

OFFICE OF THE LABOUR COMMISSIONER: ADMINISTRATION BRANCH
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
5-SHAM NATH MARG, DELHI-110054
Email: labouradm@gmail.com Ph. No. : 011-23963334

No.F.1/31/980/LC/Estt./2019/ 2032-2103

Dated: 04/08/2020

CIRCULAR

The Labour Department, Govt. of NCT of Delhi is having 05(five) vacancies of Dy. Labour Commissioner (re-designated as JLC) in the pay scale in Pay level 11 of the pay matrix under 7th CPC [Pay Band of Rs.15600-39100+6600/- Grade Pay (Pre-Revised)]. The Department hereby proposes to fill up the said vacant post of Dy. Labour Commissioner by inviting applications from eligible candidates i.e. Officers from State/ Central Govt./DANICS Officers/State Civil Service Officers on deputation basis having requisite qualification as detailed below:-

1.	Name of post	:	Dy. Labour Commissioner
2.	Pay scale	:	Pay level 11 of the pay matrix under 7 th CPC [Pay Band of Rs.15600-39100+6600/- Grade Pay (Pre-Revised)]
3.	Number of posts to be filled	:	05(five)
4.	Classification	:	CCS Group 'A' Gazetted (Non-Ministerial)
5.	Age limit	:	Not exceeding 56 years (as on the closing date of the receipt of the applications forms)

Method of Recruitment: By deputation

- (i) Officers holding analogous post under the Central/State Govt.
- (ii) DANICS Officer.
- (iii) State Civil Services Officers.

Further, as per the Employees Compensation Act 1923 (amended vide amendment no.45 of 2009) in Section 20 of the Act, the following qualification is also desirable for the post of Dy. Labour Commissioner:-

Section 20 Appointment of Commissioners (1) The State Govt. may, by notification in the Official Gazette, appoint any person [who is or has been a member of State Judicial Service for a period of not less than five year or is or has been Gazetted Officer for not less than five years having educational qualifications and experience in personnel management, human resource development and industrial relations] to be a

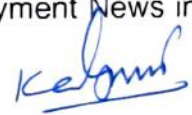
Commissioner for Employee's Compensation for such area as may be specified in the notification.

Application –cum-Bio-Data Form can also be downloaded from the website of the Labour Department, Govt. of NCT of Delhi, i.e. <http://labour.delhi.gov.in>.

Period of Deputation (Including Short Term Contract) in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/Department of the Central Govt. shall ordinarily not to exceed 03 years.

It is requested that the above notified vacancies may kindly be circulated among the officers/ officials of the department and the application forms/bio-data of the interested and eligible candidates in the enclosed proforma along with their Integrity Certificate, Work & Conduct Report, Vigilance Clearance Report, Minor/ Major Penalty Certificate for the last 10 years. Cadre Clearance and photocopies of the ACRs for the last 05 years duly attested by Office so as to **reach this office on or before the last date of submission of the application forms i.e. 16th October 2020**. The application received after the last date/without the required documents/otherwise found incomplete, will not be considered. The candidates, who apply for the post, will not be allowed to withdraw their candidature subsequently.

The Department is going to advertise the above vacancies in the Employment News in the month of August 2020.



[K. S. MEENA]
SPL. LABOUR COMMISSIONER (ADMN.)

No.F.1/31/980/LC/Estt./2019/2032-2/03

Dated: 04/08/2020

Copy forwarded to:

1. The Secretary, Ministry of Labour & Employment, Govt. of India, Shram Shakti Bhawan, New Delhi-110001.
2. The Secretary, Ministry of Agriculture, Govt. of India, Krishi Bhawan, New Delhi-110001.
3. The Secretary, Ministry of Civil Aviation, Govt. of India, Sardar Patel Bhawan, New Delhi-110001.
4. The Secretary, Ministry of Commerce, Govt. of India, Udyog Bhawan, New Delhi-110011.
5. The Secretary, Ministry of Communications, Govt. of India, Sanchar Bhawan, New Delhi-110001.
6. The Secretary, Ministry of Defence, Govt. of India, South Block, New Delhi-110011.

