



भारतीय आयुर्विज्ञान अनुसंधान परिषद
INDIAN COUNCIL OF MEDICAL RESEARCH

स्वास्थ्य अनुसंधान विभाग (स्वास्थ्य एवं परिवार कल्याण मंत्रालय)
वी रामलिंगस्वामी भवन, अन्सारी नगर, नई दिल्ली - 110029
DEPARTMENT OF HEALTH RESEARCH (MINISTRY OF HEALTH & FAMILY WELFARE)
V. RAMALINGASWAMI BHAWAN, ANSARI NAGAR, NEW DELHI-110029

संख्या 16/7/2022- प्रशासन

दिनांक: 18.08.2022

सेवा में,

निदेशक / प्रभारी निदेशक

परिषद के सभी संस्थान / केन्द्र

महोदय / महोदया

विभिन्न मंत्रालयों / विभागों से प्राप्त निम्नलिखित रिक्ति परिपत्र, सूचना एवं आवश्यक कार्यवाई के

लिए संलग्न है।

S.NO	Name of Ministry /Department	Name of the post
1	Ministry of Electronics & Information Technology, CGO Complex, New Delhi	Under Secretary on deputation (including short term contract) basis at G20 Secretariat
2	Dental Council of India, New Delhi	Deputy Secretary (Deputation including short-term contract plus promotion)
3	Ministry of Commerce & Industry Deptt. Of Commerce, New Delhi	Director, IIFT, New Delhi

भवदीय

राजेश
18/8/22

(जगदीश राजेश)

सहायक महानिदेशक (प्रशा.)

अनुलग्नक : यथोक्त

प्रतिलिपि:-

- 1 महानिदेशक/ वरि. उपमहानिदेशक (प्रशा.)/ वरि.वित्त सलाहकार के निजी सचिव
- 2 परिषद के सभी प्रभाग प्रमुख
- 3 उपमहानिदेशक (प्रशा.)/ सहा.महानिदेशक (प्रशा.) / सहा. महानिदेशक (वित्त.)
- 4 डॉ.एल.के शर्मा, वैज्ञानिक - ई: वेबसाईट पर अपलोड करने के लिए ईमेल आइडी (Sharma.lk@icmr.gov.in) पर मेल कर दिया गया है।



भारतीय आयुर्विज्ञान अनुसंधान परिषद
INDIAN COUNCIL OF MEDICAL RESEARCH

स्वास्थ्य अनुसंधान विभाग (स्वास्थ्य एवं परिवार कल्याण मंत्रालय)
वी रामलिंगस्वामी भवन, अंसारी नगर, नई दिल्ली - 110029
DEPARTMENT OF HEALTH RESEARCH (MINISTRY OF HEALTH & FAMILY WELFARE)
V. RAMALINGASWAMI BHAWAN, ANSARI NAGAR, NEW DELHI-110029

No. 16/7/2022-Admn

Dated : 18/08/2022

To,

The Director/Directors-in-charge of
all Institutes/Centers of ICMR

Sir/Madam,

Please find enclosed the following vacancy circulars which have been received from different ministries for information and necessary action.

S.NO	Name of Ministry /Department	Name of the post
1	Ministry of Electronics & Information Technology, CGO Complex, New Delhi	Under Secretary on deputation (including short term contract) basis at G20 Secretariat
2	Dental Council of India, New Delhi	Deputy Secretary (Deputation including short-term contract plus promotion)
3	Ministry of Commerce & Industry Deptt. Of Commerce, New Delhi	Director, IIFT, New Delhi

Yours faithfully

(Jagdish Rajesh)

Assistant Director General (Admn)

Encl: As above

Copy to:-

- (1) PS to DG/Addl DG/ Sr.DDG (A)/Sr. FA
- (2) All Divisional Heads
- (3) DDG(A)/ADG(A)/ADG(F)
- (4) Dr. L.K. Sharma, Scientist "E"- copy of the same has been mailed at your email ID (Sharma.lk@icmr.gov.in) for website upload.

