E-Mail

E-6296148

No. A-12011/1/2022-Ad.I-MCA
Government of India
Ministry of Corporate Affairs
****

A-wing, 3rd Floor, Kartavya Bhawan-1,
New Delhi, dated: - 22.09.2026

PS GAD

मुख्य सचिव कोषांग बिहार
23 SEP 2026

VACANCY CIRCULAR

Subject: Filling up one post of Assistant Library and Information Officer (General Central Service, Group 'B', Gazetted, Non-Ministerial) in the Level 7 of CCS (RP) Rules 2016 in the Ministry of Corporate Affairs through by composite method [deputation (including short-term contract) or promotion] - regarding.

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It is proposed to fill up one post of Assistant Library & Information Officer (General Central Service, Gr-B, Gazetted, Non-Ministerial) in the Level 7 of CCS (RP) Rules 2016 in the Ministry of Corporate Affairs on Composite method by composite method [deputation (including short-term contract) or promotion].

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2. Eligibility conditions: Composite Method: - By composite method [deputation (including short-term contract) or promotion] of the Central Government or State Government or Union territories or Public Sector Undertakings or Universities or Recognised Research Institutions or Autonomous Bodies or Statutory Organisations,

(a) (i) holding analogous posts on regular basis in the parent cadre or Department; or (ii) with five years' service in the grade rendered after appointment thereto on a regular basis in post in level 6 of the pay matrix (Rs.35400-Rs. 112400) or equivalent in the parent cadre or Department; and

(b) possessing the educational qualifications and experience as below: -

Essential:

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(i) Bachelor's Degree in Library Science or Library and Information Science from a recognised University or Institute; and

(ii) Two years professional experience in a Library under the Central or State Government or Autonomous or Statutory Organisation or Public Sector Undertakings or University or Recognised Research or Educational Institution.

28 SEP 2026

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Desirable:

(i) Master's Degree in Library Science or Library and Information Science from a recognised University or Institute; and

(ii) Diploma in Computer Application from a recognised University or Institute

Note-1: The Departmental Library Information Assistant in level-6 in the pay matrix with five years regular service in the grade and having the educational qualifications and experience prescribed for considering appointment on deputation basis shall be considered along with outsiders and if the Departmental candidate is selected for appointment to the post, it shall be treated as having been filled by promotion.

Note-2: The period of deputation (including short term contract) including the period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not exceed three years.

Note-3: The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding fifty six years as on the closing date of receipt of applications.

3. List of duties & responsibilities attached to the post of Assistant Library & information officer: -

i. He/she shall be rendering such assistance to the LIO as may be desired and he/she will function as in charge of the library in absence of LIO.
ii. He/she will place supply orders/renewal of journals/ purchasing of books/ scrutinize bills for books, periodicals and all other miscellaneous items purchased before sending for approval of Competent Authority.
iii. Provide reference and information service to library users, bibliography, retrieving materials reference, and inter library request.
iv. Classification of new Books.
v. AMC of library equipments & software.
vi. Helping LIO in conducting Library committee meetings and other day-to-day work of the library.
vii. He/she will manage and plan administrative and budgetary functions of the library & Information services.
viii. Documentation work of the library.
ix. Arrange to settle the Audit para/ queries.

x. He/ she will select relevant material in the newspaper/ magazines for clipping.
xi. Weeding out books/magazines/journals.
xii. He/ she will look after the functioning of library software from time to time and liase with computer section and library personnel for smooth functioning of library.
xiii. Any other work entrusted by the Competent Authority from time to time.

4. Regulation of pay and other terms of deputation: -

The pay of the selected candidate will be regulated under the provisions contained in the DoPT O.M. No.6/8/2009-Estt.(Pay-II) dated 17.06.2010 as amended from time to time.

5. Age limit: -

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

6. Period of deputation: -

Period of deputation (ISTC) shall ordinarily not exceed three years.

7. Consultation with UPSC: -

Consultation with Union Public Service Commission is not necessary.

8. Reservation for SC/ST: -

Reservation for SC/ST is not applicable to appointment by deputation.

9. Application along with Biodata (in duplicate) in the prescribed proforma (Annexure-I) of the eligible candidates whose services can be spared immediately on selection, together with the certificate from the forwarding Authority (in proforma at Annexure-I) along with the following documents:

(i) Integrity certificate

(ii) Statement of major/ minor penalties imposed if any, on the official during the last 10 years; (if no penalty has been imposed a 'Nil' certificate should be enclosed).

(iii) Vigilance clearance certificate.

(iv) Attested photocopies of the APARs/ACRs for the last five years i.e. **2021-22 to 2025-26**, (attested on each page by an officer not below the rank of an Under Secretary to the Govt. of India).

(v) Cadre clearance. may be forwarded in respect of each candidate separately to the undersigned in Room No. 13052, A-Wing, 3rd floor, Kaartavya Bhawan, Dr. Rajendra Prasad Marg, New Delhi - 110 001, within 60 days of publication of this advertisement in the Employment News. Applications not forwarded through proper channel or those received without the requisite certificates and necessary documents will not be entertained.

10. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently. **Government strives to have a workforce who reflect gender balance and women candidates are encouraged to apply.**

(Paras Sarwaiya)
Under Secretary to the Government of India
Email: paras.sarwaiya@gov.in
Tele: 011-24013993

Copy to:

1. All Ministries/Departments of Govt. of India (as per list attached).

2. Principal Secretaries of State Govt. /Union Territories, Cadre Controlling Authorities of Universities/ Autonomous Organizations, with request to give wide publicity to this Vacancy Circular.

3. The General Manager-cum-Chief Editor, Employment News, Ministry of Information and Broadcasting, 7th Floor, Soochna Bhavan, C.G.O. Complex, New Delhi; with a request to publish this circular (indicative) in the ensuing issue of Employment News.

4. The Director (CS. I), DoP&T- with a request to upload the vacancy circular on the official website of DoP&T.

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5. National Career Service (NCS) Portal, Ministry of Labour & Employment, Shram Shakti Bhawan Rafi Marg, New Delhi-110001 - for uploading the vacancy circular on their official website.

6. e-Gov. Cell, MCA with a request to upload the vacancy circular on the official website of the Ministry

27/09/26

(Paras Sarwaiya)
Under Secretary to Government of India

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Annexure-I

Proforma for application for the post of Assistant Library and Information Officer on By composite method [deputation (including short-term contract) or promotion] in the Ministry of Corporate Affairs

BIO-DATA PROFORMA

1.	Name and Address (in Block letters) with contact no.	
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 a separate sheet, duly authenticated by your signature, if the space below is insufficient)	
5.	Whether Educational and other Qualifications required for the post are satisfied. (If any of the Qualifications 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 vacancy circular	Qualifications/ Experience possessed by the officer
	Essential	**Essential**
(i)	(a) Holding analogous post on regular basis or equivalent; or (b) Do you possess five years' service in the grade rendered after appointment thereto on a regular basis in post in level-6 in pay matrix (Rs.35400-112400) or equivalent in the parent cadre or Department.	
(ii)	**Qualifications:** Bachelor's Degree in Library Science or Library and Information Science from a recognised University or Institute; and	**Qualifications:**

(iii)	**Experience:** Two years professional experience in a Library under the Central or State Government or Autonomous or Statutory Organisation or Public Sector Undertakings or University or Recognised Research or Educational Institution	**Experience:**
	Desirable	**Desirable**
	Qualifications: (a) Master's Degree in Library Science or Library and Information Science from a recognised University or Institute (b) Diploma in Computer Application from a recognised University or Institute	
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	
7.	Details of Employment, in chronological order. (Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.)	

Office/ organisation	Post held on Regular Basis	Period of service		*Level in Pay Matrix/ Pay Band and Grade Pay/ Pay Scale of the post held on Regular Basis	Nature of Duties (in Detail) highlighting experience required for the applied post
		From	To		
(1)	(2)	(3)	(4)	(5)	(6)

*Important: Pay Band and Grade Pay granted under ACP/MACP are personal to the Officer and therefore should not be mentioned. Only Level in Pay Matrix/ Pay Band and Grade Pay/Pay Scale of the posts 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	Level in Pay Matrix/ 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 contract	b.) Period of appointment on deputation/	c.) Name of the parent office/ organization to which the applicant belongs	d.) Name and pay of the post held in substantive capacity in the parent organization

9.1 Note: 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

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/organization

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 indicate the pre-revised scale	
14.	Total emoluments per month now drawn: Basic Pay Level of Pay Matrix Total Emoluments	

Basic Pay	Level of Pay Matrix	Total Emoluments

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.	

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) (Note: Enclose a separate sheet, if the space is insufficient)	
	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) Patent registered in own name or achieved for the organisation (v) Any research/ innovation measure involving official recognition	

	(vi) any other information. (Note: Enclose a separate sheet, if the space is insufficient)	
17.	Whether belongs to SC/ST	

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 relevant documents in respect of Essential Qualifications and Work Experience, will be assessed in accordance with the applicable Recruitment Rules and Government instructions. 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 eligibility has been suppressed/withheld.

Date _____

(Signature of the Candidate)

Address: _____

_____

_____

Annexure-II

CERTIFICATE 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 ACR's 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)
Place:
Dated:

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cs-bihar < cs-bihar@nic.in >

Filling up one post of Assistant Library and Information Officer (General Central Service, Group 'B, Gazetted, Non-Ministerial) in the Level 7 of CCS (RP) Rules 2016 in the Ministry of Corporate Affairs through by composite method [deputation (including short-term contract) or promotion] - regarding.

