

**F.No.NICS-18(15)/2021-Adm  
Government of India,  
Ministry of Labour and Employment,  
Directorate General of Employment  
National Institute of Career Service, (NICS)  
A-49, Sector -62, Noida-201309(UP).**

Dated: 26<sup>th</sup> Nov., 2025

**CIRCULAR**

**Sub: Filling up 03 post of UDCs on purely deputation basis under NICS (DGE) M/o Labour & Employment, Noida.**

I have been directed to convey that this office is inviting applications from UDCs/LDCs from Central Government Departments who have put in five years of regular service in the Pay Level-2 of 7<sup>th</sup>CPC in the scale Rs.19900-63200 OR analogous post of UDC for filling up 03 post of Upper Division Clerks in the Pay Level-4 of 7<sup>th</sup> CPC in the scale Rs.25500-81100 purely on deputation basis for a period of three years, but likely to be extended. The age and other criteria for applying candidate as on last date of application is given below:

Age	:	The applying candidate should be below 56 years as on last date of application.
Eligibility criteria	:	<b><u>Deputation:</u></b> LDCs with 5 years in the grade with experience in Establishment Work maintenance of stock register and purchase of stores, Period of deputation ordinarily not exceeding 3 years.

2. Persons selected on deputation basis will be entitled to the normal deputation terms as admissible under the Central Govt. Rules in force from time to time. 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 organization or department shall ordinarily not exceed three years.

3. It is requested that particulars of eligible and willing officers working in your departments/Institution, duly verified and counter signed by the employer may be forwarded through proper channel in the attached proforma (ANNEXURE) alongwith their up to date Confidential Report/ APARS dossiers or Photocopy of APARS duly attested by officers not below the rank of Under Secretary on each page for the last five years and Integrity Certificate/Vigilance Clearance and Penalty Statement imposed during the last ten years so as to reach this office within 45 days from the date of advertisement of this circular.

.....2/-

4. Application of interested officials working on regular basis be forwarded to the Director, National Institute for Career Service (NICS), A-49, Sector-62, NOIDA-201309, U.P. for consideration for appointment on deputation basis against the above mentioned post.
5. A candidate who applies for the post will not be allowed to withdraw his/her candidature subsequently.
6. Applications received without up-to-date Confidential Reports/Vigilance Clearance/Integrity Certificates or otherwise found incomplete or received after the last date of application will not be entertained.

  
26.11.25  
(REETA)

**JOINT DIRECTOR EMPLOYMENT/  
HEAD OF OFFICE  
NICS, NOIDA.**

**To**

1. All Ministries and Departments of Govt. of India with the request for further circulation of vacancy among all the attached/statutory or autonomous Organization under their control.
2. Dr. Shailja Singh, JDE, DGE, Shram Shakti Bhavan New Delhi, with the request to kindly get upload the vacancy circular on DGE website.
3. Shri Santhosh Naik Boda, Deputy Director, DGE with the request to kindly get upload the vacancy circular on NCS Portal.
4. All HoO of NCSC-DA and NCSC for SC/ST, Centres, DGE, with the request for further circulation of the vacancy among all the concern.

**Copy for information to:**

1. Dr. Shikha Anand, Director of Employment, DGE, Shram Shakti Bhavan New Delhi,
2. Ms. M. Lata Gautam, Director of Employment, DGE, Shram Shakti Bhavan New Delhi,
3. Dr. Aquib Javed, Director of Employment, DGE, Shram Shakti Bhavan New Delhi,

**FORMATE FOR THE POST OF UDC ON DEPUTATION BASIS IN NICS, NOIDA  
(DGE, Ministry of Labour and Employment)**

Sl. No.	Descriptions	
1	Name of the Applicant (in Capital letters)	
2	Date of Birth	
3	Whether SC/ST/OBC, if not say 'Neither'	
4	Present post held and Since when	
5	Classification and scale of pay of the post held	
6	Present pay with date and Scale of pay	
7	Status: Permanent/ Quasi-Permanent post held	
8	Educational and other qualification	
9	Date of entry in Govt. Service	
10	Brief service particulars	
11	Details of experience	
12	Date of return from last Ex-cadre post, if any	

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 on my selection has been suppressed/withheld.

(Signature of the candidate)

**TO BE FILLED BY HEAD OF DEPARTMENT/OFFICE**

Certified that the particulars of the service given above are according to service records of the official and are correct.

2. It is also certified that no vigilance or disciplinary case pending/contemplated against the above official. No major/minor penalty has been imposed and there is no doubt his integrity.

Signature of Head of Department/Office