7. The Secretary, Ministry of Energy, Govt. of India, Shram Shakti Bhawan, New Delhi-110001.
8. The Secretary, Ministry of Environment and Forest, Govt. of India, CGO Complex, New Delhi-110003.
9. The Secretary, Ministry of External Affairs, Govt. of India, South Block, New Delhi-110011.
10. The Secretary, Ministry of Finance, Govt. of India, North Block, New Delhi-110001.
11. The Secretary, Ministry of Food & Civil Supplies, Govt. of India, Krishi Bhawan, New Delhi-110001.
12. The Secretary, Ministry of Health & Family Welfare, Govt. of India, Nirman Bhawan, New Delhi-110011.
13. The Secretary, Ministry of Home Affairs, Govt. of India, North Block, New Delhi-110001.
14. The Secretary, Ministry of Human Resources Development, Govt. of India, Shastri Bhawan, New Delhi-110001.
15. The Secretary, Ministry of Industries, Govt. of India, Udyog Bhawan, New Delhi-110011.
16. The Secretary, Ministry of Information & Broadcasting, Govt. of India, Shastri Bhawan, New Delhi-110001.
17. The Secretary, Ministry of Law & Justice, Govt. of India, Shastri Bhawan, New Delhi-110001.
18. The Secretary, Ministry of Personnel, Public Grievances & Pensions, Govt. of India, North Block, New Delhi-110001.
19. The Secretary, Ministry of Petroleum and Natural Gas, Govt. of India, Shastri Bhawan, New Delhi-110001.
20. The Secretary, Ministry of Planning, Govt. of India, Yojana Bhawan, New Delhi-110001.
21. The Secretary, Ministry of Programme Implementation, Govt. of India, Sardar Patel Bhawan, New Delhi-110001.
22. The Secretary, Ministry of Railways, Govt. of India, Rail Bhawan, New Delhi-110001.
23. The Secretary, Ministry of Science & Technology, Govt. of India, Technology Bhawan, New Delhi-110016.
24. The Secretary, Ministry of Steel & Mines, Govt. of India, Udyog Bhawan, New Delhi-110011.
25. The Secretary, Ministry of Surface Transport, Govt. of India, Parivahan Bhawan, New Delhi-110001.
26. The Secretary, Ministry of Textile, Govt. of India, Udyog Bhawan, New Delhi-110011.
27. The Secretary, Ministry of Tourism, Govt. of India, Parivahan Bhawan, New Delhi-110001.
28. The Secretary, Ministry of Development, Govt. of India, Nirman Bhawan, New Delhi-110011.
29. The Secretary, Ministry of Water Resources, Govt. of India, Shram Shakti Bhawan, New Delhi-110001.

