

No. DGE-A-I2015/02/2022-EE-III
Ministry of Labour & Employment
Directorate General of Employment

Shram Shakti Bhawan,
Rafi Marg, New Delhi-110001,
Dated the 24th June, 2025

CIRCULAR

It is proposed to fill-up the following posts in the Directorate General of Employment, Ministry of Labour & Employment on deputation basis and Deputation (ISTC)/absorption basis:

- (i) **Four posts of Sub-Regional Employment Officer (Group 'B'- Gazetted) in Level 7 on Deputation basis under the Directorate General of Employment in Trivandrum, Naharlagun, Nagpur and Una (H.P.) from amongst the officers under the Central Governments, State Governments, Union Territories, Autonomous Bodies or Statutory Organizations, Public Sector Undertakings, Government Universities or recognized Research Institutions:**
 - (a) i) holding analogous posts on regular basis in the parent cadre/department; or
ii) with five years' regular service in the pay Level 6 (Rs/- 35400-112400) of the pay matrix or equivalent in the parent Cadre or department:
 - (b) Possessing the educational qualification and experience mentioned below: -

ESSENTIAL

- (i) Master's Degree in Social Welfare or Social Work or Sociology or Labour Welfare or Economics or Statistics or Psychology or Commerce or Education of a recognized University or equivalent.
- (ii) Three years' experience in matters pertaining to:
 - (a) Collection, analysis and interpretation of data or Socio-Economic Investigation or research relating to demographic, employment and manpower problems; or
 - (b) Employment Service Operations including Employment Market Information; or
 - (c) Vocational Guidance and Employment Counselling; or
 - (d) Personnel Organization and Management.

Note: The Central Government or State Government or Union Territories officers shall only be considered for absorption.

Contd....



- (ii) **Four posts of Assistant Employment Officer (Group 'B'-Gazetted) (Level 6) on Deputation/absorption basis in the National Career Service Centre for SC/STs (at Surat, Kanpur, Jabalpur and Kolkata) from amongst the officers of the Central Government, State Governments or Union territories:**

- (a) (i) Holding analogous posts on regular basis in the parent cadre/department; or
- (ii) with six years' service in the grade rendered after appointment thereto on a regular basis in posts in Level 5 (Rs.29200-92300) of the Pay Matrix or equivalent in the parent cadre/department; or
- (iii) With ten years' service in the grade rendered after appointment thereto on a regular basis in posts in level-4 (Rs. 25500-81100) in the pay matrix or equivalent in the parent cadre or department; and

- (b) Possessing the following educational qualifications and experience:

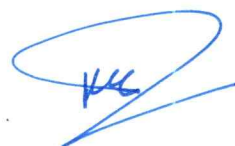
Essential:

- (i) Master's Degree in Social Welfare or Social Work or Sociology or Labour Welfare or Economics or Statistics or Psychology or Commerce or Education of a recognized University or Institute;
- (ii) Two years' experience in matters pertaining to:
- (a) Collection, analysis and interpretation of data or socio-economic Investigation or research relating to demographic, employment and manpower problems; or
- (b) Employment Service Operations including Employment Market Information; or
- (c) Vocational Guidance and Employment Counselling; or
- (d) Personnel Organization and Management.

Note 1: The Departmental Officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment by deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note 2: 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 or department of the Central Government shall ordinarily not to exceed three years.

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



Contd...

(ii) **Seven posts of Upper Division Clerks (Group 'C') (Level 4 (Rs.25500-81100) in the National Career Service Centre for SC/STs (Hyderabad, Hissar, Jammu, Puducherry, Kanpur, Bengaluru, Jabalpur) under the Directorate General of Employment, Ministry of Labour & Employment on Deputation basis from amongst the officers under the Central Government:**

- i) holding analogous posts on regular basis in the parent cadre/department; or
- ii) with eight years' regular service in the grade of Lower Division Clerk in Level-2 (Rs.19900-63200/-) or equivalent;

2. 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/Deptt. of the Central Government shall ordinarily not exceed three years.

3. The Departmental Officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment by deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion

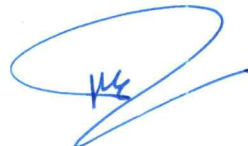
4. The number of vacancies advertised are tentative and subject to change without prior notice. The posts carry all India liability and persons selected can be posted anywhere in India under the Directorate General of Employment.

5. It is requested that the applications in the prescribed proforma in respect of the officers who could be spared in the event of their selection may be forwarded to **the Under Secretary (EE-III), Directorate General of Employment, Ministry of Labour & Employment, 3rd Floor, Shram Shakti Bhawan, Rafi Marg, New Delhi – 110001** within 60 days from the date of Circular/publication of advertisement in the Employment News. *Application proforma can be downloaded from the website of the Ministry of Labour and Employment <https://labour.gov.in/circulars> and website of DGE: dge.gov.in*

6. The applications must be forwarded through proper channel and must accompany the following documents/information:

- (i) A certificate that no disciplinary proceedings/vigilance case is either pending or contemplated and a certificate to the effect that no major/minor penalties were imposed on him/her during the last 10 years.
- (ii) Complete and upto date APARs (in original/attested copies) from 2019-20 to 2023-24;
- (iii) Integrity Certificate; (iv) Cadre clearance certificate.