[Secy-goi] Vacancy Circular : Two posts of Under Secretary to be filled on deputation basis in the M/o Electronics and IT

D.G. ICMR OFFICE

Diary No: 631355

Date: 12/8/22

Fri, Aug 05, 2022 05:31 PM

From : P Victor Albuquerque <p.victor@meity.gov.in>

2 attachments

Subject : [Secy-goi] Vacancy Circular : Two posts of Under Secretary to be filled on deputation basis in the M/o Electronics and IT

To : secy-goi@ismgr.nic.in, Director General NIC <dg@nic.in>, Ravi Prakash Sondhi <dgstqc@meity.gov.in>, Shri Saurabh Garg (CEO UIDAI) <ceo@uidai.gov.in>, Dr. Sanjay Bahl <sanjay.bahl@nic.in>, Dr(Mr) Rajendra Kumar <cca@cca.gov.in>, dg@cdac.in, Sanjeev Banzal <dg@eis.ernet.in>, Director General <dg@nielit.gov.in>, SAMEER Director <director@sameer.gov.in>, Arvind Kumar <arvind@stpi.in>, bbkale.cmet <bbkale@cmet.gov.in>, info@bisag.gujarat.gov.in, directoroffice@scl.gov.in

Cc : ROOP KISHOR <roop.kishor@meity.gov.in>, LALIT MATHUR <ln.mathur@meity.gov.in>

Respected Sir/Madam,

Kindly find attached a vacancy circular regarding filling up of two temporary posts of Under Secretaries on deputation (including short-term contract) basis for coordinating the work related to G-20 Secretariat in the Ministry of Electronics and Information Technology . It is, therefore, requested to kindly arrange to have it published on your Department's website **on an urgent basis** for giving wider publicity.

Regards,

P Victor Albuquerque
Joint Director
Personnel Division
Ministry of Electronics and Information Technology
Electronics Niketan, 6 CGO Complex
New Delhi - 110003
Telefax: 24364757
Email: p.victor@nic.in



D.No 386 Admn
17/8/2022

Adm
16/8

DD/K (A)

B
12.8.22

Ms. Mathur
16/8

Secy-goi mailing list -- secy-goi@lsmgr.nic.in
To unsubscribe send an email to secy-goi-leave@lsmgr.nic.in

— **Vacancy Circular-US (G20).pdf**
843 KB

— **Proforma of application for G20 Secretariat.docx**
27 KB

भारत सरकार
Government of India
इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय
Ministry of Electronics & Information Technology
इलेक्ट्रॉनिक्स निकेतन, 6, सी जी ओ कॉम्प्लेक्स, नई दिल्ली-110003
Electronics Niketan, 6, C G O Complex, New Delhi-110003
Website: www.meity.gov.in

संख्या

No.....2(7)/2022-Pers.1

दिनांक

Date.....5.8.2022.....

OFFICE MEMORANDUM

Subject: Filling up of the post of Under Secretary on deputation (including short term contract) basis at G20 Secretariat - Regarding.

The undersigned is directed to say that the Ministry of Electronics and Information Technology intends to fill up **two** (02) posts of Under Secretaries on deputation (including short term contract) basis at G20 Secretariat initially for a period of **one year** which could be extended as per the requirement. The required qualifications and eligibility criteria for the posts mentioned above are indicated below:-


Name of the Post	Under Secretary
No. of Post(s)	02 (Two)
Level in the Pay Matrix	Level 11 in the Pay Matrix
Essential Qualifications: Officers under the Central Government or State Governments or Union Territory Administration or Public Sector Undertakings or Universities or Recognized Research Institutions or Semi Government or Autonomous Bodies or Statutory Organizations AND holding analogous posts on regular basis in the parent cadre or department; OR with five years' service in the grade rendered after appointment thereto on regular basis in posts in Level-10 in the pay matrix or equivalent in the parent cadre or department; OR with six years' service in the grade rendered after appointment thereto on regular basis in posts in Level-8 in the pay matrix or equivalent in the parent cadre or department; OR with seven years' service in the grade rendered after appointment thereto on regular basis in posts in Level-7 in the pay matrix or equivalent in the parent cadre or department AND possessing the following Educational Qualifications and experience, namely - <ol style="list-style-type: none">1. Graduation from a recognized University; and2. Five years' experience in the fields of Electronics/ Information Technology, policy issues. Preference will be given to the candidates possessing experience in International Trade/ Relations, Multilateral cooperation and/ or International Organizations, International negotiations & documentation in the field of digital economy/ ICT/ digital trade.	
Desirable Experience <ol style="list-style-type: none">1. experience of handling international matters.2. possessing good analytical skills and have experience in policy making.3. possessing good speaking and drafting skills in English.4. Knowledge of using computers/digital communication.	

