

**F. No. 40001/09/2015/NSDA**  
**NATIONAL SKILL DEVELOPMENT AGENCY**  
**(AN AUTONOMOUS BODY OF THE MINISTRY OF SKILL DEVELOPMENT AND**  
**ENTREPRENEURSHIP, GOVT. OF INDIA, NEW DELHI)**  
**Kaushal Bhawan, B-2, Pusa Road, Metro Pillar No. 95, New Delhi- 110005**

Application for following posts is invited from working officials to work in National Skill Development Agency (NSDA) on deputation basis on Foreign Service terms:

<b>Posts</b>	<b>Pay Band &amp; Grade Pay</b>	<b>No. of Posts</b>
Deputy Director	PB-3 + GP Rs. 6600/-	1
Protocol/ Public Relation Officer	PB-3 + GP Rs. 5400/-	1
Assistant Account Officer	PB-2 + GP Rs. 4600/-	1
Sr. PA/ PS	PB-2 + GP Rs. 4600/-	3

The eligible candidates working in Central/ State Govt. / PSUs/ Autonomous Bodies etc. who fulfil all terms and conditions prescribed for the posts and are desirous to be considered for appointment on deputation basis on foreign service terms as may be applicable under FR/SR may apply through proper channel so as to reach to **“Director General, National Skill Development Agency, Kaushal Bhawan, B-2, Pusa Road, Metro Pillar No. 95, New Delhi- 110005”** within 30 days from the date of publication of this advertisement in Employment News. For detailed advertisement, eligibility criteria and application format etc. visit NSDA website [www.nsd.gov.in](http://www.nsd.gov.in) under link “Notices”. Application received incomplete or after due date will not be entertained. NSDA reserves the right to reject any or all applications/post without assigning any reason thereof.

Sd/-  
(DG- NSDA)

## National Skill Development Agency

(An Autonomous Body of the Ministry of Skill Development and Entrepreneurship, Govt. of India, New Delhi)

Application for following post are invited to work in National Skill Development Agency (NSDA) on deputation basis on “foreign service terms”

MODE OF APPOINTMENT: Deputation basis on “foreign service terms” as applicable under FR/SR.

<b>Sl. No.</b>	<b>Post to be filled on deputation basis</b>	<b>No. of vacancy</b>	<b>Pay Band and Grade Pay</b>
1.	<b>Deputy Director</b>	1	PB-3 + Grade Pay Rs. 6600/-
<b>Eligibility Criteria</b> Officers under the central/State/UT Government and those from Autonomous bodies/PSU's:- i. Holding analogous post on regular basis in the parent Cadre/ Department/ Organisation; or ii. With 5 years regular service in the grade rendered after appointment thereto on regular basis in the PB-3 Rs. 15600-39100 with Grade Pay Rs. 5400/- in the parent cadre or department; iii. With six years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs. 9300-34800 with grade pay or Rs. 4800 in Pay Band- 2 or equivalent in the parent cadre/ Department/ Organisation; and  Possessing five years experience in administration including two year experience in dealing technical and general education needed to understand skill development.			
2.	<b>Post to be filled on deputation basis</b>	<b>No. of vacancy</b>	<b>Pay Band and Grade Pay</b>
	<b>Protocol/ Public Relation Officer</b>	1	PB-3 + Grade Pay Rs. 5400/-
<b>Eligibility Criteria</b> 1. Persons working in Central Autonomous Bodies or PSU's holding public relation work in analogous grade or in the grade equivalent to PB-2 (Rs. 9300-34800) with Grade Pay of Rs. 4800/- in Govt. of India with minimum five years of experience; or			

	<p>2. Officer under the Central Government</p> <p>i. Holding analogous posts on regular basis in the parent Cadre or Organization; or</p> <p>ii. With 2 years regular service in grade rendered after appointment thereto on regular basis in the PB-2 (Rs. 9300-34800) with Grade Pay of Rs. 4800/- in the parent cadre department; or</p> <p>iii. With 3 years regular service rendered after appointment thereto on regular basis in the PB-2 (Rs. 9300-34800) with Grade Pay of Rs. 4600/- in the parent cadre department.</p>		
3.	<b>Post to be filled on deputation basis</b>	<b>No. of vacancy</b>	<b>Pay Band and Grade Pay</b>
	<b>Sr. PA/ PS</b>	3	PB-2 + Grade Pay Rs. 4600/-
<p><b>Eligibility Criteria</b></p> <p>Person from Stenographer Grade in the Pay Band of Rs. 9300-34800 + Grade Pay of Rs. 4200/- with five years regular service in the grade with</p> <p>(i) Graduate from a recognized University.</p> <p>(ii) A speed of 100 w.p.m. in Stenography in English or Hindi.</p> <p>(iii) Typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi.</p> <p>(iv) Knowledge of working on computer using MS office /Power point etc.</p>			
4.	<b>Post to be filled on deputation basis</b>	<b>No. of vacancy</b>	<b>Pay Band and Grade Pay</b>
	<b>Assistant Accounts Officer</b>	1	PB-2 + Grade Pay Rs. 4600/-
<p><b>Eligibility Criteria</b></p> <p>From amongst Office Assistants/ Accountants in Grade pay of Rs.4200/- with five years of regular service with five years experience in Administration /Establishment matters including two years experience in maintenance of accounts in Autonomous Body/ PSU /Society with</p> <p>(i). Graduation in Commerce/Finance, or</p> <p>(ii) Five years experience of maintaining accounts in commercial pattern in double entry system of book keeping and preparation of budget in Govt./ Semi-Govt./ PSUs/ Autonomous bodies.</p> <p>(iii). Knowledge of Govt. of India rules governing finance and accounts, Tax laws and establishment matters will be preferred.</p>			