Rahul Raj < css.rahulraj@gov.in >

Wed, 23 Sep 2026 2:27:03 PM +0530

To "secy-goi"<secy-goi@lsmgr.nic.in>,"cs"<cs@ap.gov.in>,"cs-arunachal"<cs-arunachal@nic.in>,"cs-assam"<cs-assam@nic.in>,"cs-bihar"<cs-bihar@nic.in>,"csofficecg"<csoffice.cg@gov.in>,"cs-goa"<cs-goa@nic.in>,"chiefsecretary"<chiefsecretary@gujarat.gov.in>,"cs" <cs@hry.nic.in>,"cs-hp"<cs-hp@nic.in>,"cs-jharkhand"<cs-jharkhand@nic.in>,"cs"<cs@karnataka.gov.in>,"chiefsecy" <chiefsecy@kerala.gov.in>,"cs"<cs@mp.nic.in>,"cs" <cs@maharashtra.gov.in>,"cs-manipur"<cs-manipur@nic.in>,"cso-meg"<cso-meg@nic.in>,"cs-mizoram"<cs-mizoram@nic.in>,"csngl"<csngl@nic.in>,"csori" <csori@nic.in>,"cs"<cs@punjab.gov.in>,"csraj"<csraj@rajasthan.gov.in>,"cs-skm" <cs-skm@hub.nic.in>,"cs"<cs@tn.gov.in>,"cs"<cs@telangana.gov.in>,"cs-tripura" <cs-tripura@nic.in>,"csup"<csup@nic.in>,"cs-uttaranchal"<cs-uttaranchal@nic.in>,"cs-westbengal"<cs-westbengal@nic.in>,"cs-andamannicobar"<cs-andamannicobar@gov.in>,"cs-chd"<cs-chd@chd.gov.in>,"devcom-dd"<devcom-dd@nic.in>,"advisor-dnh-dd"<advisor-dnh-dd@daman.nic.in>,"csdelhi"<csdelhi@nic.in>,"lk-advisor"<lk-advisor@gov.in>,"cspondicherry"<cspondicherry@nic.in>,"cspon" <cs.pon@nic.in>,"cs-jandk"<cs-jandk@nic.in>,"chiefsecretary" <chiefsecretary@ladakh.gov.in>

Cc "Paras Sarwaiya"<paras.sarwaiya@nic.in>

Respected Sir/ Madam

Please find the enclosed Vacancy Circular herewith for necessary action.

Regards
Rahul Raj
ASO, Admin.I
M/o Corporate Affairs

1 Attachment(s)

Vacany Circular for filling up on...
2.5 MB

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E-Mail

File No. No. A-47/1/2025 O/o Establishment/
National Commission for Protection of Child Rights
5th Floor, Chanderlok Building,
36/Janpath, New Delhi – 110 001.

Dated: 09.09.2026

Prin. Secy, GAD
मुख्य सचिव कोषांग बिहार
22 SEP 2026

Office Memorandum

Subject: Filling up of vacant posts in the National Commission for Protection of Child Rights, New Delhi by deputation on Foreign Service Terms – regarding.

The National Commission for Protection of Child Rights (NCPCR), a Statutory Body of the Ministry of Women & Child Development, Govt. of India had invited applications from eligible and willing candidates for the following posts to be filled up on deputation basis on Foreign Service Terms vide NCPCR's Office Memorandum of even number dated 23.06.2026. The last date for receipt of applications was expired on **08.08.2026** which had been extended upto **07.09.2026.**

1. Principal Private Secretary (04)
2. Assistant Director (01)
3. Hindi Translator (01)

मुख्य सचिव कार्यालय
प्राप्ति सं० 5714
दि० 09.09.2026
23 SEP 2026

2. It has now been decided to further extend the period for receipt of applications upto **05.10.2026**

3. All other conditions regarding details of above posts, pay scales and eligibility criteria etc. remain the same. The further details, regarding eligibility criteria, format for submission of bio-data etc., have already been uploaded on NCPCR website: ***www.ncpcr.gov.in***.

4. All Ministries/Departments/Attached Offices/ Subordinate Offices of the Central Government / Statutory & Autonomous Bodies of the Central Government/ State Governments / UT Administrations/Public Undertakings are requested to circulate the above vacancies to their employees and forward the applications of eligible officers/officials to this Commission within the stipulated timeframe as stated above.

9.9.2026

(K.P.J. Gerald)
Senior Consultant (Admn), NCPCR

संयुक्त सचिव, सामान्य प्रशासन विभाग
25 SEP 2026

Copy for information and necessary action with a request to kindly upload in their respective website to:

1. All Ministries/ Departments: With request to circulate to all Central PSEs, Attached Offices, Sub-ordinate Offices and Autonomous Institutions etc under their respective administrative control.
2. Joint Secretary, (Admn), Ministry of Women and Child Development, A-Wing, Shastri Bhawan, New Delhi – **with the request to place the notice on website**.
3. Joint Secretary (Training) & CAO, Ministry of Defence, E-Block, Dalhousie Road, New Delhi – 110 001.
4. Joint Secretary (Establishment), Ministry of Defence, South Block, New Delhi -110 011.
5. Joint Secretary (CS)/Director (CS-I), Director (CS.II), Department of Personal &Training, Ministry of Personnel Public Grievances and Pension, Lok Nayak Bhawan, Khan Market, New Delhi-110003 - **with the request to place the notice on website of DOP&T.**
6. All Residents Commissioners of States/UT Administrations.

28 SEP 2026

Contd..

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28.9.2026

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7. Consultant (IT): with directions to upload the vacancy circular on the website of NCPCR at appropriate link.
8. Joint Secretary (Admn), Ministry of Women and Child Development, GPOA – 3, Netaji Nagar, Bhikaji Cama Place, New Delhi 23 - with the request to place the notice on website.
9. The Senior Deputy Director (Pers.), Ministry of Communications, Department of Telecommunications, Sanchar Bhawan, Ashoka Road, New Delhi –100 001 - with the request to place the notice on website.

9.9.2016

(K.P.J. Gerald)
Senior Consultant (Admn) , NCPCR

(403)

cs-bihar < cs-bihar@nic.in >

Filling up of the vacant posts in the National Commission for Protection of Child Rights, New Delhi by deputation on Foreign Service Terms - regarding.

Registrar NCPCR < registrar.ncpcr@nic.in >

Mon, 21 Sep 2026 12:58:19 PM +0530

To "Shri Prataprao Jadhav"<minister-ayush@nic.in>,"H KAM SUANTHANG" <hk.suanthang@nic.in>,"Deepankar Aron"<jschem-cpc@gov.in>,"NAVJEET LAMBA"<webmaster-moca@gov.in>,"cildelhi"<cil.delhi@coalindia.in>,"Office Of Minister Piyush Goyal"<piyush.goyal@gov.in>,"Uday Bhan Tiwari"<cca.dl-dot@nic.in>,"Dhananjay Kumar Singh"<dhananjay.singh@nic.in>,"ApplHelpdesk" <Appl.Helpdesk@mca.gov.in>,"Jsadmasi-culture"<Jsadmasi-culture@gov.in>,"Statistics & Information Wing"<stats-mdoner@gov.in>,"Office of the MOS IC S and T and ES"<mos-stes@gov.in>,"Ministersm" <Minister.sm@gov.in>,"Tulika Pandey"<tulikapandey@meity.gov.in>,"IT Division MoEFCC"<itdiv-moefcc@gov.in>,"Vijaya Sundariyal" <aord@mea.gov.in>,"secoord-doe"<secoord-doe@gov.in>,"DIRNC-DOR" <DIRNC-DOR@NIC.IN>,"Purushartha Baldeo" <purushartha.baldeo@ias.gov.in>,"Mr Saurabh Mishra Mr Saurabh Mishra" <mishra.saurabh@nic.in>,"Ms. Bindu Sreedathan"<ddg-survey-dpe@gov.in>,"Parama Sen"<sen.parama68@gov.in>,"gnsingh13" <gn.singh13@nic.in>,"Support FPI"<support-fpi@nic.in>,"Hanif Qureshi" <hanif.qureshi@gov.in>,"O/o CPG"<jscpg-mha@nic.in>,"Shri Manohar Lal" <minister-mohua@nic.in>,"RabindraKumar Jena"<rk.jena@gov.in>,"DALBIR SINGH"<dalbir.singh@nic.in>,"Vikash Kumar Dubey" <vikash.dubey@nic.in>,"AjayKumar Singh"<akumar.singh14@nic.in>,"Avnit Singh Arora"<avnit.singh@gov.in>,"Champion Help Desk MSME" <champions@gov.in>,"It-mines"<It-mines@nic.in>,"Mr Alok Prem Nagar Mr Alok Prem Nagar"<ap.nagar@gov.in>,"MUKESH KUMAR" <mukesh.kumar.mopa@nic.in>,"Rasaal Dwivedi"<pstomin.png@gov.in>,"niti" <niti@gov.in>,"Secretary Power"<pspower@nic.in>,"wimrth" <wim.rth@nic.in>,"projectdirectorrd"<projectdirectorrd@gmal.com>,"Principal Scientific Adviser Government Of India"<office-psa@nic.in>,"NEERAJ SURENDRAN"<neerajsurendran.dad@hub.nic.in>,"Ajay Kumar" <sje@hry.nic.in>,"DDG NSCS"<nsc-secretariat@nic.in>,"Vinod Kumar Tripathi" <vinod.tripathi@gov.in>,"Akhilesh Kumar"<akhilesh.kumar99@gov.in>,"DIR DAM" <dagri@sansad.nic.in>,"Jual Oram"<jual.oram@gov.in>,"Smt. Annpurna Devi" <min-wcd@gov.in>,"Office of Minister YAS"<office-moyas@gov.in>,"support" <support@nixi.in>,"info"<info@agrinnovate.co.in>,"managerhr" <manager.hr@aiahl.in>,"support-awbi"<support-awbi@gov.in>,"Mail" <Mail@antrix.co.in>,"info"<info@avnl.co.in>,"alimco" <alimco@alimco.in>,"bansagar"<bansagar@gmail.com>,"BTSSO BILASPUR CSB"<btssobil.csb@nic.in>,"md"<md@bengalchemicals.co.in>,"bdbdl" <bdbdl@bdl-india.in>,"contactus"<contactus@bhel.in>,"pgv" <pgv@bhelpswr.co.in>,"cmd"<cmd@bharatpetroleum.in>,"bpclindia" <bpclindia@sancharnet.in>,"bhavini"<bhavini@bhavini.in>,"Biracdbt" <Birac.dbt@nic.in>,"mdomdc"<md.omdc@birdgroup.co.in>,"birdsjuteexports" <birdsjute.exports@gmail.com>,"info" <info@bvfcl.co.in>,"aurangabadcantonment" <aurangabadcantonment@gmail.com>,"Abhishek Tripathi"<ceodeol-stats@nic.in>,"support"<support@cottageemporium.in>,"dci" <dci@nic.in>,"CSGRCHOSUR CSB"<csgrchos.csb@nic.in>,"Kadrajiv" <Kad.rajiv@cris.org.in>,"hodci"<hodci@dcil.co.in>,"eepcho" <eepcho@eepcindia.net>,"cdb-kochi"<cdb-