Job Description:

The selected candidate(s) will be dealing with the responsibilities of:

1. agenda-setting and preparation of issue notes, preparing draft outcome documents and reports;
2. Inter-ministerial coordination, study of experience of previous G20 presidencies and coordination with G20 tracks, working groups, international organizations, engagement groups and knowledge partners;
3. Further, the selected candidate will also have to handle the responsibilities of organizing G20 meetings and events;
4. Any other task assigned by the Head of the Division.

2. 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 Govt. shall ordinarily not to exceed four years.
3. 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.
4. Applications of eligible and willing persons who can be spared immediately may be forwarded through proper channel in the enclosed format to the undersigned at the above mentioned address so as to reach on or before six weeks from the date of publishing the advertisement in the Employment News. The envelope containing the application duly filled in and supported by all relevant documents should be superscribed "Application for the post of Under Secretary on deputation (including short term contract) basis at G20 Secretariat."
5. The application should also be accompanied by photocopies of ACRs/APARs for the last five years duly attested by an officer not below the rank of Under Secretary or equivalent. While forwarding the applications, it may please be certified that the particulars furnished by the officer(s) are correct and that no disciplinary or vigilance case is either pending or contemplated against the officer. It may also be confirmed that in the event of selection, the officer concerned will be relieved of his duties. The integrity of the officer may also be certified by an officer of the rank of Under Secretary or equivalent.
6. Applications, which are incomplete or are not accompanied with the photocopies of ACRs for the last five years will not be entertained and no correspondence will be made or entertained in this regard.
7. Candidates once selected will not be allowed to withdraw his/her name on a later date.


(P. Victor Albuquerque)
Joint Director (Pers.)
Tel. No. 011-24364757

To,

1. All Ministries/Departments in the Government of India.
2. The Chief Secretaries of all State Governments.
3. Department of Personnel & Training: For uploading on their web portal.
4. NIC Cell, MeitY: For uploading on the web portal of MeitY.



(S-Pos)

भारतीय दंत परिषद

(दंत चिकित्सक अधिनियम, 1948 के तहत स्थापित एक सांविधिक निकाय)
स्वास्थ्य और परिवार कल्याण मंत्रालय, भारत सरकार के अधीन

DENTAL COUNCIL OF INDIA

(A STATUTORY BODY CONSTITUTED UNDER THE DENTISTS ACT, 1948)
UNDER MINISTRY OF HEALTH & FAMILY WELFARE, GOVERNMENT OF INDIA



No.DCI/Admin/AE/Recruit/RoS/18/2022-23/2022/4866

Dated: 10-08-2022

Public Circular

Sub: भारतीय दंत परिषद कार्यालय में उप सचिव के एक पद को (प्रतिनियुक्ति पर अल्पकालिक अनुबंध सहित और पदोन्नति) को मिश्रित विधि द्वारा भरने के संबंध में Filling up one vacant post of Deputy Secretary in the office of Dental Council of India by Composite Method (Deputation including short-term contract plus Promotion) - regarding

भारतीय दंत परिषद, स्वास्थ्य और परिवार कल्याण मंत्रालय, भारत सरकार के तहत एक सांविधिक निकाय है, भारतीय दंत परिषद की कार्यकारिणी ने कार्यालय में उप सचिव के रिक्त पद को 7-वें सीपीसी के वेतन स्तर 7 में मिश्रित पद्धति के माध्यम से अर्थात् प्रतिनियुक्ति (अल्पकालिक अनुबंध सहित) /पदोन्नति के आधार पर भरने का निर्णय लिया गया है।

It has been decided by the Executive Committee of Dental Council of India to fill up the vacant post of Deputy Secretary in the pay level-7 of 7th CPC in the office of Dental Council of India, a Statutory Body under the Ministry of Health and Family Welfare, Government of India, through composite method of recruitment i.e. deputation (including short term contract)/ promotion.

2. भारतीय दंत परिषद कार्यालय में उप सचिव के एक पद को प्रतिनियुक्ति पर भरने के लिए केंद्रीय /राज्य सरकारों/सार्वजनिक क्षेत्रों के उपकरणों/स्वायत्त निकायों के अधिकारियों को आमंत्रित किया जाता है जो (i) नियमित आधार पर सदृश पद धारण किए हो या 7-वें सीपीसी या 6 वें वेतन स्तर में 2 वर्षों की नियमित सेवा या समतुल्य (ii) किसी मान्यता प्राप्त विश्वविद्यालय से स्नातक की उपाधि (iii) प्रशासनिक कार्य में 2 वर्षों का अनुभव रखते हों। (iv) वाछनीय सरकारी नियमों /विनियमों का ज्ञान। इसके अलावा, 2 वर्षों की नियमित सेवा वाले विभागीय सहायक सचिव पर भी प्रतिनियुक्ति वाले अभ्यर्थियों के साथ विचार किया जाएगा और उसका चयन हो जाता है, तो पद को पदोन्नति के आधार पर भरा समझा जाएगा। विभागीय उम्मीदवार प्रतिनियुक्ति के आधार पर विचार किए जाने का पात्र नहीं है। इसी प्रकार, प्रतिनियुक्त वाले उम्मीदवार को पदोन्नति के आधार पर नियुक्ति पर विचार नहीं किया जाएगा।

