

**National Manufacturing Competitiveness Council**  
**Vigyan Bhavan Annexe, Maulana Azad Road**  
**New Delhi-110011**

National Manufacturing Competitiveness Council (NMCC), an autonomous organization at the highest level to serve as a policy forum for credible and coherent policy initiatives for the manufacturing sector under the Government of India, the Ministry of Commerce & Industry, D/o Industrial Policy & Promotion and its mandate includes time-bound implementation of Prime Minister's Group Report (PMGR) on Manufacturing, is in the process of filling up the following posts **ON DEPUTATION**.

S. No.	Name of the post	Scale of pay	*Number of vacant post/s	Period of Deputation
i)	Deputy Chief (i.e. Under Secretary level)	PB-3 Rs.15600-39100+6600(GP) Plus usual Central Govt. Allowances	02	3 years for these posts
ii)	Private Secretary	PB-2 Rs.9300-34800 + 4800(GP) Plus usual Central Govt. Allowances	01	
iii)	Personal Assistant	PB-2 Rs.9300-34800 + 4600(GP) Plus usual Central Govt. allowances	03	
iv)	Assistant	PB-2 Rs.9300-34800 +4600(GP) Plus usual Central Govt. Allowances	01**	
v)	Stenographer	PB-1 Rs.5200-20200+2400(GP) Plus usual Central Govt. Allowances	02	
vi)	Clerk	PB-1+Rs.5200-20200+1900(GP) plus usual Central Govt. Allowances	01	
vii)	Driver	PB-1+Rs.5200-20200+1900(GP) plus usual Central Govt. Allowances	01	As per DOPT Rules

Note:- *\*Vacancies are subject to change as per requirement of the Council.*

*\*\*Post likely to fall vacant*

2. Eligibility condition and qualifications/experience required as per the Recruitment Rules for each post are given below:-

**i). Deputy Chief:** The eligible candidates should be:

- a) Holding equivalent post on regular basis in the Central Government/CPSUs in the parent cadre/ Department; **OR** with 5 years regular service in PB 3 + Grade Pay of Rs.5400/- or equivalent having the experience in the field of research/formulation of projects/manufacturing / economics/ statistics / Administration/ Establishment, etc.

**(ii) Private Secretary:** The eligible candidates should be:

- a) Holding equivalent post on regular basis in the Central Government/State Govts./CPSUs/Autonomous Bodies; **OR** with 5 years regular service in the Stenographer Grade C in PB 2 + Grade Pay of Rs.4600/- or equivalent on regular basis.

**(iii) Personal Assistant :** The eligible candidates should be:

- a) Holding equivalent post on regular basis in the Central Government/State Govts./CPSUs/Autonomous Bodies; **OR** With 8 years regular service in PB 1 + Grade Pay of Rs.2400/- or equivalent.

**(iv) Assistant :** The eligible candidates should be:

- a) Holding the equivalent post on regular basis in the Central Government/State Govts./CPSUs/Autonomous Bodies; **OR** With 8 years regular service in posts in PB 1 + Grade Pay of Rs. 2400/- or equivalent.

**(v) Stenographer :** The eligible candidates should be:

- a) Holding the equivalent post on regular basis in the Central Government/State Govt./CPSUs/Autonomous Bodies and holding Bachelor's degree from a recognized University or equivalent working knowledge of computer is essential.

**(vi) Clerk :** The eligible candidates should be:

- a) Holding the equivalent post on regular basis in the Central Government/State Govt./CPSUs/Autonomous Bodies holding Bachelor's degree from a recognized University or equivalent.

**(vii) Driver-** The eligible candidates should be:

- a) Holding the equivalent post on regular basis in the Central Government; or class IV employee in Central Government Departments having atleast 5 years LMV commercial driving licence or who have passed the driving test conducted by E&M workshop, Safdarjung Airport and New Delhi and

included in the panel of Driver in their parent office and have two years experience in driving.

Applications of willing candidates in the prescribed proforma attached herewith may reach in the office of Chief/Joint Secretary (RKJ), NMCC, Room No. 228, Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi-110 001 within 6 weeks of date of publication of this advertisement in the Employment News i.e. by 10<sup>th</sup> December, 2010 through proper channel along with vigilance clearance and attested copies of the last 5 years ACRs.

Date: 30.10.2010

Place: New Delhi

(Dr. K.B. Thakur)  
Addl. Chief, NMCC

**PROFORMA**

1. Post applied for :
2. Name(in block letters):
3. Office Address with Tel. No., if any:
4. Date of Birth :
5. Date of retirement under Central/  
State Govt. Rules
6. Educational Qualification:
7. Details of Employment in chronological order

(Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

Office/ Organization	Post held (whether substantive/ad- hoc/deputation basis)	From	To	Pay scale/Band & Grade Pay & present Basic Pay	Nature of duties
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8. Nature of present employment i.e.

Ad-hoc/temporary/regular/permanent:

9. In case the present employment is held on deputation basis, please state:

- a) The date of initial appointment
- b) Period of appointment on deputation
- c) Name of the parent office/organization

10. Present pay-scale/Pay Band & Grade Pay and Basic-pay

(Specify if it is under ACP Scheme)

11. Whether belongs to SC/ST

12. Additional information, if any, including special qualification/achievements for the post applied for

Date:\_\_\_\_\_

Place\_\_\_\_\_

Signature of the candidate

Latest updated Address with landline/cell no. and e-mail address

**For use of the Office forwarding the application:**

Certified that the service particulars given by the applicant are verified with reference to service records and found to be correct.

Signature with seal of the Competent Authority