

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

National Manufacturing Competitiveness Council (NMCC), an autonomous organisation under the Ministry of Commerce & Industry, D/o Industrial Policy & Promotion is in the process of filling up the following posts on deputation.

S. No.	Name of the post	Scale of pay (Pre-revised)	*Number of Posts vacant post/s
1.	Private Secretary	PB-2 Rs.9300-34800 + 4800(Grade Pay) Plus usual Central Govt. Allowances	01
2.	Personal Assistant	PB-2 Rs.9300-34800 + 4600(GP) Plus usual Central Govt. allowances	03
3.	Stenographer	PB-1 Rs.5200-20200+2400(GP) Plus usual Central Govt. Allowances	02

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

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

Eligibility conditions as per Recruitment Rules:

**Private Secretary:**

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;

The period of deputation will be for three years

**Personal Assistant**

Holding equivalent post on regular basis in the Central Government/State Govts./CPSUs/Autonomous Bodies; or

With 8 years regular service as Stenographer in PB 1 + Grade Pay of Rs.2400/- or equivalent on regular basis;

The period of deputation will be for three years

## Stenographer

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.

The period of deputation will be for three years.

The employees drawn from the Government are eligible for allotment of General Pool residential accommodation at Delhi.

Applications of willing candidates may reach in the office of Chief/Joint Secretary, NMCC, Room No. 228, Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi-110 001 within 6 weeks of publication of this advertisement in the Employment News through proper channel along with vigilance clearance and attested copies of the last 5 years ACRs.

Date: 27<sup>th</sup> August 2010

(D P Srivastava)  
Joint Chief

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	Scale of pay	Nature of duties

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 & 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

Dated: \_\_\_\_\_

Place\_\_\_\_\_

Signature of the candidate

For use of 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