Applications are invited to fill up one post of Deputy Secretary in the office of Dental Council of India on deputation from amongst officers of the Central/ State Government/ PSUs/ Autonomous Bodies (i) holding analogous post on regular basis or with 2 years regular service in pay level-6 of 7th CPC or equivalent; (ii) Possessing graduate degree from recognized University; (iii) Having 2 years experience in handling administrative matters and (iv) having knowledge of government rules/ regulations as desirable. Further, the departmental Assistant Secretary with 2 years of regular service will also be considered along with deputationist, and if selected, the post will be deemed to have been filled by promotion. The departmental candidate will not be eligible for consideration for appointment by deputation. Similarly, the deputationist will not be considered for appointment by promotion.

3. सामान्य शर्तें/ General Conditions

(i) उम्मीदवार को मूल विभाग में अपने संवर्ग नियंत्रण प्राधिकारी के माध्यम से डीओपीटी द्वारा निर्धारित का.जा. सं.एबी-14017/28/2014-स्था.(आरआर) दिनांक 02.07.2015 के द्वारा निर्धारित प्रोफार्मा (अनुलग्नक-1) में प्रासंगिक दस्तावेजों के साथ आवेदन करना है। उम्मीदवार द्वारा दावा किए गए योग्यता और अनुभव के समर्थन में प्रमाण पत्र / दस्तावेजों को आवेदन/सीवी के साथ नहीं भेजा गया तो उम्मीदवार के चयन की पात्रता को निश्चित करने के लिए कोई कार्रवाई नहीं की जाएगी।

Candidate should apply through their Cadre Controlling Authority in the parent department in the proforma (Annexure-I) prescribed by DoPT vide O.M. No.AB-14017/28/2014-Estt.(RR) dated 02.07.2015 along with relevant documents. The applications/ CVs not accompanied by supporting certificates/ documents in support of qualification and experience claimed by the candidate would not be processed for determining the eligibility of the candidate for the selection.

(ii) आवेदन के लिए निर्धारित प्रोफार्मा संबंधित संवर्ग नियंत्रण प्राधिकारी द्वारा यह प्रमाणित करते हुए अंग्रेषित किया जाना चाहिए कि उम्मीदवार द्वारा प्रस्तुत विवरण सही है।

The application is the prescribed proforma should be forwarded by the concerned Cadre Controlling Authority certifying that the details furnished by the candidate are correct.

(iii)

D.No 389 Admin
18/8/2022

50/1

6/15/2022 3 AUG 2022

Ms. Meachy

Handwritten signature

अंतिम तिथि के बाद प्राप्त आवेदन या अन्यथा अपूर्ण पाए जाने पर विचार नहीं किया जाएगा।

The application received after the last date or otherwise found incomplete will not be considered.

(iv) प्रतिनियुक्ति की अवधि तीन वर्ष होगी, हालांकि, परिषद अपने विवेकानुसार तीन साल पूरे होने से पहले किसी भी समय समाप्त कर सकती है।
The period of deputation shall be three years which may, however, be terminated at any time before completion of three years at the discretion of the Council.

(v) मूल विभाग द्वारा पिछले पांच वर्षों के एपीएआर को विधिवत प्रमाणित किया गया हो और नवीनतम सतर्कता मंजूरी रिपोर्ट में यह स्पष्ट हो कि उसके खिलाफ कोई सतर्कता/अनुशासनात्मक जांच लंबित या विचाराधीन नहीं है।

The APARs for the last five years duly certified by the parent department along with latest vigilance clearance report indicating that no vigilance/ disciplinary enquiry is either pending or contemplated against him/her.

(vi) प्रतिनियुक्ति पर नियुक्ति के लिए अधिकतम आयु सीमा आवेदन प्राप्त की अंतिम तिथि को 56 वर्ष से अधिक न हो।

The maximum age limit for appointment by deputation shall not be exceeding 56 years, as on the closing date of the receipt of applications.