Contd...



7. Applications received incomplete and/or after the last date and otherwise without the above documents/information will not be entertained. **The candidates, who apply for the post, will not be allowed to withdraw their candidature subsequently.**

8. Candidates strictly fulfilling the eligibility conditions and possessing the qualifications and experience as specified under para-1 and who are actually willing to join the post on their selection need only apply. The Curriculum Vitae (CV) duly supported by documents will be assessed by the Selection Committee while selecting candidates for appointment to posts on deputation basis.

9. The maximum age limit for appointment by transfer on deputation basis shall be not exceeding 56 years as on the closing date of receipt of application as per DoP&T O.M. No. AB-14017/48/97-Estt. (RR) dated 17/11/92 and No. AB-14017/2/97-Estt. (RR) dated 25/05/98.



(Manish Kumar Diwaker)
Under Secretary to the Govt. of India
Tel.No.2347-3351

To,

1. All the Labour Secretaries of the State Governments/Union Territories.
2. All the State Director of Employment and Training.
3. All the Ministries/Departments of the Government of India.
4. All the attached and subordinate offices of Ministry of Labour & Employment.
5. All attached and subordinate offices under DGE.
6. PSO to JS/DG (E)
7. PPS to DDG (E)
8. PPS/PA to Director of Employment (SA)/MLG of DGE(Hqrs).
9. Dr. Sailja Singh, JDE for uploading the Circular in the DGE's website and NCS portal
10. Shri Praveen Thakran, S.S.O., DGE(Hqrs), with the request to forward the Circular to DAVP to publish these vacancies through "Employment News/Rozgar Samachar".
11. NIC, Ministry of Labour & Employment for uploading the Circular in the Ministry's website.
12. Notice Board.
13. Hindi section for Hindi version.

जीवन-वृत्त प्रपत्र

1. स्पष्ट अक्षरों में नाम तथा पता :
2. जन्म तिथि (ईस्वी सन् में) :
3. केन्द्र / राज्य सरकार के नियमों के अनुसार :
सेवानिवृत्ति की तारीख
4. शैक्षिक अर्हताएं :
5. क्या पद के लिए अपेक्षित शैक्षिक तथा अन्य :
अर्हताएँ पूरी करते हैं (यदि कोई अर्हता नियमों
में निर्धारित अर्हता के समकक्ष मानी गई है, तो
उसका प्राधिकार बताएं)।

| | अपेक्षित अर्हताएं/ अनुभव | अधिकारी के पास अर्हता/अनुभव |
|----------|--------------------------|-----------------------------|
| अनिवार्य | (1) | |
| | (2) | |
| | (3) | |
| वांछित | (1) | |
| | (2) | |

6. कृपया स्पष्ट रूप से बताएं कि आप द्वारा ऊपर :
की गई प्रविष्टियों को ध्यान में रखते हुए क्या
आप इस पद की अपेक्षाओं को पूरा करते हैं।

7. नियोजन का कालक्रमानुसार विवरण। यदि :
नीचे दिया गया स्थान अपर्याप्त हो, तो अपने
हस्ताक्षर से विधिवत् रूप से अधिप्रमाणित
एक पृथक पृष्ठ संलग्न करें।

| कार्यालय/ संस्थान/संगठन | धारित पद | से | तक | वेतनमान एवं मूल वेतन | कर्तव्यों का स्वरूप |
|----------------------------|----------|----|----|-------------------------|------------------------|
| | | | | | |

8. वर्तमान नियोजन का स्वरूप अर्थात् तदर्थ या :
अस्थाई या स्थाईवत् या स्थाई।

9. यदि वर्तमान नियोजन प्रतिनियुक्ति/अनुबंध के :
आधार पर हो, तो निम्न के बारे में बताएं :

(क) प्रारंभिक नियुक्ति की
तारीख।

(ख) प्रतिनियुक्ति/अनुबंध पर नियुक्ति की
अवधि।

(ग) उस मूल कार्यालय/संगठन
का नाम जिससे आप संबंध
रखते हैं।

10. वर्तमान नियोजन संबंधी अतिरिक्त विवरण। :
कृपया बताएं कि क्या आप निम्नलिखित में से
किसी में कार्यरत हैं :

- (क) केन्द्र सरकार
(ख) राज्य सरकार
(ग) स्वायत्त संगठन
(घ) सरकारी उपक्रम
(ङ.) विश्वविद्यालय

