

No. EP/30/2020-ECO DIV  
Government of India

## Ministry of Skill Development and Entrepreneurship

Kaushal Bhawan, New Moti Bagh, New Delhi-23

### VACANCY CIRCULAR

**Sub: Filling up the post of Chairperson in National Council for Vocational Education and Training (NCVET).**

The Ministry of Skill Development & Entrepreneurship (MSDE), Government of India notified the National Council for Vocational Education and Training (NCVET) on 5th December 2018 in function as an overarching regulator mandated to regulate both long and short-term vocational training in the country. NCVET has been notified as a non-statutory regulatory authority, by merging the National Council for Vocational Training (NCVT) and the National Skill Development Agency (NSDA).

2. Applications are invited in the given proforma, from the citizens of India for the post of Chairperson in the National Council for Vocational Education and Training (NCVET).

3. Remuneration: Rs. 2,25,000/- per month (Fixed) plus allowances as admissible to the Secretary to the Government of India. Remuneration will be regulated as per the directions issued from time to time by Department of Expenditure and Department of Personnel & Training.

4. Eligibility: Applicants should be persons of ability, integrity and standing who have special knowledge of and professional experience of not less than fifteen years in business management, human resource management, skill development, higher education, public administration or related fields. An applicant who is or has been, in the service of Government, should be either holding or has held the post of Secretary/ Additional Secretary to the Government of India or any equivalent post in the Central Government or the State Government.

5. Age limit and tenure: The Chairperson shall hold office for a term of five years or until the age of sixty-five years, whichever is earlier. The applicant should not be more than 62 years of age as on the last date of receipt of application.

6. The Selection Committee reserves the right to suitably modify the eligibility & other criteria, if considered necessary and also to consider outstanding candidates who have not applied for the posts.

7. Supporting documents: Those from Government service shall submit their applications together with self-attested copies of following supporting documents.

(a) Up-to-date Annual Confidential Report (ACR)/APAR dossier in original/attested photocopies of last 5 years of the candidate;

(b) Integrity Certificate;

(c) Vigilance Clearance Certificate that no disciplinary proceedings or criminal proceedings are either pending or contemplated against the officer concerned;

(d) List of major/minor penalties, if any, imposed on the candidates; and

(e) A certificate confirming that no penalty has been imposed on the officer.

8. Application as per the given proforma along with one passport size photograph should be sent through proper channel to the following address in a closed cover or to via email [ecopd-msde@gov.in](mailto:ecopd-msde@gov.in) superscribed "Application for the post of Chairperson, NCVET".

Joint Director (E&P)

Ministry of Skill Development & Entrepreneurship

Room No. 318, Kaushal Bhawan

New Moti Bagh, New Delhi-23

11. The proforma of application and the details regarding the eligibility conditions, etc. may be seen at the Ministry of Skill Development & Entrepreneurship's website <http://www.msde.gov.in>.

The application should reach the above-mentioned address on or before 5.30 p.m. 30th September, 2024

(Naveen Kumar)  
Joint Director

### PROFORMA

Application for the post of Chairperson, National Council for Vocational Education and Training (NCVET)

- Name of the Candidate (in Block Letters):
- Date of Birth:
- Present post held:
- Service to which belong (in case of Govt. servants):
- Present pay and scale of pay:
- Complete Postal Address:  
(i) Permanent  
(ii) Present
- Educational Qualification  
(i) Academic  
(ii) Professional
- Details of experience and brief service particulars:

S. No.	Post (Regular/ Ad-hoc)	From and To	Scale of pay & Basic pay	Nature of Duties	Remarks/any other information relevant for the post

9. Please state whether you meet the requirements of the post:

10. Additional information, if any.

Date:

(Signature of Applicant)

Place:

\* In case of persons from the private sector, relevant supporting documents shall be enclosed with the application.

**TO BE FILLED BY THE EMPLOYER (in case of Government servants)**

Certified that the particulars furnished by Mr./Ms. \_\_\_\_\_ who is working as \_\_\_\_\_ in this organization are correct and no vigilance case is pending/contemplated against him/her.