(vii) पद को स्थायी आगमन के नियमों से छूट दी गई है।

The post is exempted from the rules of permanent absorption.

(viii) परिषद ने उपरोक्त भर्ती प्रक्रिया को किसी भी समय रद्द करने का अधिकार सुरक्षित रखा है।

The Council has reserved its right to cancel the above recruitment process at any point of time.

4. योग्य और इच्छुक व्यक्ति अपने कार्यालय द्वारा विधिवत सत्यापित सतर्कता मंजूरी और पिछले 5 वर्षों की एपीआर की फोटोकॉपी के साथ आवेदन के उचित माध्यम से निर्धारित प्रोफार्मा में अपना आवेदन जमा कर सकते हैं। इस बात की भी पुष्टि दी जाए कि नियुक्ति के लिए चयन होने की स्थिति में संबंधित अधिकारी को तत्काल उसके कार्य से मुक्त कर दिया जाएगा। एक बार चयनित अधिकारी को अपना नाम वापस लेने की अनुमति नहीं दी जाएगी। जो आवेदन सही ढंग से नहीं भरे गए हैं या ऊपर बताए गए विवरण के साथ नहीं हैं, उन पर विचार नहीं किया जाएगा और बिना किसी घासघास के तुरंत खारिज कर दिया जाएगा।

The eligible and willing persons may submit their applications in the prescribed proforma through proper channel accompanied by the vigilance clearance and photocopies of ACRs for last 5 years duly attested by the office. It may also be confirmed that in the event of selection for appointment, the officer concerned will be relieved of his duties immediately. Officer once selected will not be allowed to withdraw his/her name. Applications which are not correctly filled in or not accompanied with the details as explained above will not be entertained and summarily rejected without further correspondence.

5. उक्त पद के लिए उपरोक्त दस्तावेजों के साथ निर्धारित प्रोफार्मा (अनुबंध- I) में आवेदन उचित माध्यम से सचिव, डेंटल काउंसिल ऑफ इंडिया, ऐवान-ए-गालिब मार्ग, कोटला रोड, नई दिल्ली -110002 को अंतिम तिथि से पहले अग्रिम किया जाना चाहिए। डीसीआई के कार्यालय में आवेदन प्राप्त करने की अंतिम तिथि 31.08.2022 अपराह्न 05.30 बजे है और आवेदक एक अग्रिम प्रति उपरोक्त पते/ईमेल secy-dci@nic.in पर भी भेज सकते हैं।

Application in the prescribed proforma (Annexure-I) along with above documents for the said post be forwarded through proper channel to the Secretary, Dental Council of India, Aiwan-E-Galib Marg, Kotla Road, New Delhi-110002 before the last date. The last date of receipt of application in the office of DCI is 31.08.2022 at 05.30 P.M. and applicants can also send an advance copy to the above address/email at secy-dci@nic.in.

Digitally signed by Sabyasachi Saha
Date: 2022.08.10 15:12:37 IST
Reason: Reason
Location: Location

(Dr. Sabyasachi Saha)
Secretary
Dental Council of India

To,

सभी स्वायत्त/सांविधिक संगठनों/संस्थाओं के निदेशक, (via Email)
(संलग्न सूची के अनुसार),

Copy to:-

The Secretary to the Govt. of India, (via Email)
Ministry of Health and Family welfare,
Nirman Bhawan,
Maulana Azad Road,
New Delhi, Delhi - 110011,
dentaleducationsection@gmail.com
-for information..

.CC:-

1. The President, Dental Council of India, New Delhi
2. Website/Server Section

ANNEXURE-I

Proforma for application for the post of Deputy Secretary in the office of Dental Council of India by Composite Method (Deputation including short-term contract plus Promotion)

BIO-DATA/ CURRICULUM VITAE PROFORMA

1	Name and address (in BLOCK LETTERS) with telephone number	
2	Date of birth (in Christian era)	
3	Date of entry in service	
4	Educational qualification	
5	Whether educational and other qualification 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 and experience required	Qualification and experience held by the applicant
	<u>Essential</u> Amongst officers of the Central/ State Government/ PSUs/ Autonomous Bodies (i) holding analogous post on regular basis or with 2 years regular service in pay level-6 of 7th CPC or equivalent; (ii) Possessing graduate degree from recognized University; (iii) Having 2 years experience in handling administrative matters <u>Desirable</u> knowledge of government rules/ regulations.	
6	Please state clearly whether in the	

light of entries made by you above, you meet the requisite essential qualifications and experience of the post