11. कृपया बताएं कि क्या आप एक ही विभाग में कार्यरत हैं तथा फीडर ग्रेड में हैं अथवा फीडर से फीडर ग्रेड में हैं
12. क्या आप संशोधित वेतनमान में हैं? यदि हां, तो वह तिथि लिखें जब से संशोधन हुआ और संशोधन से पहले का वेतनमान भी दर्शाएं।
13. वर्तमान कुल मासिक परिलब्धियाँ
14. अतिरिक्त सूचना, यदि कोई हो, जिसका आप इस पद के लिए अपनी उपयुक्तता के समर्थन में उल्लेख करना चाहेंगे। (इसमें अन्य बातों के अतिरिक्त इसके संबंध में जानकारी प्रदान की जा सकती है (i) अतिरिक्त शैक्षिक अर्हताएं (ii) व्यावसायिक प्रशिक्षण तथा (iii) रिक्ति परिपत्र/विज्ञापन में निर्धारित से अधिक कार्य अनुभव) (टिप्पणी: यदि स्थान अपर्याप्त हो, तो एक पृथक पृष्ठ संलग्न करें)
15. कृपया बताएं कि आप प्रतिनियुक्ति (आईएसटीसी)/आमेलन पुनर्नियुक्ति आधार पर आवेदन कर रहे हैं। ('आमेलन' हेतु सिर्फ केंद्रीय/राज्य सरकारों के अधीन अधिकारी पात्र हैं। गैर-सरकारी संगठनों के अभ्यर्थी केवल अल्पावधि संविदा हेतु पात्र हैं)।
16. क्या आप अ.जा./अ.ज.जा. के हैं
17. अभ्युक्तियां (अभ्यर्थी इसके संबंध में जानकारी प्रदान कर सकते हैं (i) शोध प्रकाशन तथा रिपोर्टें और विशेष परियोजनाएँ (ii) पुरस्कार/छात्रवृत्ति/आधिकारिक सराहना (iii) व्यावसायिक निकायों/संस्थानों/सोसाइटियों के साथ संबंधन तथा (iv) कोई अन्य सूचना (टिप्पणी: यदि स्थान अपर्याप्त हो, तो एक पृथक पृष्ठ संलग्न करें)।

मैंने रिक्ति परिपत्र/विज्ञापन को ध्यान से पढ़ लिया है तथा मैं अच्छी तरह से जानता/जानती हूँ कि पद हेतु चयन के समय चयन समिति द्वारा मेरे द्वारा प्रस्तुत जीवन-वृत्त द्वारा विधिवत रूप से समर्थित दस्तावेजों का भी मूल्यांकन किया जाएगा।

दिनांक: -----

उम्मीदवार के हस्ताक्षर

पता:-----

प्रतिहस्ताक्षरित:

(नियोक्ता मुहर के साथ)

नियोक्ता/ संवर्ग नियंत्रण प्राधिकारी द्वारा दिया जाने वाला प्रमाण-पत्र

1. प्रमाणित तथा सत्यापित किया जाता है कि आवेदक द्वारा ऊपर प्रस्तुत किया गया ब्यौरा इस कार्यालय/मंत्रालय/ विभाग द्वारा रखे गए सेवा पुस्तिका रिकार्ड के अनुसार सही है।
2. प्रमाणित किया जाता है कि उक्त अधिकारी के विरुद्ध कोई अनुशासनिक कार्यवाहियां/सतर्कता संबंधी कोई मामला लंबित/विचाराधीन नहीं है।

दिनांक:

रबड़ की मोहर सहित हस्ताक्षर:

नाम:

नियोक्ता/संवर्ग नियंत्रण प्राधिकारी की सरकारी मोहर

BIO-DATA/ CURRICULUM VITAE PROFORMA

| | | |
|---|---|--|
| 1.Name and Address (In Block Letters) | | |
| 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 | | |
| 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 as mentioned in the advertisement/ vacancy circular | Qualifications/ experience possessed by the officer | |
| Essential | Essential | |
| A) Qualification | A) Qualification | |
| B) Experience | B) Experience | |
| Desirable | Desirable | |
| A) Qualification | A) Qualification | |
| B) Experience | B) Experience | |
| <p>5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.</p> | | |
| 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. | | |
| <p>6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.</p> | | |

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

| Office/Institution | Post held on regular basis | From | To | *Pay Band and Grade Pay/Pay Scale of the post held on regular basis | Nature of Duties (In detail) highlighting experience required for the post applied for |
|--------------------|----------------------------|------|----|---|--|
| | | | | | |

*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post 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 | 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 | b) Period of appointment on deputation/contract | c) Name of the parent office/organization to which the applicant belongs. | d) Name of the post and Pay of the post held in substantive capacity in the parent organisation |
| | | | |
| <p>9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>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/ organisation</p> | | | |

| | | |
|---|--|-------------------------|
| 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 also indicate the pre-revised scale | | |
| 14. Total emoluments per month now drawn | | |
| Basis Pay in the PB | Grade Pay | Total Emoluments |
| | | |
| 15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation 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) | | |

| | |
|---|--|
| <p>professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p> | |
| <p>16.B Achievements: The candidates are requested to indicate information with regard to;</p> <p>(i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/Institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition vi) any other information. (Note: Enclose a separate sheet if the space is insufficient)</p> | |
| <p>17. 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 Organizations are eligible only for Short Term Contract)</p> | |
| <p># (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p> | |
| <p>18. Whether belongs to SC/ST</p> | |

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 documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address _____

Date _____

7

Certification 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 ACRs 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)