

No.5 (4)/2005-NMCC  
Government of India  
Ministry of Commerce & Industry  
Department of Industrial Policy & Promotion  
National Manufacturing Competitiveness Council

Vigyan Bhavan Annexe, New Delhi -110 011  
Dated: the 19<sup>th</sup> March, 2009

**VACANCY CIRCULAR**

**Subject: Filling up of various posts by deputation in National Manufacturing Competitiveness Council (NMCC).**

The National Manufacturing Competitiveness Council (NMCC) set up by the Government as an inter-disciplinary and autonomous body at the highest level to serve as a policy forum for credible and coherent policy initiatives for the manufacturing sector, under the Department of Industrial Policy & Promotion, Ministry of Commerce & Industry. The main objective of NMCC is to provide a continuing forum for policy dialogue and to energize and sustain the growth of manufacturing industries.

2. The NMCC is expected to suggest various ways and means for enhancing the competitiveness of manufacturing sector including identification of manufacturing sectors which have potential for global competitiveness; current strengths and constraints of identified sectors and recommend National level industry/ sector specific policy initiatives as may be required for augmenting the growth of manufacturing sector. The Council also helps in the implementation of the National Strategy for Manufacturing (NSM) of the Government. (Available on the website of the NMCC viz., [www.nmcc.nic.in](http://www.nmcc.nic.in) ). NMCC also assists the High Level Committee on Manufacturing chaired by Hon'ble Prime Minister for resolving policy issues that may arise in the course of implementation of the National Manufacturing Initiative as well as in the operationalisation of the plans for the growth of various sub-sectors of manufacturing.

3 It is proposed to prepare a panel to fill up following posts on deputation basis as per Recruitment Rules of the NMCC:

S. No.	Name of the post	Scale of pay (Pre-revised)	*Number of vacant post/s
1.	Deputy Chief (Under Secretary level)	Rs.10000-325-15200. Plus usual Central Govt. Allowances	02

2.	Private Secretary	Rs.6500-200-10500 Plus usual Central Govt. Allowances	01
3.	Personal Assistant	Rs.6500-200-10500 Plus usual Central Govt. Allowances	06
4.	Stenographer	Rs.4000-100-6000 Plus usual Central Govt. Allowances	04

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

5. The eligibility conditions and qualifications/experience required as per Recruitment Rules for each post is given in the **Annexure-I**.

6. The persons selected for these posts shall have the option to either draw the scale of the respective post or his grade pay in the parent office plus Deputation (Duty) Allowances as per the existing instructions of the Department of Personnel & Training.

7. It is requested that this requirement may be circulated among the concerned officials/personnel in your Ministry/Department and its attached/subordinate offices and other relevant autonomous bodies/PSUs. The applications of eligible and willing candidates who can be spared and relieved of their duties immediately upon their selection by NMCC for the various posts may be sent to the undersigned at National Manufacturing Competitiveness Council, Room No.227, Vigyan Bhawan Annexe, Maulana Azad Road, New Delhi - 110011 in the prescribed Proforma (**Annexure-II**) on or before **3<sup>rd</sup> April, 2009** through proper channel along with Vigilance clearance and a copy of last five years' C.R. Dossiers of the applicant duly attested by an officer not below the rank of Under Secretary. An advance copy of the application can also be sent by e-mail (address: [nmcc@nic.in](mailto:nmcc@nic.in)) for information.

9. Candidates who had applied in response to the earlier circular dated 15.01.2008 need not apply again as their candidature will also be considered along with the applicants applying now subject to fulfilling eligibility conditions of the post(s).

(P.C. Bhatt)  
Additional Chief, NMCC  
Phone: 011-23022405

Encl.: As above

To

1. All Ministries/Department of Govt. of India
2. The Secretary, D/o. Public Enterprises } for circulation amongst
3. Standing Conference of Public Enterprises} PSUs
4. NIC, DIPP - for putting up this circular on the website of the NMCC.
5. NIC, D/o. Personnel & Trg., -for placing this circular on the website of DoP&T ([www.persmin.nic.in](http://www.persmin.nic.in))
6. Guard file.

Eligibility conditions as per Recruitment Rules.

**ELIGIBILITY:**

(A) Deputy Chief (Under Secretary Level)

- i) Officers under the Central Government/CPSUs holding equivalent post on regular basis in the parent cadre/department; or
- ii) With 5 year's regular service in the scale of pay of Rs.8000-13500 (Pre-revised) or equivalent having the experience in the field of Research / formulation of projects/ Manufacturing/ Economics/ Statistics/ Administration/ Establishment, etc. or
- iii) Personnel from Industry or Industry Associations with 5 years of work experience in areas of Industrial Development / Manufacturing / Infrastructure / Finance. Incumbents selected from industry will be given a consolidated amount taking into consideration the relevant scale of pay / remuneration drawn by him. Additional increments in the scale can be considered in deserving cases by the Search Committee.

(B) Private Secretary

- i) Holding the equivalent post on regular basis in the Central Government; or
- ii) With 5 years regular service in the Stenographer Grade 'C' in Pay-scale of Rs.5,500-9,000 (revised now to Rs. 6500-10500) or equivalent on regular basis;

(C) Personal Assistant

- i) Holding the equivalent post on regular basis in the Central Government; or
- ii) With 8 years' regular service in posts in the pay-scale of Rs.4000-6000 or equivalent

(D) Stenographer

- i) Holding the equivalent post on regular basis in the Central Government and holding Bachelor's degree from a recognized University or equivalent. Working knowledge of computer is essential.

**PROFORMA**

1. Post applied for :
2. Name (in block letters) :
3. Office Address with Telephone 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 by 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**