

National Manufacturing Competitiveness Council

Room No. 228, Vigyan Bhavan Annexe, New Delhi-110011

It is proposed to fill up the following post on contract basis in the Council for a period of one year or till further orders from the Retired employees of the Central Government/CPSUs/Autonomous Bodies etc.. The description of the post and eligibility criteria are at **Annexure-I**. Applications duly filled in as per Proforma in **Annexure-II** of the eligible willing candidates may be submitted so as to reach in the office of Chief/Joint Secretary, Room No. 228, Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi-110011 latest by **5th of October, 2009**.

Annexure-I

Sl. No.	Designation of post	No. of Vacancy	Remuneration
1.	Private Secretary	01 (one)	Rs. 19,800/- p.m. or difference between last pay drawn minus pension, whichever is lower
2.	Personal Assistant	06 (six)	Rs. 19,500/- p.m. or difference between last pay drawn minus pension, whichever is lower
3.	Stenographer	04 (four)	Rs. 11,300/- p.m. or difference between last pay drawn minus pension, whichever is lower

The candidates should not be more than 65 years of age and he/she should be residing within the Municipal limits of Delhi/New Delhi.

Date: 15th September, 2009

**(P.C. Bhatt)
Additional Chief**

**To
All Ministries/Departments/Central PSUs/Autonomous Bodies.
Copy to JC(VAK) for putting on the website of NMCC**

Annexure-II

1. Post applied for : _____
2. Name (In block letters) : _____
3. Residential Address with telephone : _____
4. Date of Birth : _____
5. Date of Retirement : _____
6. Educational Qualification : _____
7. Details of Employment (In chronological order) in the last 10 years prior to retirement : _____
8. Name and Designation of officer under whom worked during the last 5 years : _____
9. Whether belongs to SC/ST : _____
10. Additional information, if any : _____

Date:
Place:

Signature of the candidate