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<conhdc@nhdc.org.in>,"KAPIL MEENA"<md@nhb.gov.in>,"ho"
<ho@nhb.org.in>,"webmaster"<webmaster@nhpc.nic.in>,"DIRECTOR NISA"
<directornisa@cisf.gov.in>,"Yogendra Singh Parihar"<info-nicsi@nic.in>,"cmd"
<cmd@nic.co.in>,"info"<info@nixi.in>,"National Legal Services Authority"<nalsa-
dla@nic.in>,"info-nmpb"<info-nmpb@nic.in>,"nmdfc123"
<nmdfc123@gmail.com>,"Write Writetwo"<write2@nrdc.in>,"NSKFDC MSJE"
<nskfdc-msje@nic.in>,"cmdnstfdc"<cmd.nstfdc@gmail.com>,"Praveen Roy"
<praveen.roy@nic.in>,"nsc"<nsc@indiaseeds.com>,"proposals"
<proposals@nsdcindia.org>,"ntcsro"<ntcsro@bsnl.in>,"ntpccc"
<ntpccc@ntpc.co.in>,"Baleshwar Thakur"<dg-nwda@nic.in>,"techsupport"
<tech.support@newindia.co.in>,"databank"<databank@nedfi.com>,"mail"
<mail@nedfi.com>,"corpaffairs"<corpaffairs@neepco.co.in>,"secretariat"
<secretariat@nehhdc.com>,"cs"<cs@neramac.com>,"cmdnclcil"
<cmd.ncl.cil@coalindia.in>,"mkagarwal"<mkagarwal@grid-india.in>,"z_compsec"
<z_compsec@nrl.co.in>,"oilindia"<oilindia@oilindia.in>,"Secretary OIDB"
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<secretariat@ongc.co.in>,"csd"<csd@orientalinsurance.co.in>,"pec"
<pec@peclimited.com>,"info"<info@pfcclindia.com>,"gmcpmsca"
<gm.cpmsca@pawanhans.co.in>,"Contract"<Contract@pngrb.gov.in>,"info"
<info@powerfoundation.org.in>,"CARE"<care@pnb.bank.in>,"info"
<info@rites.com>,"info"<info@rvnl.org>,"appellate"
<appellate@railtelindia.com>,"csdoff"<csdoff@rrcat.gov.in>,"reiljp"
<reiljp@reiljp.com>,"admin"<admin@rfcl.co.in>,"cmd"
<cmd@ptcindia.com>,"plimofpi"<plimofpi@ifciltd.com>,"bd"
<bd@pdilin.com>,"PESB Support"<support-pesb@gov.in>,"Dr. Awanish Kumar"
<dirtte.delhi@nic.in>,"contactus"<contactus@recindia.com>,"admin"
<admin@sdclindia.com>,"Dirrdtcmpdi"<Dirrdt.cmpdi@coalindia.in>,"co"
<co@stclimited.co.in>,"chairmansail"<chairman.sail@sail.in>,"mdcell"
<mdcell@tflonline.co.in>,"ssinghal"<ssinghal@thdc.co.in>,"tcil"
<tcil@tcil.net.in>,"info"<info@spmcil.com>,"silkmark"
<silkmark@silkmarkindia.com>,"Corporate"
<Corporate@seci.co.in>,"helpdesksecl"<helpdesk.secl@coalindia.in>,"srldccr"
<srldccr@grid-india.in>,"customercare"<customercare@uiic.co.in>,"msukpcb"
<msukpcb@yahoo.com>,"ho"<ho@wapcos.co.in>,"gmeewcl"
<gmee.wcl@coalindia.in>,"wrldccr"<wrldccr@grid-india.in>,"info"
<info@troopcomfortslimited.co.in>,"ucobankwebsite"

<ucobank.website@ucobank.co.in>,"Rambabu Vadali"
<ram.vadali@nic.in>,"registrar"<registrar@aiims.edu>,"services"
<services@allahabadhighcourt.in>,"andhrapradeshjudicialacademy"
<andhrapradeshjudicialacademy@gmail.com>,"System Admin Bombay High
Court"<hcbom.mah@nic.in>,"calcuttahighcourtprotocol"
<calcuttahighcourtprotocol@nic.in>,"Jjcellhccg"<Jjcellhc.cg@gov.in>,"Vijay
Sharma"<delhihighcourt@nic.in>,"Gauhati High Court Gauhati"<hc-
asm@nic.in>,"hicourt-hp"<hicourt-hp@nic.in>,"hcm_imphal"
<hcm_imphal@yahoo.co.in>,"Uzair.nazir Uzair.nazir"
<uzair.nazir@jk.gov.in>,"Member Secretary"<hcjgsicc-
jhc@jharkhandmail.gov.in>,"Rghckkar"<Rghck.kar@nic.in>,"Gopakumar G"
<hckerala@nic.in>,"MPHC JABALPUR"<mphc@nic.in>,"Registrar General"
<regrgenl@nic.in>,"High Court Meghalaya"<highcourt-
megh@meghalayahighcourt.nic.in>,"Secyohclsc"<Secy.ohclsc@gov.in>,"jrjpio-
hepat-bih"<jrjpio-hepat-bih@gov.in>,"Anju Sahore"
<highcourtchd@indianjudiciary.gov.in>,"hc-rj"<hc-rj@nic.in>,"Registrar General"
<hc-sik@nic.in>,"Recruitmentcellthc"<Recruitmentcell.thc@gmail.com>,"High
Court Uttarakhand"<highcourt-ua@nic.in>,"Hydcjccc-ts"<Hyd.cjccc-
ts@indiancourts.nic.in>,"Registrar General High Court of Gujarat"<rg-hc-
guj@nic.in>,"Secy to the President"<secy.president@rb.nic.in>,"Amit Khare"
<secyvp@nic.in>,"CEO NITI AAYOG"<ceo-niti@gov.in>,"Dr. T V Somanathan"
<cabinetsy@nic.in>,"secy-atomic"<secy-atomic@nic.in>,"secy-space"<secy-
space@nic.in>,"Atish Chandra"<secy-agri@nic.in>,"secy-ahd"<secy-
ahd@nic.in>,"ML Jat"<dg.icar@nic.in>,"Rajesh Kotecha"<secy-
ayush@nic.in>,"SHRI RAJAT KUMAR MISHRA"<fertsec@nic.in>,"jaipriye"
<jaipriye@nic.in>,"Tejveer Singh"<sec.cpc@nic.in>,"Samir Kumar Sinha"
<secy.moca@nic.in>,"Vikram Dev Dutt"<secy.moc@nic.in>,"Commerce Office"
<csoffice@nic.in>,"Secretary DPIIT"<secy-ipp@nic.in>,"secy-posts"<secy-
posts@nic.in>,"secyca"<secyca@fca.delhi.nic.in>,"Nidhi Khare"<secy-
ca@nic.in>,"VIVEK AGGARWAL"<secy-culture@nic.in>,"secy-defpord"<secy-
defpord@nic.in>,"secy-defence"<secy-defence@nic.in>,"secy-defres"<secy-
defres@nic.in>,"secy-exservice"<secy-exservice@nic.in>,"secy-doner"<secy-
doner@nic.in>,"Ashok Kumar K Meena"<secydws@nic.in>,"dodsec-dod"
<dodsec-dod@nic.in>,"secy-commun"<secy-commun@nic.in>,"secy-mea"<secy-
mea@nic.in>,"Rudrendra Tandon"<secyeast@mea.gov.in>,"Sudhakar Dalela"
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Secretary"<rsecy@nic.in>,"Ms Anuradha Thakur"<secy-dea@nic.in>,"secy-fpi"
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dhi@nic.in>,"Shri K. Moses Chalai"<secy-dpe@nic.in>,"secy-mhupa"<secy-
mhupa@nic.in>,"secy-seche"<secy-seche@nic.in>,"secy-eel"<secy-
eel@nic.in>,"secy-inb"<secy-inb@nic.in>,"/"
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msje@nic.in>,"tcaanant"<tca.anant@nic.in>,"Secretary Ministry Of Steel"<secy-
steel@nic.in>,"Bhuvnesh Kumar"<sectour@nic.in>,"Ranjana Chopra"<secy-
tribal@nic.in>,"ecy-mwr"<ecy-mwr@nic.in>,"secy-wcd"<secy-wcd@nic.in>,"Shri
Hari Ranjan Rao"<secy-sports@nic.in>,"cs"<cs@ap.gov.in>,"Cs-arunachal"<Cs-
arunachal@nic.in>,"Cs-assam"<Cs-assam@nic.in>,"Cs-bihar"<Cs-
bihar@nic.in>,"Csofficecg"<Csoffice.cg@gov.in>,"Cs-goa"<Cs-goa@nic.in>,"M.K.
DAS IAS"<chiefsecretary@gujarat.gov.in>,"cs"<cs@hry.inc.in>,"Cs-hp"<Cs-
hp@nic.in>,"Cs-jandk"<Cs-jandk@nic.in>,"Cs-jharkhand"<Cs-
jharkhand@nic.in>,"officeofcs"<officeofcs@gmail.com>,"chiefsecy"
<chiefsecy@kerala.gov.in>,"Ashok Barnwal, Chief Secretary, MP"
<cs@mp.nic.in>,"cs"<cs@maharashtra.gov.in>,"Rao Ms"
<raoms@gov.in>,"Cs_miz"<Cs_miz@rediffmail.com>,"/"
<csmizoram@gmail.com>,"Sentiyanger Imchen"<csngl@nic.in>,"cs"
<cs@punjabmail.gov.in>,"csraj"<csraj@rajasthan.gov.in>,"Cs-skm"<Cs-
skm@hub.nic.in>,"cs"<cs@tn.gov.in>,"cs"<cs@telangana.gov.in>,"Cs-tripura"

