

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF EDUCATION : INCLUSIVE EDUCATION BRANCH  
AMRITA SHERGIL SCHOOL BUILDING  
BEHIND LADY SHRI RAM COLLEGE,  
LAJPAT NAGAR-IV, NEW DELHI-110024**

F.219/DDE(IEB)/Admn.Cell/2022/3611-3619

Dated: 09.07.2024

**VACANCY CIRCULAR**

**Sub: Filling up of the posts of Assistant Director (Inclusive Education), Non Ministerial Gazetted Group A (Level - 10 in the pay matrix Rs.56,100 - 1,77,500/-)**

1. Applications in the prescribed proforma (as per Annexure -I & II) are invited from eligible candidates for recruitment to 03 posts of Assistant Director (Inclusive Education), Non Ministerial Gazetted Group A on Deputation/ short term contract basis in the pay level 10 (Rs.56,100 - 1,77,500/-) in the Directorate of Education, Govt. of NCT of Delhi.
2. The Qualification/ Experience and terms & Conditions as mentioned in the Recruitment Rules F.237/DDE(IEB)/Admn.Cell/2018/249 dated: 20/01/2022, are applicable. (Annexure-III).
3. Period of Deputation/ Short Term Contract shall ordinarily not exceed three years.
4. Maximum age limit for appointment by transfer on deputation (ISTC) shall not exceed Fifty Six years, as on the closing date of receipt of applications.
5. The applicants/officers who apply for the post will not be permitted to withdraw their candidature. Subsequently, only such recommendations from their parent department will be considered, which are accompanied by requisite personal data as per point No. 7 below.
6. The terms & conditions and pay & allowances of the officers selected/appointed on deputation/ short term contract basis, will be governed as per the provisions contained in Government of India, DoPT's OM No.6/08/2009-EStt(pay.II) dated 17.06.2010, OM No 2/6/2016-Estt.(Pay II) dated: 17/02/2016 as amended from time to time.
7. While forwarding the applications in respect of eligible applicants/officers, the following documents must be enclosed :
  - i. Application in the prescribe pro-forma (Annexure - I).
  - ii. Copies of up-to-date and complete Annual Performance Appraisal Report/ (APAR Dossiers) of the last five years, which should be certified by the officers not below the rank of under Secretary.
  - iii. Integrity certificate.
  - iv. Vigilance clearance including certification that no disciplinary proceedings/ Criminal Proceeding are either pending or contemplated against the applicant.
  - v. List of minor/major penalty, if any, imposed upon the applicant during last 10 years.
8. Bio-data (in three sets) and other documents of the eligible officers may be forwarded to this office through proper channel. The applicants/ 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 candidate for selection .

9. The applications must reach to this office, within 30 days from the date of publication in employment News & Rojgar Samachar .
10. Being the administrative department, the department has full rights to cancel the circular/ advertisement of the post at any stage of recruitment.
11. The crucial date of eligibility of the candidates for the appointment to the post will be the last date prescribed for receipt of application.
12. While forwarding the application, the recommendation of the cadre controlling authority, is mandatory.

This issue with the prior approval of the Competent Authority.



**(ANJANA BIRDI)**  
**SECTION OFFICER (IEB)**

Encl: As above.

Copy to:-

1. The Chairman, Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi.
2. All Ministries/Departments of Government of India.
3. The Chief Secretaries of all State Governments and Union Territories.
4. All HOD's of the Govt. Of NCT of Delhi.
5. PA to the Secretary / Director, Education Department, Old Sectt. Delhi for information.
6. All the concerned branch-in-charges of Education Department, Govt. of NCT of Delhi.
7. The P.A. to Special Secretary of Education, Education Department, Delhi.
8. The SO (IT)/ Programmer, for uploading the circular on the website of Education Department.
9. Guard file.



**(ANJANA BIRDI)**  
**SECTION OFFICER (IEB)**

**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					
4.1 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).					
5. Qualification / Experience required as mentioned in the advertisement / vacancy circular					<u>Qualification/ experience possessed by the officer</u>
<b>Essential</b>					<b>Essential</b>
A. Qualification					A Qualification
B. Experience					B Experience
<b>Desirable</b>					<b>Desirable</b>
A. Qualification					A Qualification
B. Experience					B Experience
5.1 <b>Note:</b> 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.					
5.2. In the case of degree and post graduate qualifications Elective / main subject and subsidiary subject may be indicated by the candidate.					
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.					
6.1 <b>Note:</b> 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.					
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	Basic Pay and Pay level of the post held on regular basis.	Nature of duties (in details) highlighting experience required for the post applied for
* <b>IMPORTANT:</b> 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 – band and Grade Pay drawn under ACP/MACP Scheme		From	To	
8. Nature of present employment i.e. Adhoc 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 and Pay of the post held in substantive capacity in the parent organization.
<b>9.1 Note:</b> In case of Officers already on deputation, the application of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.			
<b>9.2 Note:</b> 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 this parent cadre. Organization			
<b>10.</b> If any post held on deputation in the past by the applicant, date of return from the past deputation and other details.			
<b>11. Additional details about present employment:</b> 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			
<b>12.</b> Please state whether you are working in the same department and are in the feeder grade of feeder to feeder grade.			
<b>13.</b> Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre – revised scale.			
<b>14.</b> Total emoluments per month now drawn			
Basic Pay	Pay level in pay matrix	Total Emoluments	
<b>15.</b> In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the organization showing details may be enclosed.			
Basic Pay with Scale of Pay rate of increment	Dearness Pay/interim relief/ other Allowance etc., (with break-up details)	Total Emoluments	
<b>16. A</b> Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regards to (i) additional academic qualifications (ii) promotional training and (iii) work experience over and above prescribed in the vacancy			

circular/ advertisement) <b>(Note: Enclose a separate sheet, if the space is insufficient)</b>	
<b>16.B Achievements:</b> The candidates are requested to indicate information with regard to; <ul style="list-style-type: none"> <li>i. Research publication and report and special projects.</li> <li>ii. Awards/ Scholarships/Official Appreciation</li> <li>iii. Affiliation with the professional bodies/institutions/ societies and ;</li> <li>iv. Patents registered in own name or achieved for the organization</li> <li>v. Any research/innovative measure involving official recognition</li> <li>vi. Any other information.</li> </ul> <b>(NOTE: Enclose a separate sheet if the space is insufficient)</b>	
<b>17. Please state whether you are applying for deputation (ISTC)/Absorption/ Re-employment Basis.#(officers under Central / State Government are only eligible for "Absorption "Candidates of non- Government Organizations are eligible only for Short Term Contract)</b>	
# (The option of 'STC' / 'Absorption'/' Re-employment' are available only if the vacancy circular specially mentioned recruitment by 'STC' or 'Absorption' or ' Re-employment' )	
<b>18. Whether belongs to SC/ST/OBC</b>	

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-----**

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**Date:\_\_\_\_\_**

**Certification by the Employer/ Cadre Controlling Authority**

1. 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 qualification 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 upon him / her during the last 10 years or A list of major/ minor penalties imposed upon him/ her during the last 10 years is enclosed. (as the case may be )

**Countersigned**

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**(Employer / Cadre Controlling Authority with Seal)**