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भारत सरकार/Government of India
कौशल विकास और उद्यमिता मंत्रालय/Ministry of Skill Development & Entrepreneurship
प्रशिक्षण महानिदेशालय/Directorate General of Training
राष्ट्रीय कौशल प्रशिक्षण संस्थान/National Skill Training Institute,
गिल मार्ग, लुधियाना/Gill Road, Ludhiana-141003

Ref. No.: NSTIL-A/12024/Clerk/2019/Estt.I/

474

Dated: 31 MAR 2021

CIRCULAR

Subject: Filling up one post of Clerk in the Pay Band of Rs.5200-20200 with Grade Pay Rs.1900/- (Revised Pay Level 2, 19900-63200) on deputation basis at Departmental Canteen, National Skill Training Institute, Gill Road, Ludhiana(PB).

It is proposed to fill up one post of Clerk at Departmental Canteen, National Skill Training Institute, Ludhiana(PB) in the Pay Band of Rs.5200-20200 with Grade Pay Rs.1900/- (Revised Pay Level 2, 19900-63200) on deputation basis. The period of deputation initially be for a period of one year extendable to maximum of three years.

Eligibility :-

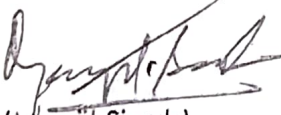
- (i) Officers of the Central Government :
- (a)(i) Holding analogous posts on regular basis; or
(ii) Canteen Attendant in the Pay Band-1 of Rs.5200-20200 + Grade Pay of Rs.1800 (Revised Pay Level 1) with at least three years regular service and possessing the following qualifications as under :
- (a) 12th Class Pass or equivalent with Commerce.
(b) A typing speed of 35 w.p.m in English or 30 w.p.m in Hindi on Computer (35 w.p.m. and 30 w.p.m. correspond to 10500 Key Depressions per Hour/9000 Key Depression Per Hour on an average of 5 Key Depressions for each word).

The departmental Official in the feeder cadre category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Applications in the enclosed proforma alongwith photocopies of the complete and upto date APARs duly attested by Head of Office in respect of the officers who could be spared in the event of their selection may be sent to the Chairman, Departmental Canteen, National Skill Training Institute, Gill Road, Ludhiana(PB)-141003 within 30 days of

issue of this circular. Applications received after the last date or without attested copies of Confidential Reports or otherwise found incomplete, will not be considered. While forwarding applications, it may be verified and ensured that particulars furnished by the applicants are true and correct. A certificate that non Vigilance case is pending or contemplated against the applicant and no major/minor penalty is imposed on him/her during last 5 years alongwith cadre clearance and integrity certificate may be furnished with the applications. Candidate may also send an advance application to the undersigned.

Encl: **Proforma.**


(Manjit Singh)
Chairman/Director

Copy to:-

1. All Ministeries/Department of Govt. of India including DGT, Ministry of Skill Development & Entrepreneurship (as per list attached)
2. All Field Offices of DGT (As per list attached)
3. Shri Karnail Singh, TO/Nodal Officer(IT) with the direction to upload the circular on website.
4. Notice Board.


(Manjit/Singh)
Chairman/Director

PROFORMA FOR THE POST OF CLERK IN DEPARTMENTAL CANTEEN, NATIONAL SKILL TRAINING INSTITUTE, GILL ROAD, LUDHIANA.

1. Name
2. Date of birth
3. Date of appointment
4. Educational Qualification
5. Present Post held, date from which held & Pay Scale
6. Nature of Duties
(Please attach a signed separate sheet, if necessary)
7. Whether belongs to SC/ST/OBC/PH
8. Whether Permanent/Temporary
9. Any other information in support of your candidature

Dated:

(Signature of the applicant)

CERTIFICATE OF EMPLOYER

It is certified that the above particulars of Shri/Smt. _____ are verified and he/she is free from vigilance angle. His/Her attested copies of upto date APARs are enclosed herewith. He/She can be spared for transfer when required.

Signature of Head of Office
With Office Seal