

No.F.36-6/08-A.E.6
Government of India
Ministry of Human Resource Development
(Department of School Education & Literacy
A.E. I Section

Filling up of a post of Director in the Directorate of Adult Education (DAE), New Delhi, a Subordinate Office of the Department of School Education and Literacy, Ministry of Human Resource Development by transfer on deputation (including short-term contract).

The Director, Directorate of Adult Education will be the head of the Directorate. He should be dynamic and provide leadership to the staff working in the Directorate. He would report to the Director General, National Literacy Mission. The major functions of Director, Directorate of Adult Education are:-

- Academic and Technical Resource support to the National Literacy Mission.
- Development of teaching learning materials.
- Organization of training and orientation programmes.
- Monitoring of the progress and status of literacy campaigns in the entire country.
- Undertaking media initiatives both electronic and print.
- Overseeing skill up gradation and training programmes.

The requirements of the post of Director are given under:

S. No.	Name of the Post	Code No.	Pay Scale	Period of Deputation	Age	Eligibility/Educational Qualifications
1.	Director	DAE/Dir/1	14300-400-18300 (pre-revised)	The period of deputation (including short term contract) shall ordinarily not exceed three years	Not exceeding 56 years as on the closing date of the receipt of application	<p>Eligibility conditions: Officers belonging to All India Service/Central Services Group 'A' in the senior scale having 3 years experience in educational administration or in rural development, or</p> <ul style="list-style-type: none"> - Officers of State Education Departments holding analogous posts, or - Professors working in the field of Adult Education or Social Science or in an allied field in Universities Autonomous Organization/ Recognized Research Institutions.: <p>Educational qualifications Essential:</p> <p>(i) At least Second Class Master's degree of a recognized University or equivalent.</p> <p>(ii) 12 years' experience in a Supervisory capacity in educational administration or teaching and research with particular reference to Adult/Social Education or Rural Development.</p> <p>Note 1: Qualifications are relaxable at the discretion of the UPSC in case of candidates otherwise well qualified</p>

						<p>Note 2: The qualification(s) regarding experience is/are relaxable at the discretion of the UPSC in the case of candidates belonging to the Scheduled Castes and the Scheduled Tribes if at any stage of selection the UPSC is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p> <p>Desirable:</p> <ol style="list-style-type: none"> 1. Doctorate Degree. 2. Experience in guiding research and conducting functional literacy programmes. 3. An understanding of educational system in developing countries.
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Note: The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ Department of the Central Government shall not exceed four years. The appointment on deputation shall be governed by O.M.No.2/29/91-Estt.(Pay II) dated 5.1.94 issued by Department of Personnel and Training as amended from time to time.

The applications in the prescribed proforma (in duplicate) indicating code No. of post applied for along with the complete and up-to-date last five years Annual Confidential Reports (ACRs) duly attested by an Officer not below the rank of Under Secretary to the Government of India may be sent so as to reach this Ministry **within 45 days** of the date of publication of this advertisement to:

Under Secretary (A.E.1), Ministry of Human Resource Development, Department of School Education & Literacy, Room No. 523, 5th Floor, C Wing, Shastri Bhawan, New Delhi-110001.

(K.C.Meena)
Under Secretary to the Govt. of India
Tel No.23384897

BIO- DATA 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. Education Qualifications Possessed
5. Whether educational and other qualifications required for the post are satisfied (if any qualification has been treated as equivalent to the one prescribed in the rules state the authority for the same).

Qualification/Experience Required

**Qualification/Experience
Possessed by the Officer**

Essential: 1
2

Desirable:1
2
3

6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post: Yes/No.
7. Details of Employment in chronological order: Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Instt./ Organization	Post Held	From	To	Scale of Pay And basic pay	Nature of Duties (in detail)

8. Nature of present employment. i.e., ad-hoc or temporary or quasi permanent or permanent.
9. In case the present employment is held on deputation /contract basis, please state.
- (a) The date of initial appointment
 - (b) Period of appointment on deputation/contract
 - (c) Name of the parent office/organization to which you belong
10. Additional details about present employment
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. Whether belongs to SC/ST.
16. Remarks (the candidates may indicate information with regard to:
- (1) Research publications and reports and special projects (ii) Awards/Scholarship/Official appreciation (iii) Affiliation with the professional

bodies/institutions/societies and (iv) any other information.

(Note: Enclose a separate sheet if the space is insufficient)

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the selection committee at the time of selection for the post.

Dated :.....

Signature of the Candidate

Address

Countersigned
(Employer with seal)

CERTIFICATE TO BE FURNISHED BY THE EMPLOYER/HEAD OF THE OFFICE/FORWARDING AUTHORITY

Certified that the particulars furnished by Shri/Smt./Kum..... are correct and he/she possesses the required educational qualifications and experience mentioned in the vacancy circular.

Also certified that:

- (i) There is no vigilance case pending/contemplated against him/her.
- (ii) His/her complete ACR dossier/ACRs for the last 5 years duly attested (on each page) by an officer of the rank of an Under Secretary or above to the Govt. of India are enclosed.
- (iii) His/her integrity is beyond doubt.
- (iv) No major/Minor penalties have been imposed on him/her during the last 10 years is enclosed.

(Strike out which is not applicable).

Signature.....

...

Name & Designation with seal

Dated :

Place :

