



# National Council of Rural Institutes

Department of Higher Education, Ministry of Human Resource Development, GoI  
5-10-174, Ground Floor, Shakar Bhavan, Fateh Maidan Road, Hyderabad – 500 004



## **Advertisement No.1/2018/NCRI Dated : 14.04.2018**

Applications are invited for the post of Member Secretary to be filled on deputation basis, in Level – 13 of the Pay Matrix of 7<sup>th</sup> CPC plus all Central Government allowances as applicable at Hyderabad and deputation pay thereof, in the National Council of Rural Institutes, Hyderabad an autonomous organization, Department of Higher Education, MHRD, Government of India.

### **Terms and Conditions:**

Appointment shall be made on Deputation on contract basis for a period not exceeding three (3) years, extendable by another term of three (3) years or on attaining the age of 60 years, whichever is earlier, from amongst officers under the Central Government, State Governments, Public sector undertakings and Educational Institutes, holding Post Graduate Degree with a minimum of 10 years of experience in Educational, Administration/Rural Development/Academic research at a senior level out of which 5 years' experience should be in handling administrative and financial matters.

Interested candidates fulfilling the above criteria may apply in the prescribed Application Format through proper channel with full Bio-data along with self-attested copies of all degrees/certificates, with details of service experience (Past & Present), age, mailing address, mobile number etc. The prescribed application format can be downloaded from NCRI website [www.ncri.in](http://www.ncri.in).

Applicants should submit their applications through proper channel along with latest pay certificate duly signed by the pay drawing authority along with details of experience and present status. The applications shall reach the Chairman, National Council of Rural Institutes, Ground Floor, Shakar Bhavan,

Fateh Maidan Road, Hyderabad – 500004, Telangana State on or before **11.05.2018, 5:00 P.M.** The envelope with the application shall be superscribed as **“Application for the Post of Member Secretary”**

Since the post is to be filled up on deputation, the candidate may ensure that the following documents along with the application may be forwarded by their cadre controlling authorities/Head of departments:-

- Vigilance Clearance;
- Integrity Certificate;
- Major/minor penalty of statement during the last 10 years;
- No Objection Certificate from the forwarding authority; and
- Photocopies of ACRs/APARs of last five years duly attested by an officer not below the rank of Under Secretary to the Government of India. If, for some reasons, the ACRs/APARs of the officers have not been written for a particular year or a part (for more than three months) of a year, a “No Report Certificate” (NRC) for that period may be sent along with the ACRs/APARs of the corresponding previous year.

Chairman  
NCRI



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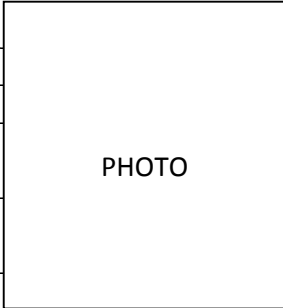
## **Advertisement No.1/2018/NCRI dated 14.04.2018**

Applications are invited in the prescribed format for the post of Member Secretary to be filled on deputation basis. Last date for receipt of applications through proper channel is 11.05.2018, 5:00 P.M. For further details visit [www.ncri.in](http://www.ncri.in)

Chairman

**Proforma of Application for the Post of Member-Secretary, NCRI,  
Hyderabad**

1. Name and Address \_\_\_\_\_  
(in Block letters) \_\_\_\_\_
2. Date of Birth (in Christian era) \_\_\_\_\_
3. Father's Name: \_\_\_\_\_
4. Nationality: \_\_\_\_\_
5. Marital Status: \_\_\_\_\_
6. Category: General / SC / ST/ OBC (Strike out whichever not applicable)
7. Do you belong to PWDs (Persons with Disabilities): YES / NO
8. Mailing Address with Landline/Mobile Numbers:
9. Due date of retirement from the present employment:
10. Details of Educational Qualifications: (Enclose attested copies of qualification certificates, starting from 10<sup>th</sup> class / Matriculation.
11. Details of employment in chorological order (enclose a separate sheet duly authenticated by your signature if required) : (Enclose proof of employment)



Office/ Institution (Please specify whether it is Central/State Govt./PUS/ Autonomous Body/University etc.	Post Held	From	To	Scale of Pay and Basic Pay

12. Details of Experience: (Enclose proof of experience)

Experience	Post Held	From	To	Nature of Duties
A. Academic/ Research Experience	1.			
	2.			
	3.			
B. Administrative/Finance Matters Experience	1.			
	2.			
	3.			

13. Nature of present employment i.e. Ad-hoc or :  
Temporary or Quasi- Permanent or Permanent

14. Total emoluments per month now drawn :  
(give details of Basic pay, Special pay, DA, HRA, CCA, FTA, etc.) (enclose salary certificate issued by the pay drawing officer)

15. In case the present employment is held on deputation/contract basis, please state  
a) The date of initial appointment :  
b) Period of appointment on deputation/contract :  
c) Name of the parent office/ organization to :  
which you belong.

16. Additional information, if any, which you would :  
like to mention in support of your application  
(enclose separate sheet, if the space is insufficient along with supporting documents/certificates).

17. Details of publications if any.

**Declaration:** I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the Candidate  
Address

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E-mail ID : \_\_\_\_\_  
Mobile No: \_\_\_\_\_

**FORWARDING NOTE BY THE EMPLOYER**

It is certified that:

- 1) Information given in the above proforma is correct as per the service records of the applicant.
- 2) The applicant is clear from vigilance angle.
- 3) The integrity of the applicant is beyond doubt.
- 4) That no major/minor penalty has been imposed on the applicant during the last ten (10) years.
- 5) The cadre controlling authority of the applicant has given clearance to enable him/her to apply for the post.
- 6) The applicant has enclosed with his/her application the attested photocopies of all the required testimonials/certificates/degrees, etc. starting with Matriculation/Class-X certificate.
- 7) Attested photocopies of the last five(5) years of the applicant's Annual Confidential Report/Annual Performance Appraisal Report has been enclosed while forwarding this application.

Countersigned by the authorized signatory on behalf of the employer  
(Seal of the authorized signatory)

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