30. The Secretary, Ministry of Welfare, Govt. of India, Shastri Bhawan, New Delhi-110001.
31. The Secretary, Ministry of Parliament, Govt. of India, Parliament House, New Delhi-110001.
32. The Secretary, Ministry of Personnel & Administrative Reforms, Govt. of India, New Delhi.
33. Chief Secretary, Govt. of Jammu & Kashmir, Srinagar.
34. Chief Secretary, Govt. of Uttar Pradesh, Lucknow-226001.
35. Chief Secretary, Govt. of Haryana, Chandigarh-160019.
36. Chief Secretary, Govt. of Punjab, Chandigarh-160019.
37. Chief Secretary, Govt. of Uttarakhand, Dehradun.
38. Chief Secretary, Govt. of Rajasthan, Jaipur-302005.
39. Chief Secretary, Govt. of Gujarat Sachivalaya, Gandhi Nagar.
40. Chief Secretary, Govt. of Madhya Pradesh, Bhopal-462003
41. Chief Secretary, Govt. of Himachal Pradesh, Shimla-171002.
42. Chief Secretary, Govt. of West Bengal, Kolkatta-700001.
43. Chief Secretary, Govt. of Bihar, Patna-800015.
44. Chief Secretary, Govt. of Jharkhand, Ranchi.
45. Chief Secretary, Govt. of Chhatisgarh, DKS Bhawan, Mantralaya, Raipur.
46. Chief Secretary, Govt. of Assam, Guwahati-781006.
47. Chief Secretary, Govt. of Arunachal Pradesh, Ita Nagar-791111.
48. Chief Secretary, Govt. of Meghalaya, Shilong-793001.
49. Chief Secretary, Govt. of Manipal, Imphal-795001.
50. Chief Secretary, Govt. of Tripura, Agartala-799001.
51. Chief Secretary, Govt. of Sikkim, Gangtok-737001.
52. Chief Secretary, Govt. of Andhra Pradesh, Hyderabad-500001.
53. Chief Secretary, Govt. of Karnataka, Bangaluru-560001.
54. Chief Secretary, Govt. of Tamil Nadu, Chennai-600009.
55. Chief Secretary, Govt. of Kerela, Thiruvananthapuram-695001.
56. Chief Secretary, Govt. of Goa, Panjim-403001.
57. Chief Secretary, Govt. of Andaman & Nicobar, Port Blair-744101.
58. Chief Secretary, Govt. of Maharashtra, Mumbai-400001.
59. Chief Secretary, Govt. of Mizoram, Aizawal-796001.
60. Chief Secretary, Govt. of NCT of Delhi, I.P. Estate, Delhi Sachivalaya, New Delhi.
61. Chief Secretary, Govt. of Nagaland, Kohima-791001.
62. Chief Secretary, Govt. of Orissa, Bhubaneshwar-751001.
63. Chief Secretary, Govt. of Pondicherry Administration, Pondicherry-605001.
64. Administrator, UTs of Dadra, Daman & Nagar Haveli, Secretariat, Silvassa-396220.
65. Administrator, Lakshdweep Administration, Kawaratti-682555.
66. Advisor, Chandigarh Administration, Chandigarh-161009.
67. Vice Chairman, DDA, Vikas Sadan, INA Market, New Delhi.
68. Chairman, NBCC Place, Bhishma Pitamah Marg, Pragati Vihar, New Delhi.
69. Director, CPWD, Hirman Bhawan, New Delhi.
70. Commissioner, MCD, Town Hall, Chandni Chowk, Delhi.

71. Chairperson NDMC, Palika Kendra, New Delhi.
72. Programmer, Labour Department for uploading this Circular on the website of this department.

Rana

[ANITA RANA]
DY. LABOUR COMMISSIONER (ADMN.)

DLC (Admn.)
Labour Department
GNCT of Delhi

F. No. AB.14017/28/2014-Estt.(RR)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
North Block, New Delhi


Dated: 2.7.2015

OFFICE MEMORANDUM

Subject: Revised Bio-data / Curriculum Vitae (CV) proforma for submission by the candidate for appointment by deputation – issue of instructions – regarding.

The consolidated instructions on the procedure to be followed in cases where appointment is to be made by transfer on deputation / transfer basis (now termed as deputation / absorption) issued by this Department vide OM No. AB-14017/71/89 – Estt. (RR) dated 3.10.89. In terms of para 4.8 of the instruction, while calling for application for appointment on deputation/absorption basis, Ministries/ Departments are required to call for Bio-data / Curriculum Vitae (CV) of the candidates in the proforma at Annexure A of the OM dated 3.10.89.

2. The revised Bio-data / Curriculum Vitae (CV) proforma was issued by this Department vide OM No. AB-14017/10/2000 – Estt. (RR) dated 29.8.2005. The proforma has been reviewed by UPSC, keeping in view the changes took place due to implementation of 6th Pay Commission recommendation and with the objective to reflect the complete profile of the candidate. The revised proforma suggested by the Commission is at Annexure-I.
3. The modified Bio-data / Curriculum Vitae (CV) proforma is enclosed with the request that this modified proforma may be utilized while calling for applications for appointment on deputation / absorption basis. The administrative Ministries / Departments are also advised to pay attention towards the points indicated in Annexure-II at the time of inviting application and preparation of the deputation proposal before sending the same for the consideration of the Commission.
4. It is requested that these instructions may be circulated to all the subordinate formations of the Ministries / Departments.
5. Hindi version will follow.