7 Details of employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space is insufficient.

Name of office/ organization	Post held on regular basis	Period of service (from-to)	Pay scale of the post held on regular basis, Pay matrix level (7 th CPC) and Grade Pay (6 th CPC)	Nature of appointment (whether regular or ad-hoc or deputation)	Nature of duties (in details)

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 or contract basis, please state

(a) 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 scale of the post held in substantive capacity in the present organization

9.1	Note: In case of Officers already employed on deputation basis, the application of such officers should be forwarded by the parent cadre/ department along with cadre clearance certificate, vigilance clearance certificate and integrity certificate.
9.2	Note: Information under column 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.
10	If any post held on deputation (including short-term contract) basis in the past by the applicant, date of return from the last deputation and details.
11	<p>Additional details about present employment:</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <ul style="list-style-type: none"> 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.
14	Total emoluments per month now

	drawn	
	Basic pay in pay band/ Pay Matrix	
	Grade Pay	
15	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 the following details may be enclosed	
	Basis Pay with scale of Pay and rate of increment	
	Dearness Pay/ Interim relief/ other allowances etc (with breakup details)	
	Total Emoluments	
16	<p>A. Additional information, if any, relevant to the post you applied for in support of your suitability of the post.</p> <p>(this among other things may provide information which regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above that prescribed in the vacancy circular/ advertisement.</p> <p>(Note: Please enclose a separate sheet, if the space is insufficient)</p>	
	<p>B. Achievements:</p> <p>The candidates are requested to indicate information with regard his/her achievements.</p> <p>(Note: Please enclose a separate sheet, if the space is insufficient)</p>	
17	Please state whether you are applying for deputation (including short-term contract) or absorption or	

	re-employment basis.** (*options are available only if the vacancy circular specially mentions recruitment by these methods)	
18	Whether belongs to SC/ST/OBC	

I hereby carefully gone through the vacancy circular/ advertisement and I as well aware that the information furnished in the Curriculum Vitae duly supported by the 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 _____

Countersigned

 (Employer/ Cadre Controlling Authority with Seal)

(S.No. 2)

F. No.A.12022/26/2016-E.IV
Government of India
Ministry of Commerce & Industry
Department of Commerce

UdyogBhavan, New Delhi.
Dated 18/8/2022

.....

**VACANCY CIRCULAR FOR THE POST OF DIRECTOR, INDIAN
INSTITUTE OF FOREIGN TRADE (IIFT), NEW DELHI.**

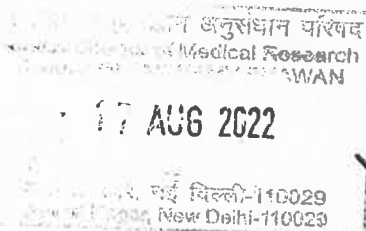
.....

Applications are invited from Indian Nationals for the post of Director,
Indian Institute of Foreign Trade (IIFT), New Delhi.

2. The IIFT was set up in 1963 by the Government of India as an autonomous organization to help professionalize the country's foreign trade management and increase exports by developing human resources; generating; analyzing and disseminating data; and conducting research. The Institute was granted **deemed-to-be-university** status in May, 2002.

3. An extract from the relevant provisions in the Memorandum of Association and Rules of IIFT regarding the manner of selection of the Director of the Institute is at Annexure-I. The job description/model terms and conditions of appointment for the post of Director, IIFT are at Annexure-II. A brief on IIFT is at Annexure-III.

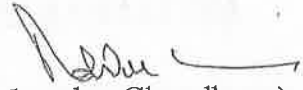
4. Duly filled in application, in prescribed format as at APPENDIX, along with complete bio-data may be sent to Dr. Krishan Kumar, Joint Secretary, Department of Commerce, Room No. 442, Vanijya Bhavan, New Delhi-



110001, within 30 days from the date of advertisement in the News papers.

5. If an applicant is in Govt. service, the application may be forwarded through proper channel with copies of complete ACRs/APARs for the last five years, integrity certificate, vigilance clearance and certificate that no major/minor penalty has been imposed on the applicant during the last 10 years.

Encl : As above.


