.

2. Applications may be sent through proper channel in the prescribed proforma which can be downloaded from the website of ISCS i.e. [interstatecouncil@nic.in](http://interstatecouncil@nic.in). The application should reach the undersigned within 60 days of publication of the Employment Notice. Detailed terms and conditions can be downloaded from this Secretariat's website [www.interstatecouncil@nic.in](http://www.interstatecouncil@nic.in). (Om Prakash Kumar)  
Under Secretary to the Govt. of India  
Tele. No.:-23022150  
EN 27/94

CBC 19134/11/0006/2223

No. A-11011/1/2021-ISC(A)  
Government of India  
Inter-State Council Secretariat  
Zonal Council Secretariat  
(Ministry of Home Affairs)  
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Vigyan Bhawan Annexe, New Delhi  
Dated the 27 July, 2022

**OFFICE MEMORANDUM**

**Subject: Filling up the post of Committee Officer (Gazetted) Ministerial in the Zonal Council Secretariat (Ministry of Home Affairs) by transfer on deputation basis.**

The undersigned is directed to state that one post of Committee Officer (Group 'B' Gazetted) Ministerial in this Secretariat in the Pay Level -- 7 (Rs. 44900-142400) of the Pay Matrix Table of 7<sup>th</sup> CPC is required to be filled up by transfer on deputation basis from amongst the eligible employees. The details of the post and necessary terms and conditions are given in Annexure - I.

2. This vacancy may be circulated among the eligible employees and their applications, in duplicate in the format enclosed in Annexure-II, may be forwarded to the undersigned along with the following certificates/documents **within 60 days of publication of the Employment Notice in Employment News.**

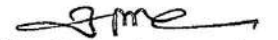
i. Attested copies of the ACRs/APARs for the preceding 5 years. The ACRs/ APARs should be attested by an officer not below the rank of Under Secretary. In case there is some period less than 5 years, the CR/APARs of the previous year(s) may be sent so as to make APARs of 5 complete years.

ii. Vigilance Clearance

iii. Integrity certificate signed by an officer not below the rank of Under Secretary

iv. Details regarding imposition of any major or minor penalties on the officials during the last 10 years. The certificates should be signed by an officer not below the rank of Under Secretary.

3. The applications not received through proper channel and without the complete certificates/documents and after the stipulated date as stated in **Para '2' above** shall not be considered. Applications once received through proper channel shall not be allowed to be withdrawn.



(Om Prakash Kumar)

Under Secretary to the Govt. of India

Tel. 23022150

To

- i. All Ministries/Department of the Govt. of India
- ii. Ministry of Home Affairs, Ad.II section. It is requested that vacancy may be circulated amongst the eligible and interested employees of various units of Ministry of Home Affairs.
- iii. DOPT's website.
- iv. Notice Board, ISCS

No. A-11011/1/2021-ISC(A)  
Government of India  
Inter-State Council Secretariat  
Zonal Council Secretariat  
(Ministry of Home Affairs)  
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Filling up the post of Committee Officer in the Zonal Council Secretariat on transfer on deputation basis.

One post of Committee Officer in the Zonal Council Secretariat, Ministry of Home Affairs is required to be filled up on transfer on deputation basis. The details of the post eligibility criteria and necessary terms and conditions are given below:-

1.	Name of the Post	Committee Officer
2.	No. of Post	One
3.	Classification of the Post	General Central Service Group 'B' Gazetted Ministerial
4.	Pay for the post	Pay Level – 7 (Rs. 44900-142400) of the Pay Matrix Table of 7 <sup>th</sup> CPC.
5.	Eligibility Criteria	<p>Officers of the Central Government</p> <p>(a) (i) holding analogous posts on regular basis;</p> <p style="text-align: center;"><b>OR</b></p> <p>(ii) with 3 years regular service in the posts in the Pay Level -6 Rs. 35400-112400/- of the pay matrix table of 7<sup>th</sup> CPC (pay band-1 Rs. 5500-9000/- with Grade Pay of Rs. 4200/- of the pre-revised scales).</p> <p style="text-align: center;"><b>AND</b></p> <p>(b) Possessing two years experience of doing coordination work, preparation of agenda, briefs, proceedings etc. relating to meeting/conference and also follow up action on the decisions/ recommendations arrived at in such meeting /conferences.</p>
6.	Period of deputation	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 or as amendment from time to time.
7.	Maximum Age limit	The maximum age limit for appointment by transfer on deputation shall not be exceeding 56 years as on last date of submission of Application.
8.	Other conditions	The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for appointment by promotion.
9.	Mode of Application	<p>The application, along with the following documents, in respect of the candidates who fulfill the eligibility conditions and who can be spared for taking up the assignment within one month of the intimation of selection, may be forwarded, through proper channel, in the prescribed proforma duly signed by the candidate and countersigned by the Head of Office or any other officer authorized to to 'The Under Secretary (Admn), Inter State Council Secretariat, Ministry of Home Affairs, Vigyan Bhawan Annexe, New Delhi-110011'</p> <p>i. Up-to-date Confidential Report/ APAR Dossier of the candidate concerned or photocopies of the Annual Confidential/ Annual Performance Appraisal Reports of</p>

BIO-DATA PROFORMA

1. Name and address ( in block letters)
2. Date of Birth
3. Date of retirement
4. Educational qualifications
5. Experience possessed by the applicant
6. Details of employment, in chronological order. A separate sheet, duly authenticated by applicant's signature, if the space below is insufficient
  - i. Office/Institution/Organization
  - ii. Post Held
  - iii. From
  - iv. To
  - v. Pay Level
  - vi. Nature of duties
7. Nature of present employment i.e. whether ad-hoc or temporary or quasi-permanent
8. If the present employment is held on Deputation/contract basis, specify;
  - a. The date of initial appointment
  - b. Period of appointment on Deputation/contract
  - c. Name of the parent office/  
Organization to which you belong
9. Details of work experience
10. Additional information if any which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.
11. Whether belong to SC/ST/OBC
12. Remarks

Signature of the Candidate