(1700)

<Cs-tripura@nic.in>,"csup"<csup@nic.in>,"chiefsecyuk" <chiefsecyuk@gmail.com>,"Cs-westbengal"<Cs-westbengal@nic.in>,"Cs-andaman"<Cs-andaman@nic.in>,"Administrator-add"<Administrator-add@gov.in>,"lk-admin"<lk-admin@nic.in>,"Shri Rajeev Verma" <csdelhi@nic.in>,"Cspon"<Cs.pon@nic.in>,"rescm-ap"<rescm-ap@nic.in>,"Resident Commissioner"<rescm-ar@nic.in>,"rescm-as"<rescm-as@nic.in>,"rcbihar"<rcbihar@yahoo.in>,"Bhawancg" <Bhawan.cg@gov.in>,"rescm-gj"<rescm-gj@nic.in>,"Rescm-hp Rescm-hp" <rescm-hp@nic.in>,"rescm-jk"<rescm-jk@nic.in>,"rescm-jh"<rescm-jh@nic.in>,"rescm-kn"<rescm-kn@nic.in>,"rckerala" <rckerala@gmail.com>,"rescm-mp"<rescm-mp@nic.in>,"rcmaharashtra" <rcmaharashtra@gmail.com>,"rescm-mn"<rescm-mn@nic.in>,"rescm-mg" <rescm-mg@nic.in>,"rescm-mz"<rescm-mz@nic.in>,"Abhishek Singh"<rescm-ng@nic.in>,"rescm-pb"<rescm-pb@nic.in>,"rescm-rj"<rescm-rj@nic.in>,"rescm-sk"<rescm-sk@nic.in>,"escm-tn"<escm-tn@nic.in>,"rctelangana" <rctelangana@gmail.incom>,"Resident Commissioner"<rescm-tr@nic.in>,"rescm-ua"<rescm-ua@nic.in>,"rescm-up"<rescm-up@nic.in>,"rescmwb" <rescmwb@nic.in>,"rescm-an"<rescm-an@nic.in>,"rescm-dd"<rescm-dd@nic.in>,"Resident Commissioner"<rescm-pn@nic.in>,"resgroup" <resgroup@nic.in>,"Admin Section"<us-admn.dopt@gov.in>,"info" <info@livelaw.in>,"chandralekha"<chandralekha@livelaw.in>,"shreya" <shreya@livelaw.in>,"sindhutp"<sindhutp@livelaw.in>

Cc "Sunita AssistanttoConsultantEstablishment"<sunitak.ncpcr@nic.in>,"KPJ Gerald" <kpjgerald-ncpcr@govconsultant.nic.in>

I am directed to send the attached documents for your kind information.

Regards

PS to Registrar
National Commission for Protection of Child Rights (NCPCR)
(Ministry of Women and Child Development)
Government of India
5th Floor, Chanderlok Building,36 Janpath
New Delhi-110001
011-23478204

1 Attachment(s)

Document 137.pdf
542.7 KB

E-6296037

399

Government of India
Ministry of Ports, Shipping & Waterways
Office of the Chief Engineer & Administrator
Andaman Lakshadweep Harbour Works
Sri Vijaya Puram-744105
Phone: 232864, 232802, 232753
Fax : 03192 – 233245
Website : http://andssw1.and.nic.in/alhw
Email : alhw.and@nic.in/ce_alhw@gmail.com

No . ALHW/ADM/1/1/2025-ESTT-HO/ 12932 Dated: .08.2026
09/09/2026

PS, GAD

मुख्य सचिव कार्यालय बिहार
24 SEP 2026

VACANCY CIRCULAR

Sub:- Filling up of one post of Chief Engineer & Administrator in Level-14 as per 7th CPC (pre-revised pay scale of PB-4 Rs. 37400-67000 + GP Rs. 10000 as per 6th CPC) on deputation basis (including short term contract), in Andaman Lakshadweep Harbour Works (ALHW), Ministry of Ports, Shipping & Waterways.

Sir/Madam

It is proposed to fill up one post of Chief Engineer & Administrator in the Andaman Lakshadweep Harbour Works, Sri Vijaya Puram, Andaman & Nicobar Islands in Level 14 as per 7th CPC (pre-revised pay scale of PB-4 Rs. 37400-67000 + GP Rs. 10000 as per 6th CPC) on deputation basis (including short term contract), (functioning as a Sub-ordinate Organisation under the Ministry of Port Shipping & Waterways). The period of deputation shall be three years and can be extended/ curtailed as per requirement. The place of posting will be at Sri Vijaya Puram in Andaman & Nicobar Islands. The total emoluments in Level-14 at the initial stage of pay, are approximately ₹ 2,56,200/- (₹ 1,44,200/- Basic Pay + Dearness Allowance @ 60% amounting to ₹ 86,520/- + Special Compensatory Allowance of ₹ 5300/- + Transport Allowances of ₹ 5760/- + Island Special Duty Allowance @ 10% amounting to ₹ 14,420/-). Apart from the salary, the post also carries the perquisites such as dedicated accommodation, transport, medical reimbursements, LTC etc. as per Govt. of India rules and regulations. The eligibility conditions, qualifications, experience required for the post and other details are given in Annexure – I.

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मुख्य सचिव कार्यालय बिहार पटना 1490 24/09/26

2. The pay and other terms and conditions of deputation (including short term contract) will be regulated in accordance with DoP&T O.M. No. 6/8/2009-Estt (Pay-II) dated 17.06.2010 as amended from time to time. The Cadre Controlling Authorities are requested to forward applications (in duplicate) of the eligible and willing candidates including those officers of autonomous and statutory bodies whose services can be spared in the event of their selection through proper channel to the Under Secretary (ALHW), Ministry of Ports Shipping and Waterways, Room No. 535, Transport Bhawan, No. 1–Parliament Street, New Delhi–110001 **within 60 days** from the date of publication of advertisement in Employment News/Rozgaar Samachar and daily local and national newspaper in and around Andaman & Nicobar Islands (Chennai, Kolkata , Visakhapatnam, Kochi etc). The application form/proforma is mentioned at Annexure – II and the certificate by the employer's Cadre Controlling Authorities/Head of the Department is mentioned at Annexure - III. For details/annexures please visit link: andssw1.and.nic.in/alhw.

24 SEP 2026

J.S-18

5172/प्र०-18
29.9.26

28 SEP 2026 बिहार, पटना

28.9.18

28 SEP 2026 बिहार, पटना

श्री विशाल विनीत 28.9.2026

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List of Documents to be sent along-with applications:

i. Up-to-date ACRs/APARs dossier of the applicant or clear photocopies of the ACRs/APARs for the last five (05) years duly attested (on each page) by an officer not below the rank of Under Secretary.
ii. Vigilance clearance.
iii. Integrity Certificate
iv. A statement showing major or minor penalties, if any imposed on the officer during the last ten years.
v. A certificate by Controlling Authorities/Head of the Department to the effect that the particulars furnished by the candidate have been verified and found correct as per service records.

3. Applications received after the closing date or without any of the aforesaid documents or otherwise found incomplete or not in the prescribed proforma are liable to be rejected. Officers who apply for the post will not be allowed to withdrawn their candidature subsequently.
4. All the Ministries/Departments are requested to circulate the vacancy in their attached/subordinate offices/educational and other institutions.

Yours faithfully,

Digitally signed by
Sakthi Kumar R
Date: 09-09-2026
17:40:26

Administrative Officer (ALHW)
Ph. No. 03192 232862

E-Mail

E-6281969

397

F. No. U-11015/01/2017- EAP (C. No.354816)
Government of India / भारत सरकार
Ministry of Rural Development /ग्रामीण विकास मंत्रालय
Department of Rural Development /ग्रामीण विकास विभाग
International Cooperation Division/ अंतर्राष्ट्रीय सहयोग प्रभाग
IC & EAP Section/ आईसी और ईएपी अनुभाग
*****

Dev. Comm.
Acs, RDD
Secy (WM)

मुख्य सचिव बिहार पटना

Kartavya Bhawan-3, New Delhi
Dated: 17.09.2026

18 SEP 2026

To

1. Chairperson , University Grants Commission
2. Chairman & CEO, Railway Board
3. Chief Secretaries/ ACS/ Pr. Secretary/ Secretary, Rural Development of all States & UTs
4. DG, NIRD& PR, Hyderabad.
5. DG, NRIDA.
6. CEO, NRLPS
7. The Resident Commissioners, All State Governments.
8. DGs/ Director, SIRDs, All States.

