

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

Dated 18<sup>th</sup> January, 2006

**CIRCULAR**

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

The Government of India has set up the National Manufacturing Competitiveness Council (NMCC) 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. The main objective of NMCC is to provide a continuing forum for policy dialogue and to energise and sustain the growth of manufacturing industries. 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 will also help in the implementation of the strategy.

Certain posts have been sanctioned for effective functioning of the NMCC, an autonomous body under the administrative control of Deptt. of IP&P, Ministry of Commerce & Industry. It is proposed to fill up some of those posts on deputation basis initially for a period of one year pending framing of the Recruitment Rules. Following is the details of the posts to be filled in the first phase with the requisite qualifications/experience in the enclosed statement (Annexure-I):

**National Manufacturing Competitiveness Council**

Sl. No.	Name of the post	No. of posts	Scale of Pay (Rs.)
1.	Private Secretary	04 (four)	Rs. 6500-10500/-
2.	Assistant	02 (two)	Rs. 5500-9000/-
3.	Personal Assistant	09 (ten)	Rs. 5500-9000/-
4.	Stenographer	04 (four)	Rs. 4000-6000/-
5.	Clerk	01(One)	Rs.3050-5000/-
Total :		20 (Twenty)	

3. Appointment by deputation to the National Manufacturing Competitiveness Council (NMCC) will be governed by regular norms prescribed from time to time. Specifically the applicant should be holding an analogous post or should be eligible to be appointed to the post applied for under the normal rules of selection prescribed.

4. 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. The application alongwith upto dated C.R. Dossiers of the applicant for the various posts may be sent to the undersigned at National Manufacturing Competitiveness Council Room No.255, Udyog Bhawan, New Delhi in the Proforma enclosed (Annexure –II) on or before **30.1.2006** through proper channel. An advance copy of the application can also be sent by e-mail/post for information. ([rajeevranjan@ub.nic.in](mailto:rajeevranjan@ub.nic.in)).

**Encls: As above**

**(Rajeev Ranjan)**  
**DIRECTOR**

To

All Ministries / Department of Govt. of India  
NIC – for putting on the website of the NMCC

## STATEMENT SHOWING DETAILS OF POSTS IN THE NMCC

Sl. No.	Name of the Post	No. of Post	Scale of Pay	Qualifications
1.	Private Secretary	04	Rs.6,500-10500	<p>Stenographers holding the following posts under the Central Government, Quasi Judicial/Regulatory bodies or other Tribunals:</p> <p>a)</p> <p>i) Holding analogous posts on regular basis or</p> <p>ii) With 3 years regular service in the grade of Rs.5,500 – 9,000 or</p> <p>iii) With 10 years regular service in the grade of Rs.4,000 – 100 – 6000</p> <p>b) Good working knowledge of computer essential</p>
2.	Personal Assistant	09	Rs.5,500 – 9,000	<p>Stenographers holding the following posts under the Central Government, Quasi Judicial/ Regulatory bodies or other Tribunals:</p> <p>a)</p> <p>i) Holding Analogous posts on regular basis or</p> <p>ii) With 5 years regular service in the grade of Rs.4000-6000 or</p> <p>b) Good working knowledge of computer essential</p>

3.	Assistant	02	Rs.5,500 – 9,000	<p>Officers holding the following posts under the Central Government, Quasi Judicial/Regulatory bodies or other Tribunals:</p> <p>(a)</p> <p>i) Holding Analogous posts on regular basis or</p> <p>ii) With 5 years regular service as Upper Division Clerk in the grade of 4,000-6,000 or equivalent</p> <p>(b)</p> <p>i) Experience in Administration and Accounts related matter</p> <p>ii) Good working knowledge of computer essential</p>
4.	Stenographer	04	Rs.4,000 – 6,000	<p>Officers holding the following posts under the Central Government, Quasi Judicial/Regulatory bodies or other Tribunals:</p> <p>a) Holding analogous posts on regular basis</p> <p>b) Good working knowledge of computer essential</p>
5.	Lower Division Clerk	01	Rs.3,050 – 4,590	<p>Officers holding the following posts under the Central Government, Quasi Judicial/Regulatory bodies or other Tribunals:</p> <p>a) Holding analogous posts on regular basis</p> <p>b) Good working knowledge of computer essential</p>

**PROFORMA**

1. Post applied for
2. Name and address in Block letters
3. Date of Birth
4. Educational Qualifications
5. Whether educational and other qualifications required for the post are satisfied? (if any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)
6. (i) Qualifications/Experience required  
(ii) Qualifications/Experience possessed
7. Details of employment, in chronological order,  
(Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient)

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Ministry/Department	Post held	From	To	Scale of Pay & Basic pay	Nature of duties
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8. Nature of present employment, i.e.  
Ad-hoc or temporary or quasi-permanent  
Permanent
9. In case the present employment is held on  
Deputation basis, please states:
  - a) The date of initial appointment
  - b) Period of appointment on deputation
  - c) Name of the parent Office/Orgn. To which belong
10. Present pay-scale & Basic pay
11. Whether belongs to SC/ST
12. Additional information, if any, including special qualification/achievements

Signature of the candidate \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

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