(Shukdeo Sarin)
Under Secretary (RR-II)

*(Link: Circular → Establishment → Recruitment Policies)

To

- (1) All the Ministries/Departments (As per the standard list).
- (2) The President's Secretariat, New Delhi
- (3) The Vice-President Secretariat, New Delhi
- (4) The Prime Minister's Office, New Delhi
- (5) The Cabinet Secretariat, New Delhi
- (6) The Comptroller and Auditor General of India, New Delhi
- (7) The Secretary, Union Public Service Commission, New Delhi

Copy to:-

- (1) Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi
- (2) All the attached offices under the Ministry of Personnel, Public Grievances & Pension.
- (3) Establishment Officer and AS.
- (4) Secretary, National Council (JCM), 13, Ferozeshah Road; New Delhi
- (5) All Staff Members of the Departmental Council (JCM), Ministry of Personnel, PG and Pensions
- (6) NIC (DoP&T) for placing this Office Memorandum on the Website of DoP&T.


(Shukdeo Sah)

Under Secretary to the Government of India

BIO-DATA/ CURRICULUM VITAE PROFORMA

1.Name and Address (in Block Letters)	
2.Date of Birth (in Christian era)	
3.i) Date of entry into service	
ii) Date of retirement under Central/State Government Rules	
4.Educational Qualifications	
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)	
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/ experience possessed by the officer
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
<p>5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.</p>	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
<p>6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.</p>	

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 on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

***Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned . Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay , Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To

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/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate. 9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organisation			

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.

11. Additional details about present employment:
 Please state whether working under (indicate the name of your employer against the relevant column)

- a) Central Government
- b) State Government
- c) Autonomous Organization
- d) Government Undertaking
- e) Universities
- f) Others

12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.

13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the re-revised scale

14. Total emoluments per month now drawn

Basis Pay in the PB	Grade Pay	Total Emoluments

15. In case the applicant belongs to an Organisation which is not following the Central Government pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.

Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief /other Allowances etc., (with break-up details)	Total Emoluments

16. Additional information, if any, relevant to the post you applied for in support of your suitability for post.
 (Among other things may provide information with regard to (i) additional academic qualifications (ii)

<p>Professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>	
<p>15.B Achievements: The candidates are requested to indicate information with regard to;</p> <ul style="list-style-type: none"> (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition (vi) any other information. <p>(Note: Enclose a separate sheet if the space is insufficient)</p>	
<p>7. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis. # (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)</p> <p>8. (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>	
<p>3. Whether belongs to SC/ST</p>	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address _____

Date _____

Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. _____
- ii) His/ Her integrity is certified.
- iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed..
- iv) No major/ minor penalty has been imposed on him/ her during the last 10 years Or A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with Seal)

Points to be noted by the Borrowing/ Parent Department/ Office to be highlighted in DOP&T circular for compliance by the Ministries/ Departments]

1. Vigilance Clearance will not normally be granted for a period of 3 years after the currency of punishment, if a minor penalty has been imposed on an officer. In case of imposition of a major penalty, Vigilance Clearance will not normally be granted for a period of 5 years after the currency of punishment in terms of DOP&T O.M. No.11012/11/2007-Estt.(A) dated 14.12.2007.
2. While forwarding applications in respect of officers who are about to complete their 'cooling-off' period shortly the instructions of DOP&T as contained in O.M. No.2/1/2012-Estt.(Pay.II) dated 04.01.2013 may be strictly adhered to.
3. A copy of the Application format may be provided by the Borrowing Department in their website in a downloadable form as *Word Document* along with the advertisement.
4. In the case of a vacancy already existing at the time of issue of communication inviting nominations/ publication in the Employment News, the eligibility may be determined with reference to the last date prescribed for receipt of nominations in the concerned administrative Ministry/Department. In the case of an anticipated vacancy, the crucial date for determining eligibility should be the date on which the vacancy is expected to arise.
It shall be prominently mentioned in the vacancy circular/ advertisement that the applications/CV not accompanied by supporting certificates/ documents in support of Qualification and Experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection.
5. Crucial date for determining the eligibility of the applicants will be counted after excluding the first date of publication of the vacancy/ post in the Employment News. i.e., For the vacancy published in the Employment News of 18-24 Jan. 2014, the crucial date will be counted from the 19th Jan. 2014 (excluding the first date of publication).
6. To facilitate determination of eligibility of the applicants working in Public Sector Undertakings/ Autonomous organizations not following the Central Government Scales, their equivalent scales of pay/posts may be confirmed by the borrowing Department. Where necessary, details in this regard may also be ascertained from the lending Department.