Chief Secretary, Bihar

5143/ क्षा०/18

28.9.26

55(18)

मुख्य सचिव कार्यालय
डाक सं० 5641
दि० 21.09.2026

Subject: Vacancy Circular for the Post of Assistant Secretary General (ASG) of African-Asian Rural Development Organization (AARDO) - reg.

Madam/ Sir,

The African-Asian Rural Development Organization (AARDO) is an autonomous inter-governmental organization established in 1962. Headquartered in New Delhi, India, AARDO promotes South-South cooperation to sustainable agriculture, eradicate rural poverty, and improve the socio-economic welfare of rural communities across Africa and Asia. In brief, the AARDO coordinates efforts to improve rural welfare and reduce poverty, and this has 32 full Member Countries (18 in Africa and 14 in Asia), and 04 Associate Members. Further details about this Organisation may be accessed on its website: www.aardo.org. India is one of the founding members of the AARDO.

J.S-18

2. AARDO Secretariat vide Letter No. AARDO/ASG/Apptt/2026, dated 12.08.2026 received on 08.09.2026 *(copy enclosed)* has requested this Ministry to nominate a candidate for the post of Assistant Secretary General (ASG). The nominee must satisfy the requirements of the post, as indicated in the Terms and Conditions. The following documents in this regard are *enclosed* :

23 SEP 2026

i. Terms and conditions of the service.
ii. Relevant clauses of the constitution and rules of procedure relating to the appointment of the ASG, AARDO.
iii. Format for the nomination of ASG, AARDO
iv. Format of Curriculum Vitae for the post of ASG, AARDO

श्री विशाल S.O-18 24.09.26

3. This is to mention that the post for selection falls under P-5 category. As per the requirement of AARDO, at least 10 years experience in a senior decision/ policy making position in government/ university/ institutes is required.

4. It is accordingly, requested that the application (as per the enclosed formats, in identical duplicate along with vigilance clearance) of eligible officer(s) may be forwarded through proper channel to this Department **within 21 days from the date of issue of this letter**, for necessary action in the matter.

5. This issues with the approval of the Competent Authority.

Encl.: As above

Yours faithfully,

17/09/2026.

(Sumita Budhiraja)
Under Secretary to the Government of India
E-mail: sumitabudhiraja.edu@nic.in
Tel: 011-24011732

Copy to :

1. The Secretaries of all the Ministries/ Departments of Government of India.
2. All the Divisional Heads, Department of Rural Development.
3. Department of Personnel & Training (Foreign Assignment Section), New Delhi.
4. Department of Personnel & Training (Office of the Establishment Officer), New Delhi, Email: eo@nic.in
5. Director General, Centre on Integrated Rural Development for Asia and Pacific (CIRDAP), 7, Topkhana Road, Chameli House, GPO Box 2883, Dhaka, Bangladesh
6. The Joint Secretary, AIS Division, DoPT, Work Hall No. 31020, Kartavya Bhawan-3, New Delhi, E-mail: balakiran.ias-ker@nic.in
7. The Joint Secretary, Indian Police Service (IPS) Cadre, Ministry of Home Affairs, Room No.35039, 5th Floor), Kartavya Bhawan-3, New Delhi, Email: js-police1@mha.gov.in
8. The Under Secretary, Indian Economic Service (IES) Cadre, Ministry of Finance, Room No. 15105, 5th Floor, C-Wing, Karyavya Bhawan - 1, New Delhi, Email: us_iescadre@gov.in
9. The Deputy Director, Indian Statistical Service (ISS) Cadre, Ministry of Statistics and Programme Implementation, 304-G, Khurshid Lal Bhawan, Janpath, New Delhi, Email: aswalji.kuldeep@gov.in
10. The Under Secretary, Administration (P-III), Recruitment Cell, Ministry of Environment, Forest and Climate Change, Email: satya.prakash79@gov.in
11. The Director, Administration Division, Department of Revenue, Email : smarak.swain@gov.in
12. The Director, Establishment Division, Department of Posts, Email: direst@indiapost,gov.in
13. The Under Secretary (UNES), Ministry of External Affairs, Government of

295

India, JNB, New Delhi, E-mail: dsunes1@mea.gov.in

14. Technical Director, NIC Cell, Department of Personnel & Training (DoPT), New Delhi for uploading the vacancy circular on the official website of Department of Personal & Training immediately.
15. NIC, DoRD - with the request to upload the aforesaid vacancy circular on the main website & dailysite of Ministry and Dashborad of e-office of the Ministry (rural-dord@nic.in, eofficeadmn-mord@nic.in).
16. PSO to Secretary, DoRD.
17. PPS to Joint Secretary (IC), DoRD.
18. Guard File.

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ORGANISATION AFRICAINE-ASIATIQUE POUR LE DÉVELOPPEMENT RURAL

AFRICAN-ASIAN RURAL DEVELOPMENT ORGANIZATION

المنظمة الأفريقية الآسيوية للتنمية الريفية

Cooperation for Sustainable Development

OFFICE OF THE SECRETARY GENERAL

مكتب الأمين العام

No.AARDO/ASG/Apptt/2026
12 August 2026

H.E. the Minister for Rural Development and Agriculture & Farmers Welfare
Government of the Republic of India and Hon'ble President of the AARDO
Kartavya Bhawan, New Delhi

Subject: Vacancy - Post of Assistant Secretary General (ASG) of African-Asian Rural Development Organization (AARDO)

Excellency,

I wish to bring to Your Excellency's kind notice that, the tenure of the present incumbent to the post of Assistant Secretary General of African-Asian Rural Development Organization (AARDO) is up to 02 September 2027. To fill the arising vacancy, the Executive Committee, in its 79th Session held in Nairobi, Kenya, on 12-15 May 2026, has approved the Terms and Conditions, along with timeline, for the appointment of new Assistant Secretary General **(Annexure I)**.

Accordingly, nominations are being invited for the post of Assistant Secretary General, AARDO, from all the full members of AARDO, as per Rule 291 of Rules of Procedure of AARDO.

I wish to further inform Your excellency that, the appointment of the Assistant Secretary General of AARDO is governed by the relevant Article VIII (2), (9) (b) & (9) (c) of the Constitution of AARDO and Rules 272 (b), 289, 290, 291, 292, 294 (a) and 299 of the Rules of Procedure of AARDO. The full text of Articles/clauses of the Constitution and Rules of Procedure is reproduced at **Annexure II**.

In case Excellency's esteemed Government is keen to nominate a candidate for the post of Assistant Secretary General, the nominee must satisfy the requirements of the post, as indicated in the attached Terms and Conditions **(Annexure I)**.

Your Excellency may kindly ensure that the nomination, **in duplicate**, reaches the Secretary General, African-Asian Rural Development Organization (AARDO) in a **sealed cover** marked **'Confidential – Nomination for the post of Assistant Secretary General of African-Asian Rural Development Organization' on or before 12 November 2026**. Nominations received **after 12 November 2026 or received through e-mail, fax, etc., shall not be considered.**

The detailed curriculum vitae of the candidate should be supported by attested photocopies of documents such as, date of birth proof, qualifications, experience, etc. A list of research and published works, medical fitness certificate from accredited medical institution/hospital, and any other relevant document, also be enclosed, along with the nomination. The proforma for sending the nominations and format of Curriculum Vitae are enclosed as **Annexure III** and **Annexure IV**, respectively.

All the nominations received in the AARDO Secretariat would be placed before the appointing authority for the post i.e. the 80th Session of the Executive Committee scheduled to be held in sometime during **April/ May 2027.**

Kindly accept, Excellency, the renewed assurances of my highest consideration.

Sincerely,

Dr. Manoj Nardeosingh
Secretary General

Encls:

Annexure I	-	*Terms and Conditions of service for new Assistant Secretary General, AARDO, along with time frame*
Annexure II	-	*Relevant Articles/Clauses of the Constitution and Rules of Procedure.*
Annexure III	-	*Format for nomination of the post of Assistant Secretary General, AARDO*
Annexure IV	-	*Format of Curriculum Vitae for the post of Assistant Secretary General, AARDO*

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ORGANISATION AFRICAINE-ASIATIQUE POUR LE DÉVELOPPEMENT RURAL

AFRICAN-ASIAN RURAL DEVELOPMENT ORGANIZATION

المنظمة الافريقية الآسيوية للتنمية الريفية

Cooperation for Sustainable Development

OFFICE OF THE SECRETARY GENERAL

مكتب الأمين العام

No.AARDO/ASG/Apptt/2026
12 August 2026

H.E. the Minister for Rural Development and Agriculture & Farmers Welfare
Government of the Republic of India and Hon'ble President of the AARDO
Kartavya Bhawan, New Delhi

Subject: Vacancy - Post of Assistant Secretary General (ASG) of African-Asian Rural Development Organization (AARDO)

Excellency,

I wish to bring to Your Excellency's kind notice that, the tenure of the present incumbent to the post of Assistant Secretary General of African-Asian Rural Development Organization (AARDO) is up to 02 September 2027. To fill the arising vacancy, the Executive Committee, in its 79th Session held in Nairobi, Kenya, on 12-15 May 2026, has approved the Terms and Conditions, along with timeline, for the appointment of new Assistant Secretary General **(Annexure I)**.

Accordingly, nominations are being invited for the post of Assistant Secretary General, AARDO, from all the full members of AARDO, as per Rule 291 of Rules of Procedure of AARDO.