(Mahender Chaudhary)
Under Secretary to the Govt. India
Tel.No.011-23061933

To

1. All the Chief Secretaries of States/Administrators of UTs.
2. All Ministries/Department of Govt. of India.
3. Niti Aayog, Yojana Bhavan, New Delhi.
4. Shri Juglal Singh, Director (Admn) DOPT, Room No.5-A, North Block, New Delhi for uploading the circular on DOPT website.
5. NIC, Department of Commerce, for uploading the circular on the website of Deptt. of Commerce.
6. Registrar, IIFT for uploading the circular on the website of the IIFT
7. Management Institutes, Universities and Economic Institutes as per List attached.

NAME OF THE POST APPLIED FOR _____

1. Name:
2. Father's/husband's name:
3. Present address with landline phone No. Mobile No. and email.ID
4. Nationality:
5. Date of birth:
6. Educational qualifications:
7. Details of Research undertaken:
8. Training courses attended:
9. Experience as per details of Service from the date of entry to till date
10. Details of publications in chronological order:
11. Whether belongs to SC/ST/OBC:
12. Additional information, if any

Signature of the Applicant

CERTIFICATE (For serving Officers only)
(To be given by the Head of the Department)

Certified that the particulars furnished above have been verified and found to be correct.

It is also certified that no disciplinary/vigilance proceedings, major/minor penalty has been imposed on the applicant during the last ten years. Integrity of the Officer is also certified.

Signature of the Head of the Department
(With rubber stamp)

Relevant provisions of Memorandum of Association of IIFT

DIRECTOR

- i. The Director of the Institute shall be the whole time salaried officer of the Institute and shall be appointed by the Chairman from a panel of three names suggested by a Search-cum-Selection Committee. The composition of the Search-cum-Selection Committee shall be:
 - a. A nominee of the Chairman of the Institute
 - b. A nominee of the Department of Commerce, Govt. of India
 - c. A nominee of the Chairman, UGC
- ii. The upper age limit for holding the post of Director is 70 years. However, the incumbent shall have only a single tenure of five years.

Provided that notwithstanding the expiry of the period of 5 years, he/she may continue in office for not more than six months or till his/her successor is appointed and the latter assumes office, whichever, is earlier.

- iii. In case of the office of the Director becomes vacant due to death, resignation or otherwise and in his/her absence due to illness or any other cause, the senior most Professor shall perform the duties of Director until a new Director is appointed or the existing Director resumes duties, as the case may be.

Powers of the Director

- i. The Director shall be the Principal Executive Officer of the Institute and shall exercise general supervision and control over the affairs of the Institute and shall be mainly responsible for implementation of the decisions of all the authorities of the Institute.
- ii. The Director shall be the ex-officio Chairman of the Board of Management, the Academic Council, the Finance Committee, the Planning & Monitoring Board and Selection Committee.

- iii. The Director shall have the power to convene or cause to be convened meeting of the various authorities of the Institute.
- iv. The Director may, if he/she is of the opinion that immediate action is called for on any matter, he/she shall exercise any power conferred upon any authority of the Institute under its regulations and rules, and take such action or proceed to take such action and shall report to the authority concerned on the action taken by him/her on such matters.

Provided that if the authority concerned as mentioned in clause (ii) above is of the opinion that such action ought not to have been taken, it may refer the matter to the Chairman whose decision thereon shall be final.

Provided further that if any person in the service of the Institute is aggrieved by such action taken by the Director under the said clause, he/she shall have the right to appeal against such decision to the Board of Management within 30 days from the date on which such action is communicated to him/ her and thereupon the Board of Management may confirm, modify or reverse the action taken by the Director.

- v. It shall be the duty of the Director to ensure that the Regulations and Rules of the Institute are duly observed and implemented and he/she shall have all the necessary powers in this regard.
- vi. All powers relating to the proper maintenance and discipline of the Institute shall be vested in the Director.
- vii. The Director shall have the power to re-delegate some of his/ her powers to any of his/ her subordinate officers with the concurrence and approval of the Board of Management.
- viii. The Director shall exercise all other powers as may be delegated to him/her by the Board of Management.
- ix. The Director shall exercise such other powers and perform such other functions as may be prescribed by the regulation, rules and bye-laws.

.....

ANNEXURE-II

JOB DESCRIPTION FOR THE POST OF DIRECTOR, IIFT

The Director of the Institute will be Principal Academic and Executive Officer of the Institute. He is expected to have appropriate background of various aspects of international business and international trade including bilateral and multilateral aspects of international trade. Besides, he should have appropriate leadership qualities as well as academic bent of mind since he is required to interact with (a) both academia and researchers, (b) Central and State Government organizations and Government Policy makers, (c) the corporate sector, (d) education and research Institutions both in India and abroad and (e) multilateral organizations. He should also have wide administrative experience as he is the overall in charge of Administration and Finance of the Institute. He is required to give guidance, inter-alia, for (a) formulation of structure of various education and training programmes, (b) research activities for issues relevant for the Corporate Sector, the Government organizations as also for approaches in multilateral forums, (c) drawing up of curricula for various programmes including short term programmes and (d) building collaborations with international level institutions like UNCTAD etc. as also with other relevant organizations, both within the country and abroad.

