

NATIONAL COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING

Sri Aurobindo Marg, New Delhi-110016

Recruitment Notice for Vigilance-cum-Security Officer (VSO)

NCERT invites applications for filling up one post of **Vigilance-cum-Security Officer (VSO)** in PB-III of **Rs.15600-39100 with GP Rs.7600/-** on deputation basis at the NCERT Headquarters, New Delhi, on foreign service terms for a period of one year but extendable up to three years, on year to year basis. There is a **reserved Type V accommodation** on the NCERT campus for this post.

The eligibility conditions are

Qualifications:

Essential

- (1) Graduate from a recognized University
- (2) Should have at least 7 years' experience in dealing with vigilance matters and conducting enquiry proceedings, of which 5 years should be in a responsible capacity under the Govt Dept/Autonomous Body/PSU, preferably dealing with investigation of complaints/holding of enquiries/vigilance /litigation work of the establishment, etc.
- (3) Officers under the Central/State Govt/Semi Govt/Autonomous or Statutory organizations holding an analogous post on regular service or with five years of regular service in PB-III with GP Rs.6600/-.

Desirable

- (1) Law Degree
- (2) Experience in Police Dept/Defence Services

Age Limit Not exceeding 45 years

Note: Qualification and age relaxable in case of candidates otherwise qualified and candidates belonging to Police Department and Defence Services.

The eligible candidate may send their application duly signed, along with attested copies of educational qualification/experience/ caste certificates with the latest passport size photograph pasted on application indicating (i) Full name in block letters, (ii) Father's/Husband's name (iii) Educational qualifications, (iv) Details of service rendered in Govt/Semi-Govt/Autonomous organization, (v) Whether belongs to SC/ST/OBC/PH/Ex-serviceman category, (vi) Complete postal address, through proper channel to the Under Secretary E-II, NCERT, Sri Aurobindo Marg, New Delhi-110016 **latest by 25.11.2013**. The employer, while forwarding such application, should send Vigilance Clearance Certificate and attested copies of ACR of the employee of the last five consecutive years. Incomplete applications/applications received after closing date will not be entertained.

CURRICULUM VITAE PROFORMA

1. Name and Address
(in Block Letters)
2. Date of Birth
(in Christian era)
3. 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.

	Qualification/ Experience Required	Qualifications/ Experience 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

Requirement 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 detail)
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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 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 Govt.
- c) Autonomous Organisation
- d) Government Undertaking
- e) Universities
- f) Others

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 and also indicate the pre-revised 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 and above prescribed in the Vacancy Circular/Advertisement)
(Note: Enclose a separate sheet, if the space is insufficient).
15. Please state whether you are applying for deputation/short term contract basis (officers under Central/State Government are only eligible for deputation. Candidate of Non-government Organizations are eligible only for Short-term Contract)

16. Whether belongs o SC/ST
17. 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)

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)