OFFICE MEMORANDUM

Sub: Filling up of the post of Deputy Director (Finance) in the National Productivity Council, Hqrs., New Delhi on deputation basis – Regarding.

The undersigned is directed to circulate herewith Vacancy Circular No. Recrut./ED&A/2019 dated 6th June 2019 (along with enclosure), for filling up of the post of Deputy Director (Finance) in National Productivity Council, as per following details, for information to all concerned officers:

<table>
<thead>
<tr>
<th>Ministry/Department</th>
<th>Name of the Post</th>
<th>Location</th>
<th>Deputation period</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Productivity Council</td>
<td>Deputy Director (Finance)</td>
<td>New Delhi</td>
<td>Three (3) years</td>
</tr>
</tbody>
</table>

2. It may be noted that cadre clearance from CS.I Division will be required in case of Under Secretary and above level officers of CSS applying for deputation. The cadre units while granting clearance to SOs/ ASOs may do so, in terms of the guidelines used by CS.I Division vide O.M. No. 7.10.2016 dated 13th April 2018.

3. In case of any further clarifications, applicants are requested to contact the concerned Ministry/Department.

(George D. Toppo)
Under Secretary to the Govt. of India
Tel: 2464 2705

To:

All Ministries/ Departments (through DOPT’s website)
NATIONAL PRODUCTIVITY COUNCIL
(An Autonomous Body under Ministry of Commerce & Industry,
Government of India)
UTPADAKTA BHAWAN, 5-6, INSTITUTIONAL AREA, LODHI ROAD,
NEW DELHI - 110 003.

No. Recrut./ED&A/2019 Date: 6 June, 2019

CIRCULAR

Subject: Appointment to the Post of Deputy Director (Finance) in National Productivity Council
on deputation basis.

It is proposed to fill up one post of Deputy Director (Finance) in the pay scale of Rs. 15600-
39100+ GP 6600 in the Level – 11 as per 7th CPC in the National Productivity Council, an
Autonomous Organization under Ministry of Commerce & industry on deputation basis from
amongst the suitable and willing officers under the Departments of Central Government/State
Governments/Public Sector Undertakings/Semi Governments/Statutory/Autonomous
Organizations.

2. Eligibility: Criteria for the Post of Deputy Director (Finance) to be filled-up on deputation basis:

(i) The post is to be filled up on deputation basis from the eligible and willing applicant
officers;

(ii) Should be a graduate in Commerce discipline;

(iii) Officers working in Finance & Accounts Services of Central Government Departments
in the Pay Scale of Rs. 15600-39100+ GP 5400 in the Level – 10 as per 7th CPC
having working experience of at least 5 years in the said Pay-scale;
Or
Officers working in the analogous Pay-scale of Rs. 15600-39100 + GP 6600 in the level
– 11 as per 7th CPC

(iv) He or she should have handled the various Finance & Accounts functions and
possesses the working knowledge of GFR, Audit, GST & other related taxes.

(v) Knowledge of Computer and its working;

(vi) Age not exceeding 56 years as on closing date of receipt of application;
Desirable

(i) MBA (Finance)

3. The Officer selected will be posted at NPC, HQ, New Delhi. Appointment on deputation of the official will be on foreign service terms and conditions and initially for a period of 3 years.

4. The pay and other terms and conditions of deputation of the officer selected, will be regulated in accordance with the provisions contained in DOPT O.M. No. 6/08/2009-Estt (Pay-II) dated 17.6.2010, and as amended from time to time.

The officer selected will not be eligible for General Pool Accommodation allotted by the Government. Officer selected for appointment to the post will be exempted from the condition of permanent absorption.

5. Complete Bio-data of only suitable and willing officers, who fulfil the requisite qualifications and experience for the post, may be forwarded in the enclosed format through proper channel with their up to date Annual Performance Appraisal Report Dossiers (last 5 years) and vigilance Clearance to the eligible Officers, who are willing and can be spared immediately in the event of selection may send their applications through proper channel so as to reach this Organization within 45 days from the date of publication of this Circular, at the following address:

Director General
National Productivity Council
Utpadakta Bhavan, 5-6 Institutional Area
Lodi Road, New Delhi-110 003.

The candidates may also send advance copy by email ID: us.prasad@npcindia.gov.in

6. The candidates, once selected for the post, will not be allowed to withdraw their candidature subsequently. It may please be noted that the incomplete applications will not be entertained.

Yours faithfully,

[Signature]
(Umeshankar Prasad)
Director Gr.1 & Group Head
(ED&Admin.)
Tel: 011-24607320
Email: us.prasad@npcindia.gov.in

Encl: as above
ANNEXURE - I

APPLICATION FOR DEPUTATION ON FOREIGN SERVICE BASIS FOR THE POST OF DEPUTY DIRECTOR (FINANCE & ACCOUNTS) IN THE NATIONAL PRODUCTIVITY COUNCIL (AN AUTONOMOUS BODY UNDER MINISTRY OF COMMERCE & INDUSTRY, GOVERNMENT OF INDIA), HQ URTERS, NEW DELHI

1. (i) Name (In Block letters) :

(ii) Address (in Block letters) :
   Office:
   Residential:

(iii) Telephone Number (with STD Code) :
   Office:
   Mobile:
   Residential:

(iv) Email Id :
   (Please give valid e-mail id as the e-mail id is likely to be used for the communication purpose).

3. Date of Birth (In Christian era):

4. Date of Appointment in Govt. Service:

5. Date of superannuation under the Central/State Government Rules:

6. Educational Qualifications:
i) Other special qualifications, if any:

7. i) Whether Educational Qualifications required for the post are satisfied:

\[\text{Yes/No}\]

If yes, please provide following information:

<table>
<thead>
<tr>
<th>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)</th>
<th>Qualifications/Experience required Essential (1)</th>
<th>Qualifications/Experience possessed by the Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>(2)</td>
<td>(3)</td>
<td>Desirable (1)</td>
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<tr>
<td>(2)</td>
<td>(3)</td>
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</tbody>
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ii) Details of Training undergone, if any:

8. Name of the Employer:

9. Office address:

10. (i) Present post held:

(ii) Pay Band and Grade Pay of the post held:

(iii) Pay drawn as on 01.07.2019:

(iv) The date from which the present post is held:

(v) Details of benefits received under the MACP Scheme:

11. Details of experience in the relevant field:
12. Details of employment in chronological order. Please enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient:

<table>
<thead>
<tr>
<th>Name of the post</th>
<th>Name of Employer</th>
<th>From: to:</th>
<th>Grade and scale of pay (Rs.)</th>
<th>Nature of appointment i.e. whether ad-hoc or regular</th>
<th>Nature of duties performed in brief</th>
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12. Whether belongs to SC / ST: Yes/No
   i) If yes, give details:

13. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet if the space is insufficient.

Signature of the candidate
1. Certified that the particulars furnished by the officer have been verified w.r.t. service records and found to be correct.

2. It is certified that no disciplinary proceedings are either pending and/or contemplated against the officer.

3. Integrity of the officer is certified.

4. It is also certified that no major/minor penalty has been imposed on the officer during the last ten years.

5. It is also certified that the cadre clearance in respect of the officer, whose particulars are being forwarded, have been obtained.

Signature of Head of Office/Department
With rubber stamp

Date: ____________________________

Name (Block Letters):

Place: ____________________________

Designation:

Tel No.: ____________________________

Address: ____________________________