Term

The upper age limit for holding the post of Director is 70 years. However, the incumbent shall have only a single tenure of five years.

Terms & Conditions of Service of Director

(As approved by the Board of Management as 28.11.2003)

1. Pay & Allowances

The Director shall be entitled to draw pay of Rs.2,10,000/- per month (fixed) alongwith Special allowance of Rs.11,250/- per month (Board of Management decision of 25.3.2010 or as considered by the Board of Management from time to time).

- a. In case of appointment of a retired person as Director who is in receipt of Government pension, his pay shall be reduced by the amount of pension (before commutation) while fixing the pay. In doing so if he was drawing pay more than Rs.2,10,000/-per month(fixed) in his previous Government assignment and was drawing Government pension. His last pay on appointment as Director will be regulated on the basis of pay minus pension as per rule and his last pay drawn will be protected upto a maximum of Rs.2,25,000/-
- b. In case a serving Government servant is appointed as Director on deputation, he shall be entitled to opt for the pay of Rs.2,10,000/-per month(fixed) or for deputation allowance at the rates prescribed by the Government from time to time.

2. **DA/TA/LTC/Home Town benefits, etc:** He will be entitled to DA/TA/LTC/Home Town allowances/benefits as per the rules of the Institute. His travelling entitlement will be as applicable to the Secretary to the Government of India.

He would be entitled for one way journey by air for self and dependents in addition to the transportation of personal effects as per the AIS Rules, to the place of settlement/home town within one year from the date he demits his office.

3. **Residential Accommodation:** He will be entitled to free residential accommodation and shall not be entitled to draw House Rent Allowance. In case he wants to stay in other accommodation, HRA will be applicable as per _____ Rules.
4. **Car facility:** He will be governed by the staff car rules of the Institute as regards to usage of car for official/personal purposes.
5. **Leave:** He shall be governed by the Leave Rules of the Institute. However, if a person appointed as Director had earlier superannuated while in Govt. service, he shall be entitled to encashment of earned leave only up to the extent his encashment of earned leave while in service falls short of 300 days.
6. **Medical facilities:** He shall be governed by the medical rules as applicable to the employees of the Institute. However, in case the Director is already a beneficiary of CGHS, he shall opt for either of the two.
7. **Contributory Provident Fund:** He shall be entitled to contribute to NPS and shall be governed by the NPS rules as applicable to the employees of the Institute.

8. **Gratuity:** He shall be governed by the Rules as applicable to the employees of the Institute. However, a Director appointed after retiring from the Government shall not be eligible for any Gratuity/Death/Retirement Gratuity.

.....

ABOUT THE INSTITUTE

The Indian Institute of Foreign Trade (IIFT) was set up in 1963 by the Government of India as an autonomous organization to help professionalize the country's foreign trade management and increase exports by developing human resources, analyzing and disseminating data and conducting research. The Institute visualizes its future role as:

- A catalyst for new ideas, concepts and skills for the internationalization of the Indian economy.
- The primary provider of training and research-based consultancy in the areas of international business, both for the corporate sector, Government and the student's community.
- An institution with proven capability to continuously upgrade its knowledge base with a view to servicing the requirements of the Government, trade and industry through both sponsored and non-sponsored research and consultancy assignments.

The Institute's portfolio of long-term programmes is diverse, catering to the requirements of aspiring International Business executives and mid-career professionals alike. These are

- PhD Programmes(Management and Economics) at New Delhi, and Kolkata

- Two-year MBA (International Business), New Delhi, Kolkata.
- Two-year MA (Economics-specialisation in Trade and Finance) at New Delhi and Kolkata
- Two-year and six months MBA (International Business) weekend at New Delhi and Kolkata
- Executive Post Graduate Diploma in International Business, New Delhi
- Certificate Programme in Export Import Management, New Delhi & various other executive programmes
- Integrated Programme in Management (Business Analytics and International Business) at Kakinada Campus (Andhra Pradesh)

The complete details of the IIFT are available in the Institute's website: www.iift.edu