I wish to further inform Your excellency that, the appointment of the Assistant Secretary General of AARDO is governed by the relevant Article VIII (2), (9) (b) & (9) (c) of the Constitution of AARDO and Rules 272 (b), 289, 290, 291, 292, 294 (a) and 299 of the Rules of Procedure of AARDO. The full text of Articles/clauses of the Constitution and Rules of Procedure is reproduced at **Annexure II**.

In case Excellency's esteemed Government is keen to nominate a candidate for the post of Assistant Secretary General, the nominee must satisfy the requirements of the post, as indicated in the attached Terms and Conditions **(Annexure I)**.

Your Excellency may kindly ensure that the nomination, **in duplicate**, reaches the Secretary General, African-Asian Rural Development Organization (AARDO) in a **sealed cover** marked **'Confidential – Nomination for the post of Assistant Secretary General of African-Asian Rural Development Organization' on or before 12 November 2026**. Nominations received **after 12 November 2026 or received through e-mail, fax, etc., shall not be considered.**

(An autonomous inter-governmental organization established in 1962)
2, State Guest Houses Complex, Chanakyapuri, New Delhi 110 021, INDIA
Phones: (91-11) 24100475/26115936/26877783/26877784; Fax : 26115937
E-mail : aardohq@aardo.org; Website : http://www.aardo.org

The detailed curriculum vitae of the candidate should be supported by attested photocopies of documents such as, date of birth proof, qualifications, experience, etc. A list of research and published works, medical fitness certificate from accredited medical institution/hospital, and any other relevant document, also be enclosed, along with the nomination. The proforma for sending the nominations and format of Curriculum Vitae are enclosed as **Annexure III** and **Annexure IV**, respectively.

All the nominations received in the AARDO Secretariat would be placed before the appointing authority for the post i.e. the 80th Session of the Executive Committee scheduled to be held in sometime during **April/ May 2027.**

Kindly accept, Excellency, the renewed assurances of my highest consideration.

Sincerely,

Dr. Manoj Nardeosingh
Secretary General

Encls:

Annexure I	-	*Terms and Conditions of service for new Assistant Secretary General, AARDO, along with time frame*
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Copy to:

- The Secretary
  Department of Rural Development
  Ministry of Rural Development
  Government of Republic of India
  New Delhi, INDIA

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ORGANISATION AFRICAINE-ASIATIQUE POUR LE DÉVELOPPEMENT RURAL

AFRICAN-ASIAN RURAL DEVELOPMENT ORGANIZATION

المنظمة الآفريقية الآسيوية للتنمية الريفية

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No.AARDO/ASG/Apptt/2026
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Copy to:

The Secretary
Department of Rural Development
Ministry of Rural Development
Government of Republic of India
New Delhi, INDIA

☞ The Joint Secretary (IC)
International Cooperation, Department of Rural Development
Ministry of Rural Development and Hon'ble Chairman of the Liaison Committee of AARDO
Government of Republic of India
New Delhi, INDIA

Annexure I

Terms & Conditions of Service

The Assistant Secretary General assists the Secretary General in carrying out policies and programmes of the African-Asian Rural Development Organization and provides support in supervising and directing the work of Secretary General.

I. Duration of the post

The duration of the office of the Assistant Secretary General shall be four (4) years subject to a maximum of two terms. On completion of the first tenure of four (4) years, the incumbent Assistant Secretary General may contest for a second term of four (4) years in open competition provided that the total tenure shall not be more than eight (8) years. **The duty station of the Assistant Secretary General shall be AARDO headquarters currently at Chanakyapuri, New Delhi, India.**

II. Salary and Grade

2. The Scale of Pay of the Assistant Secretary General would be US $ 3575-130-4615 (US Dollars Three Thousand Five Hundred Seventy five increasing by an annual increment of US Dollars One Hundred and Thirty and rising up to the maximum of US Dollars Four Thousand Six Hundred Fifteen only). Pay to be protected in case of re-appointment.

III. Gratuity

3. The Gratuity would be governed by the gratuity rules in force in AARDO Secretariat from time to time. The existing rates are one month's salary for each completed year of service for payment of gratuity.

IV. Contributory Provident Fund

4. The Contributory Provident Fund would be governed by the contributory provident fund rules in force in AARDO Secretariat from time to time. The existing rate of contribution is ten (10%) percent of the basic salary by the incumbent to be matched equally by the Organization.

V. Representation Allowance

5. The Assistant Secretary General would be entitled to a monthly representation allowance of Rs. 2,000 (Rupees Two Thousand). He/she shall be free to entertain or otherwise utilize it for official purposes at his/her discretion and for this he/she would not be required to furnish any certificate or receipt.

VI. Residential Accommodation

6. A suitable furnished residential accommodation befitting the status of the Assistant Secretary General of an International Organization enjoying diplomatic status shall be provided by the Organization to a ceiling not exceeding 30% of his/her monthly salary. The ceiling on capital expenditure in furnishing the accommodation shall be limited to a maximum of 50% of the first year annual salary. In the event of renewal of office, the capital expenditure limit shall be brought down to ten (10) percent only. This ceiling shall include hiring and shifting accommodation costs, as well as expenses on maintenance and servicing of purchased capital items including their insurance.

7. The Organization would meet the expenses of the Assistant Secretary General on the consumption of electricity & water, landline telephone at his/her residence and mobile phone with upper limits as under:

- Electricity and water expenses — Rs. 100,000 per year
- Landline telephone/Internet at residence — Rs. 40,000 per year
- Mobile phone — US$ 800 per year

8. In addition, while on official tours abroad, charges on the telephone/mobile phone calls would be reimbursed by the Secretariat as per the actual bills.

VII. Medical Aid

9. The Assistant Secretary General would be entitled to medical aid for self, spouse and dependent children, subject to the limit provided in the Staff Rules of AARDO annually, drawable monthly or annually as desired by the Assistant Secretary General. The current limit prescribed in the rules is Rs. 3,000 (Rupees three thousand only) per month.

10. In case of illness on official tour or on official duty, medical expenses would be reimbursed as per provisions of the Staff Rules of AARDO.

VIII. Conveyance

11. The Assistant Secretary General shall have at his/her disposal, both for his/her official as well as personal use, one (1) suitable car with driver owned and completely maintained by the Organization. The expenditure on fuel would, however, be limited to one thousand four hundred and sixty seven (1,467) litres per year. For taking the car outside headquarters for personal holiday, the cost would be borne by the Assistant Secretary General.

IX. Official Travel

12. As per Article VII of the Staff Rules of AARDO, Assistant Secretary General is entitled to the following:

For joining post (from abroad) and at the time of relinquishing the post from country of residence of duty station and back

- Air Travel - One business/intermediate/executive class ticket for self and spouse and an economy class ticket each up to two children, in case the spouse and children follow within six (6) months of joining of the post by the Assistant Secretary General;

- Excess Baggage Allowance up to two metric tons or 26 cubic meters by surface or sea routes

For General Travel (outside India)

- One Executive class air ticket

- Daily Subsistence Allowance (DSA) as applicable under the Staff Rules of AARDO from time to time. The current rate of DSA is US $ 120 (US Dollars one hundred twenty) per day of stay. Hotel accommodation will be provided by AARDO or host Government/Institution.

For General Travel (within India)

i) One Executive Class air ticket

ii) Daily Subsistence Allowance (DSA) as applicable under the Staff Rules of AARDO from time to time. The current rate of DSA is Rs. 800 (Rupees eight hundred) per day of stay.

X. Earned Leave, Home Leave Travel, Education Grant, etc.

13. Earned Leave, Home Leave Travel, Education Grant, etc. to the Assistant Secretary General are governed by the following provisions in the Staff Rules.

Earned leave

14. As per Staff Rule No. 6.7.1, earned leave accrues to a full time employee at the rate of two and a half (2 ½) working days for each calendar month i.e. a maximum of 30 days in a year.

Leave Travel Concession

15. The relevant rules governing the Leave Travel Concession are as under:

6.12.1 Home Leave is provided to the staff in order to enable them to maintain effective association with the culture of their home countries, with their families, and with their national business, and professional interests.

6.12.2 Internationally selected staff whose official station is outside the country of residence, as established on appointment, shall be entitled once in every year of service, to home leave to his/her country of residence. The first entitlement to home leave shall be after at least six months of service. The internationally selected staff can also avail LTC to any other country of their choice in lieu of the Home Leave, provided the travel expenses do not exceed the cost of travelling to their home country.

Internationally selected staff member belonging to the host country may be allowed recreation leave and travel, once in every two years of his/her service, to a member country or another country of their choice, provided the travel expenses do not exceed the cost of travelling to the member country of the Organization.

6.12.3 Home leave entitlement shall consist of travel time, without charge to annual leave and return transportation at the Organization's expenses for the staff member and eligible dependents, between the official station and the place of residence in the home country, or any other place in the home country which does not involve greater expense to the Organization. It is a condition of eligibility for payment of the travel expenses involved that the staff member and his/her dependents spend a reasonable period of leave, not less than ten (10) days, in home leave status. For details see Travel Rules - Article VII.

Education Grant

16. The reimbursement of education expenses for a maximum of two minor children is available under Staff Rule No. 5.9. The limit for education grant per child per year is Rs. 40,000/- (Rupees Forty thousand only).

XI. Age, Qualifications, Experience, etc.

Age: The candidate should be between 40-55 years of age on the date of the letter inviting nominations for the post.

Academic Qualifications:

a. The candidate should have post-graduate academic qualification in Agricultural/Rural Development, Economics or Social Sciences or any relevant specialization from a university of repute or its equivalent.

b. The candidate should have excellent command over written and spoken English as it is the working language of the Organization. Knowledge of other official language(s), namely, Arabic or French, would be an advantage. He/she should be computer literate.