Date:

Signature  
Designation

CBC 63101/11/0003/2425

EN 20/43



## Telecom Regulatory Authority of India

World Trade Centre, 6th Floor, Tower-F  
Nauroji Nagar, New Delhi



Vacancy Circular No. 1-03/2024-A & P

**Sub: Filling up of the post of Advisor in TRAI (HQ), New Delhi on deputation on foreign service terms - Reg.**

Telecom Regulatory Authority of India proposes to fill up the following post at its Headquarter in New Delhi on deputation on foreign service terms:-

Name of Post	Pay Band & Grade Pay
Advisor	Pay Level-14 (Rs.144200-218200) in the Pay Matrix as per 7th CPC (Pre-revised PB-4, Rs. 37400-67000 + GP Rs. 10000)

2. The last date to submit online application is upto 9th September, 2024.

3. Further details and application form can be obtained from the TRAI website [www.trai.gov.in](http://www.trai.gov.in).

CBC 00202/12/0022/2425

EN 20/47

Continued from page 14

14. Total emoluments per month now drawn	Basic 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 the post. (This among other things may provide information with regard to : (i) Additional academic qualifications, (ii) Professional training and (iii) Work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)		
17. Achievements: B. The candidates are requested to indicate information with regard to: 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. (Note: Enclose a separate sheet, if the space is insufficient)		
18. Please state whether you are applying for Deputation (ISTCY 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.) # (The option of "STC"/Absorption/Re-employment are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment")		
19. Whether belongs to SC/ST		
20. Contact Telephone/Mobile No.		

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.

Date \_\_\_\_\_

(Signature of the Candidate)

Address \_\_\_\_\_

### 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:

- There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. \_\_\_\_\_
- His/Her integrity is certified.
- 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.
- 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)

CEC 10622/11/0010/2425

EN 20/91

**Government of India**  
**Ministry of Defence**

Applications are invited for filling up of One (01) post of Administrative Officer (Group 'A' Gazetted) in Level-10 in the Pay Matrix as per 7th CPC at the National Defence Academy, Khadakwasla, Pune on Promotion/Deputation (including Short Term Contract) basis. The eligibility conditions for applicants are as under:-  
Officers under the Central Government or State Government or Public Sector Undertakings or Autonomous Bodies or Semi-Government Organizations.

- (a) (i) Officers holding analogous posts on regular basis in the parent cadre/Department; or  
(ii) With two years' service in the grade rendered after appointment thereto on a regular basis in Level-8 (Rs. 47,600-1,51,100) in the Pay Matrix as per 7th CPC or equivalent in the parent cadre/Department; or  
(iii) With three years' service in the grade rendered after appointment thereto on a regular basis in Level-7 (Rs. 44,900-1,42,400) in the Pay Matrix as per 7th CPC or equivalent in the parent cadre or Department, and  
(b) Possessing the following educational qualifications and experience:-  
(i) Degree of a recognized University or equivalent;  
(ii) Five years' experience in establishment and personnel administration.

**Note 1:** The Establishment Officer of National Defence Academy in Level-7 (Rs. 44,900-1,42,400) in the Pay Matrix as per 7th CPC with three years regular service in the grade will also be considered and in case he is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

**Note 2:** The Departmental Officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. Period of deputation (including Short Term Contract) 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 (including Short Term Contract) shall be not exceeding 56 years as on the closing date of receipt of applications.

2. The terms and conditions of deputation will be governed by the DOP&T's OM No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010, as amended from time to time.

3. It is requested that the applications (in duplicate) in the given proforma along with the complete and upto date confidential reports/APARs of the officers who could be spared in the event of their selection duly countersigned by the employer may be sent to the office of the Principal Director (Pers), Headquarters Integrated Defence Staff, Ministry of Defence, Room No. 33, Kashmir House, Rajaji Marg, New Delhi-110011 within 60 days of the issue of this advertisement. Applications received after the last date or without the confidential reports or otherwise found incomplete will not be considered. While forwarding the applications, it may be verified and certified that the particulars furnished by the officers are correct and that no disciplinary and vigilance case is pending. The details of major/minor penalties imposed on the officer during the last 10 years may also be furnished.