Experience:

a. The candidate should have sufficient experience in various fields covered under agricultural/rural development, out of which at least the last 10 years of service should be in a senior decision/policy making position in government/university/institutes.

(384)

b. The candidate should preferably have relevant exposure to the functioning of international/regional organizations. Experience in co-ordinating, planning and implementing capacity building, knowledge dissemination, international symposia, seminars, workshops, and similar professional activities shall be considered preferable. Published articles, papers, or studies in reputed journals or professional forums would be desirable, and copies of such publications, if any, may be submitted along with the application.

Medical Certification:

17. The candidate should be physically and mentally fit to work in the Organization. The nominee should submit a medical fitness certificate from an accredited medical institution/hospital. The elected candidate will be required to undergo medical examination as per the United Nations or other International Organizations' health standard/guidelines.

Tentative Sequence of events (time frame) leading to the appointment of Assistant Secretary General, AARDO

1. Approval of the terms and conditions by the 79th Session of the Executive Committee

↓ **< 12-15 May 2026**

2. Letters inviting nominations from full members to be issued by AARDO Secretariat on behalf of the President of Executive Committee, on or before

↓ **< 3 months from date of EC-79 (12 August 2026)**

3. Receipt of nominations in the AARDO Secretariat on or before

↓ **3 months from pt.2 date (12 November 2026)**

4. Compilation of the nominations in the AARDO Secretariat

↓ **1 month from pt.3 date (12 December 2026)**

5. Circulation of agenda notes of the 80th Session of the Executive Committee

↓ **> 45 days before commencement of EC-80**

6. Meeting of EC-80 to elect the new ASG on or before

↓ **< Dates to be finalized with the host Government (April/May 2027)**

7. Issue of Offer by the AARDO Secretariat

↓ **< 30 days after the conclusion of EC-80**

8. Assuming the Office of the Assistant Secretary general by the new incumbent

↓ **03 September 2027**

9. Signing of Service Contract at AARDO Secretariat

↓ **< On assumption of duty**

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Annexure II

Relevant clauses of the Constitution and Rules of Procedure relating to the appointment of the Assistant Secretary General, AARDO

CONSTITUTION

Article VIII (2) The Assistant Secretary General shall be appointed by the Executive Committee on such terms and conditions as it may lay down from time to time. The post(s) would be filled by inviting nominations from the members of the Organization.

Article VIII 9 (b) The tenure of the post of Assistant Secretary General shall be four (4) years, subject to a maximum of two terms or till the age of 65 years whichever event occurs earlier. On completion of the first term, the incumbent Assistant Secretary General, if interested, may contest for a second term of four (4) years in open competition provided that his/her tenure shall not exceed eight (8) years.

Article VIII 9 (c) The Secretary General and the Assistant Secretary General should not be from the same continent, as far as possible.

RULES OF PROCEDURE

Rule 272 (b) The appointment to the posts of Secretary General and Assistant Secretary General should not be made from the same continent, as far as possible.

Rule 289 The Assistant Secretary General shall be appointed by the Executive Committee on such terms and conditions as it may lay down from time to time.

Rule 290 The duration of the post of Assistant Secretary General shall be four (4) years, subject to a maximum of two (2) terms or till the age of 65 years, whichever event occurs earlier. On completion of the first tenure, the incumbent Assistant Secretary General, if interested, may contest for a second term of four (4) years in open competition* provided that his/her tenure shall not exceed eight (8) years. The incumbent Assistant Secretary General shall relinquish the office of the Assistant Secretary General on the completion of 65 years of age.

*open competition means only the nominees from the continent other than the current Assistant Secretary General's continent to contest.

Rule 291 The appointment of Assistant Secretary General shall be made by inviting nominations from the full members of the Organization.

Rule 292 The posts of Assistant Secretary General shall be filled as early as possible by calling nominations from the full members of the Organization.

Rule 294 (a) If there is more than one candidate, the Executive Committee shall make the appointment to the post of Assistant Secretary General by election through secret ballot from amongst the valid nominations sponsored by the full members. The candidate securing simple majority (50%+ 1) of the members present and voting shall be appointed as Assistant Secretary General. In case of no majority, the candidate securing the least number of votes shall automatically be eliminated in the subsequent rounds. The nomination to the post of Assistant Secretary General by a member country will not be considered if the country has arrears of membership contribution for the last two years.

Rule 299 The functions of the Assistant Secretary General will be assigned by the Secretary General.

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Annexure III

No. Date:

FORMAT
FOR THE NOMINATION OF ASSISTANT SECRETARY GENERAL (ASG) OF AFRICAN-ASIAN RURAL DEVELOPMENT ORGANIZATION (AARDO)

The Government of _____

nominates (Name) _____

Designation _____

for the above post.

The particulars of the candidate are attached. (Two identical copies)

Signature _____

Name _____

Designation _____

Country _____

(SEAL)

Annexure IV

Format of Curriculum Vitae for the Post of Assistant Secretary General, AARDO

Photo

1. **Name (Dr/Mr/Ms)** (As indicated in Passport)
_____
2. **Date of Birth (DD__MM__YYYY____)** (Age as on xx.xx.xxx)_____Years_____Months
3. **Marital Status and Number of Children** _____
4. **Gender** _____
5. **Nationality** _____

6. Official Address

i) Street Address _____
ii) City _____
iii) State/Province _____
iv) Pin/Zip Code _____
v) Country _____

7 Permanent Address

i) Street Address _____
ii) City _____
iii) State/Province _____
iv) Pin/Zip Code _____
v) Country _____

8 Contact Number (Please specify country and city code)

i. Tel.(office) _____

ii. Mobile/Handset Number _____

9 Educational Qualifications

	Name of the University/Institution	Duration from (DD-MM-YYYY) to (DD-MM-YYYY)	Year of Passing	Major Subjects
Bachelors				
Masters				
Ph.D.				
Others, (please specify)				
Professional Qualification including training				

10 Languages Skill (Please tick √)

	Excellent		Good		Average	
	O	W	O	W	O	W
English						
Arabic						
French						
Other Language (s) (Please specify)						

O = Oral; W = Writing

11 Employment Record

Experience (Total Number of Years) _____

Position	Exact Title of your post	Name of the Institution served	Duration from (DD-MM-YYYY) to (DD-MM-YYYY)	Nature of Work
Current Position				

Previous Position1				
Previous Position2				
Previous Position3				
Previous Position4				
Experience with International/Regional Organisations				

Note: Experience at senior decision/policy making level.

12 Computer Knowledge (Please tick √)

Certificate ☐ Diploma ☐ Working Knowledge ☐ Any other (Specify) _____

13 Published Work

Name of the Journal/ Magazines/Book	Title	Volume/ Number	Year	Number of pages	Name of the Publisher/ Agency

14 Supporting Documents (attested copies):

i. Date of birth
ii. Educational and Professional Qualifications
iii. Experience
iv. Published work
v. Medical fitness certificate from accredited medical hospital/ institution (original copy)

cs-bihar < cs-bihar@nic.in >

Vacancy Circular for the Post of Assistant Secretary General (ASG) of African-Asian Rural Development Organization (AARDO) - reg.