Under Secretary to Government of India

Annexure

**JOB DESCRIPTION/CHARTER OF DUTIES FOR THE POST OF ADMINISTRATIVE OFFICER AT NATIONAL DEFENCE ACADEMY, KHADAKWASLA, PUNE.**

- (a) Consolidation of the PE as a whole and periodical reviews.  
(b) Appointment, Promotion, Quasi-permanency and permanency.  
(c) Pay and allowance and pensions.  
(d) Postings, transfers and adjustment of surpluses and deficiencies.  
(e) Discipline including disciplinary proceedings under the CSS (CC&A) Rules, 1965.  
(f) Retirements, resignations, invalidation from service and voluntary retirements.  
(g) Welfare matters.  
(h) Departmental Promotion Committee.  
(i) Appeals and petitions.  
(j) Compassionate appointments in case of death in harness and invalidment from service.  
(k) Revision of pay as per Rules.  
(l) Pay fixation in case of pensioners, promotions, re-classification and surplus/deficiencies adjustment.  
(m) Maintenance of roster for SC/ST reservations for appointment, permanency and promotion.  
(n) Maintenance of records for Ex-servicemen and physically handicapped persons.  
(o) Administer the office contingencies grant and requisite expenditure for office stationary, equipment, books and publications liveries for Group 'C' and 'D' employees and maintain accounts and ledgers for the same.  
(p) Initiate all pension claims, and progress the cases.  
(q) Deal with all representations for the civilians.  
(r) Preparation and maintenance of Seniority list for the 34 cadres/isolated posts of civilian employees thereto.  
(s) Preparation of Recruitment Rules for the different posts and progressing the action thereon.  
(t) Act as a member in all Selection Committees and Boards for employment of personnel.  
(v) Scrutinize the various cases pertaining to Civilian Personnel and submit detailed notings on each case for decision of the higher authorities.

**BIO-DATA PROFORMA**

**POST APPLIED FOR**

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 : (enclosed copy of Degree Certificate)	

5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification have 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		
Qualifications/Experience required as mentioned in the advertisement/vacancy circular			Qualifications/Experience possessed by the officer		
Desirable			Desirable		
A) Qualification			A) Qualification		
B) Experience			B) Experience		
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.					
5.2 Note : In the case of Degree and Post Graduate Qualifications Elective/ Main subjects and subsidiary subjects 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 for the post.					
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.					
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 & 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/Instt.	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) & 9 (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 pre-revised scale.				

Continued on page 15



## BIO DATA-PROFORMA

POST APPLIED FOR \_\_\_\_\_

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 (enclose copy of Degree Certificate)	:	
5.	Whether educational and other qualifications required for the post are satisfied. (If any, qualifications have 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
	<b>Essential</b>		<b>Essential</b>
	(a) Qualification		(a) Qualification
	(b) Experience		(b) Experience
	Qualifications/Experience required as mentioned in the advertisement /vacancy circular		Qualifications/Experience possessed by the officer
6.	<b>Desirable</b>		
	(a) Qualification		(a) Qualification
	(b) Experience		(b) Experience
	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.		
	5.2 NOTE – In the case of Degree and Postgraduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.		
	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience for the post.		
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.			

7.	Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature if the space below is insufficient.					
	Office /Instt.	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
<p>*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:-</p>						
	Office /Instt.	Pay, 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/Organisation to which the applicant belongs	:	
	(d) Name of the post and Pay of the post held in substantive capacity in the present organization	:	
<p>9.1 Note – In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department alongwith Cadre Clearance, Vigilance Clearance and Integrity Certificate.</p> <p>9.2 Note – Information under Columns 9(c) and 9(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/organization.</p>			
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 Organisation	:	
	(d) Government Undertakings	:	
	(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 pre-revised scale.	:	
14.	Total emoluments per month now drawn.	:	Basic 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 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-A.	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 regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular / Advertisement). (Note. – Enclose a separate sheet, if the space is insufficient).		

16-B	Achievements: The candidates are requested to indicate information with regard to:-	
	(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 (Note – Enclose a separate sheet if the space is insufficient)	:
17.	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 Organisations are eligible only for Short Term Contract" # (The option of 'STC'/Absorption/ 'Re-employment' are available only if the vacancy circular are specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	:
18.	Whether belongs to SC / ST	:
19.	Contact Telephone/Mobile No.	:

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 documents in respect of Essential Qualifications/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 Government 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