Shubham Meena < shubham.11@gov.in >

Thu, 17 Sep 2026 1:01:10 PM +0530

To "Atish Chandra"<secy-agri@gov.in>,"ML Jat"<dg.icar@nic.in>,"Dr Abhilaksh Likhi" <secy-fisheries@nic.in>,"Mr Naresh Pal Gangwar"<secyahd@nic.in>,"Rajesh Kotecha"<secy-ayush@nic.in>,"Tejveer Singh"<sec.cpc@nic.in>,"Secretary Department of Pharmaceuticals"<secy-pharma@nic.in>,"SHRI RAJAT KUMAR MISHRA"<fertsec@nic.in>,"Samir Kumar Sinha"<secy.moca@nic.in>,"Vikram Dev Dutt"<secy.moc@nic.in>,"Secretary DPIIT"<secy-ipp@nic.in>,"Commerce Office"<csoffice@nic.in>,"Amit Agrawal"<secy-dot@nic.in>,"Subrat Das" <secretary-posts@indiapost.gov.in>,"Nidhi Khare"<secy-ca@nic.in>,"Shri Sanjeev Chopra"<secy-food@nic.in>,"Dr. Ashish Kumar Bhutani"<secy-coop@gov.in>,"Secretary MCA"<secy.mca@nic.in>,"VIVEK AGGARWAL"<secy-culture@nic.in>,"Secretary DP"<sdpns@nic.in>,"Secretary DESW" <secyesw@nic.in>,"Mr Rajesh Kumar Singh Singh"<defsecy@nic.in>,"Katikithala Srinivas"<secydoner@nic.in>,"T. SRINIVASA KUMAR" <secretary@moes.gov.in>,"T. K. Anil Kumar"<secy.sel@nic.in>,"Deepti Gaur Mukerjee"<secy.dhe@nic.in>,"Secretary MeitY"<secretary@meity.gov.in>,"Mr Tanmay Kumar"<secy-moef@nic.in>,"Vikram Misri" <psfs@mea.gov.in>,"Rudrendra Tandon"<secyeast@mea.gov.in>,"Sudhakar Dalela"<secyer@mea.gov.in>,"Sibi George"<secywest@mea.gov.in>,"Sripriya Ranganathan"<secycpv@mea.gov.in>,"Ms Anuradha Thakur"<secy-dea@nic.in>,"V Vualnam"<secyexp@nic.in>,"Secretary DFS"<secy-fs@nic.in>,"Revenue Secretary"<rsecy@nic.in>,"Shri K. Moses Chalai"<secy-dpe@nic.in>,"PUNYA SALILA SRIVASTAVA"<secyhfw@nic.in>,"Office of Secretary DHR"<secy-dhr@gov.in>,"Shri Kamran Rizvi"<shioff@nic.in>,"Govind Mohan"<hshso@nic.in>,"RAJENDRA KUMAR"<secybm@nic.in>,"Secretary OL" <secy-ol@nic.in>,"Satendra Singh"<secyurban@nic.in>,"Chanchal Kumar" <secy.inb@nic.in>,"Archana Varma"<secy-mowr@nic.in>,"Ashok Kumar K Meena"<secydws@nic.in>,"Secretary Labour Employment"<secy-labour@nic.in>,"Shri Niraj Verma"<secy-jus@gov.in>,"Dr. Rajiv Mani"<secylaw-dla@nic.in>,"Dr Rajiv Mani"<secyoffice-ld@gov.in>,"Shri Bharat Khera Secretary, MSME"<secretary-msme@nic.in>,"Keshav Chandra"<secy-mines@nic.in>,"Dr. Srivatsa Krishna"<secy-mma@nic.in>,"Secretary National Commission For Minorities"<secy-ncm@nic.in>,"Santosh Kumar Sarangi"<secy-mnre@nic.in>,"Vineet Joshi"<secy-mopr@nic.in>,"Secretary MoPA" <secympa@nic.in>,"Office of Secretary Personnel"<secy_mop@nic.in>,"Ms. Nivedita Shukla Verma"<secy-arpg@nic.in>,"Secy PNG"<sec.png@nic.in>,"Shri Vijay Kumar"<secyship@nic.in>,"Pankaj Agarwal"<secy-power@nic.in>,"Secretary MoRTH"<secy-road@nic.in>,"Narendra Bhooshan" <secy-dolr@nic.in>,"Rohit Kansal"<secyrd@nic.in>,"Dr Rajesh S Gokhale" <secy@dbt.nic.in>,"Secretary DST"<dstsec@nic.in>,"Secretary DSIR"<secy-dsir@nic.in>,"Debashree Mukherjee"<secy-msde@nic.in>,"V. VIDYAVATHI" <secretaryda-msje@nic.in>,"Sudhansh Pant"<secywel@nic.in>,"Dr Saurabh Garg IAS"<secretary@mospi.gov.in>,"Secretary Ministry Of Steel"<secy-steel@nic.in>,"Neelam Rao"<secy-textiles@nic.in>,"Bhuvnesh Kumar" <sectour@nic.in>,"Anil Malik"<secy.wcd@nic.in>,"Shri Hari Ranjan Rao"<secy-sports@nic.in>,"SUNIL PALIWAL"<secy-ya@nic.in>,"Secy to the President" <secy.president@rb.nic.in>,"Ceo-niti"<Ceo-niti@gov.in>,"Soodajay" <Sood.ajay@gov.in>,"Sanjiv Narain Mathur"<secyrb@rb.railnet.gov.in>,"Office of EO and AS"<eo@nic.in>,"P Bala Kiran IAS"<balakiran.ias-ker@nic.in>,"Deepti

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<shubham.11@gov.in>,"Avaneesh Kumar Economic Officer"
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Respected Madam/Sir,

Please find enclosed vacancy Circular for the post of Assistant Secretary General, AARDO vide letter no. U-11015/01/2017-EAP (C. No. 354816) dated 17.09.2026 (*copy attached*). This is for kind information and wide dissemination in your Ministry/ Department/ Org.

Regards

Regards

Shubham Meena
ASO (IC)
Department of Rural Development
Ministry of Rural Development
Kartavya Bhawan - 3
New Delhi - 110001.

1 Attachment(s)

Vacancy Circular for the post o...
4.7 MB

No. A-12025/1/2024- Admn.
Government of India
Ministry of Law and Justice
Legislative Department
Official Languages Wing

E-6282016

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Room No. 23105, 3rd Floor, Kartavya Bahawan-2,
Dr. Rajender Prasad Road, New Delhi-110001
Dated 15th September 2026

Dy. Secy. Law/GAD
मुख्य सचिव कार्यालय बिहार

21 SEP 2026

To:
The Chief Secretary to the
Government of ----------

Chief Secretary, Bihar

Subject: Appointment to the post of Additional Legislative Counsel (Hindi Branch) by deputation in the Official Languages Wing, Legislative Department, Ministry of Law and Justice.

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Sir/Madam,

I am directed to say that three posts of Additional Legislative Counsel (Hindi Branch) in the Official Languages Wing of the Legislative Department, Ministry of Law & Justice is required to be filled on deputation basis. The post of Additional Legislative Counsel (Hindi Branch) belongs to General Central Service, Group 'A' (Gazetted) (Non-Ministerial) in level 13 in the pay matrix (Rs. 123100-215900). Deputation to the said post is to be made from amongst the officers of the Central/State Government: -

Essential:

(a)(i) holding analogous posts on regular basis in the parent Cadre or Department; or
(ii) With five years service in the grade rendered after appointment thereto on regular basis in level-12 in the pay matrix (Rs. 78800-209200) or equivalent in the parent cadre or Department; and
(b) possessing the educational qualifications and experience prescribed in recruitment rules as set out in Annexure-I

Note 1: - The departmental officers in the feeder category who are in the 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.

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Note 2: Period of deputation including period of deputation in another excadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed five years.

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Note 3: The maximum age limit for appointment by deputation shall be not exceeding fifty six years as on the closing date of receipt of applications.

2. I am to request you that the applications in the prescribed format (Annexure-II) of suitable officers who satisfy the educational qualifications and experience and whose services can be spared immediately may be sent to this Department. The final selection of the candidate will be made in consultation with the Union Public Service Commission.

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28.9.26 5.10.26 2.10.26

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3. The applications of willing officers should reach the undersigned (in duplicate) along with their up-to-date CR Dossier, Vigilance Clearance Certificate and Integrity Certificate separately, within 45 days from the date of publication of the vacancy in the Employment News. A Certificate showing that no minor/major penalty has been imposed on the officers during the past ten years may also be enclosed separately.

Encl.: As above.

Yours faithfully,

(P.K. Singh)
Deputy Secretary to the Government of India
Tel.: 011- 24016482
e-mail- pk.singh23@gov.in

Copy to: -

1. All Ministries/Departments of the Government of India. (for giving wide publicity).
2. Deputy Secretary (Vidhi Sahitya Prakashan) [for giving wide publicity].
3. In charge, NIC-Cell, M/o Law and Justice with request to upload the aforesaid circular on the website of this Ministry by way of giving a link "vacancy circular" on the Home page.
4. The Department of Personnel & Training with a request to upload the said vacancy circular on their website for the sake of vide publicity.

Essential:

(A)(i) Masters Degree in Law from a recognized University or Institution and

(ii) Possessing the following educational qualifications and experience, namely;-

I. a member of State Judicial Service for a period of ten years; or

II. a Central or State or Union territory Government servant or an executive or officer in a Public Sector Undertaking or Statutory Body or Autonomous Body, who has experience in legal affairs for ten years; or

III. a qualified legal practitioner who has practised as such for ten years; or

IV. a teacher of law for ten years in a recognised institution; or

V. ten years experience of translation into Hindi of statutes, statutory rules and orders in Central Government or State Government or Union territory administration; or

VI. ten years experience of drafting of statutes in the Central Government or State Government or Union territory administration; and

(iii) Passed Secondary School Examination or any higher examination from a recognised Board or University or institution through Hindi medium or had offered Hindi as a subject in Secondary School Examination or any higher examination from a recognised Board or University or any institution or foreign university approved by the Central Government; or

(B)(i) Bachelors Degree in Law from a recognised University or Institution; and

(ii) Possessing the following educational qualifications and experience, namely:

I. a Member of State Judicial Service for a period of twelve years; or

II. a Central or State or Union territory Government Servant or an executive or officer in a Public Sector Undertaking or Statutory Body or Autonomous Body who has had experience in Legal Affairs for twelve years; or

III. a qualified legal practitioner who has practised as such for twelve years; or

IV. a teacher of law for twelve years in a recognised institution; or

V. twelve years experience of translation into Hindi of statutes, statutory rules and orders in the Central Government or the State Government or Union territory administration; or

VI. twelve years experience of drafting or statutes in the Central Government or the State Government or Union territory administration; and

(iii) Passed Secondary School Examination or any higher examination from a recognised Board or University or institution through Hindi medium or had offered Hindi as a subject in Secondary School Examination or any higher examination from a recognised Board or University or any institution or foreign university approved by the Central Government.

Note 1: The expression "qualified legal practitioner" used in the essential qualifications means a person who is an advocate or a pleader and has practised as such for ten years in case of Masters Degree in Law or twelve years in case of Bachelors Degree in Law.

Note 2: The term "experience in Legal Affairs" means holding of a substantive legal post under the Government or Public Sector Undertaking or Statutory Body or Autonomous Body for which Bachelors Degree in Law is a prerequisite or essential qualification for recruitment.

Desirable:

(i) Five years experience of legislative drafting in Hindi in Central Government or State Government or Union territory administration.

(ii) Bachelors degree from a recognised university with Hindi as a subject or medium at degree level.

Annexure-II (320)

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)

	Qualifications/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

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Office/Institution	Post held	From	To	Scale of Pay and Basic Pay	Nature of duties (in detail)

8. Nature of present employment i.e. Ad-hoc of 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 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 place 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 (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).

16. Whether belongs to 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)

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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.

Signature of the Candidates

Date_____

Address_____

_____

_____

Countersigned

_____

_____

(Employer with seal)