## **General Terms and Conditions**

1. Govt. of India has notified creation of National Skill Development Agency (NSDA) as an Autonomous Body vide Gazette Notification No. 14/27/2012-EC dated 6<sup>th</sup> June, 2013. Further the NSDA has been mandated amongst others to
  - i. take all possible steps to meet skilling targets as envisaged in the 12<sup>th</sup> Five year plan and beyond,
  - ii. anchor and operationalise the National Skill Qualification Framework (NSQF) and facilitate setting up of professional certifying bodies in addition to existing ones,
  - iii. Create and maintain a national data base related to skill development including development of dynamic Labour Market Information System (LMIS) etc.
2. In furtherance to the mandate the NSDA wishes to appoint persons to the posts of (i) Deputy Director (one), (ii) Protocol/PRO (one), (iii) Assistant Accounts Officer (one) and (iv) Sr. PA/PSs (three) as per the pay scales indicated above on deputation from Government Departments.
3. The Government of India rules shall be applicable to all the positions, except as otherwise indicated.

### **Terms and Conditions:**

4. Following will be the Terms and Conditions of service of the selected candidate:

#### **Deputation (Duty) Allowance:**

- a. The selected candidates will be on deputation on foreign service terms as is applicable to those persons coming on deputation from Govt. of India to Autonomous Bodies.
- b. Selected officers may opt for Deputation Allowance or pay fixation. Deputation (Duty) Allowance will be payable as under :
  - i. At the rate of 5% of the basic pay subject to maximum of Rs.2000 p.m., in case of deputation within same station or
  - ii. In other cases the Deputation (Duty) Allowance will be payable at the rate of 10% of the employees basic pay subject to maximum of Rs.4,000 p.m.

Provided that the Deputation (Duty) Allowance shall be restricted so that Basic Pay, from time to time, plus Deputation (Duty) Allowance shall not exceed the maximum of the pay Band held by the individual on deputation.

#### **Increment:**

- c. The employee will draw increment in the parent cadre grade or in the scale of pay/grade pay attached to the deputation post as the case may be

depending on whether he has opted for the parent cadre pay plus Deputation (Duty) Allowance or the pay scale/ grade pay of the deputation post.

- d. Personal pay, if any, drawn by an employee in his/her parent department will continue to be admissible on deputation/foreign service if he/she opts to draw pay in the parent cadre scale/grade pay plus deputation allowance. No deputation duty allowance on this personal pay will however be admissible.

**Other Allowances:**

- e. Following allowances, as per the relevant GOI rules, will be admissible to the persons working on deputation.
  - i. HRA/ Transport Allowance
  - ii. Joining time and Joining Time Pay,
  - iii. Travelling Allowance and Transfer T.A.
  - iv. Children Education Allowance,
  - v. LTC
5. **CGHS:** Persons working on deputation in NSDA will be eligible for CGHS benefits only if they are already enjoying the same in their parent department.
6. **Leave:** Subject to the provisions of the Fundamental Rules/Supplementary Rules of the Government of India, an officer on deputation/foreign service shall be regulated by the leave Rules of the parent organization.
7. **Leave Salary & Pension Contribution:** The leave salary contribution (except for the period of leave availed of on foreign service) and Pension Contribution (wherever required to be paid) will be borne by NSDA.
8. **Accommodation:** NSDA is still not listed by the Director of Estate for allotment of General pool accommodation to NSDA employees. General pool accommodation may, therefore, be not admissible to the deputationist as long as they continue to serve this organization.
9. The period of deputation shall be for three years, which may be extended as applicable under the Government of India rules and regulations. Provided that as and when a situation arises for premature reversion to the parent cadre of the deputationist, his/her services shall be so returned after giving an advance notice of three months to the parent department and the employee concerned.

**NATIONAL SKILL DEVELOPMENT AGENCY**  
**(AN AUTONOMOUS BODY OF THE MINISTRY OF SKILL DEVELOPMENT AND**  
**ENTREPRENEURSHIP, GOVT. OF INDIA, NEW DELHI)**  
**Kaushal Bhawan, B-2, Pusa Road, Metro Pillar No. 95, New Delhi- 110005**

**Proforma of Application**  
(to be filled and sent in Duplicate)

Space for  
passport size  
photograph

1. Post applied for:	
2. Name and address in Block Letters	
3. Date of birth	
4. Educational Qualification:	
5. Professional Qualification	
6. Training/Workshops attended	
7. Post held in regular basis in parent Office/ Department	
8. Pay Band and Grade pay of the post held in substantive capacity (in parent Department) and actual Basic Pay drawn on that post.	
9. In case of person presently on deputation, post held on Deputation basis.	

10. Pay Band and Grade pay of the post held on deputation basis (in borrowing office/ Department) and actual Basic Pay drawn on that post.					
11. Details of employment, in chronological order in past 10 years. (Enclose a separate sheet duly authenticated by your signature).					
Ministry/ Department	Post held	From	To	Pay Band and Grade Pay	Nature of duties
10. Nature of duties in the present employment for last three years (including period on deputation/ contract).					
11. Whether belong to Gen/SC/ST/OBC					
12. Name, address & telephone number of the present employer.					
13. Additional information, if any					
14. Remarks, if any					

**I hereby understand and undertake that in the event of my selection to that post in question, I will not withdraw my candidature or decline the post when offered.**

**Signature of Candidate**

**Date:**

**Place:**

---

**CERTIFICATE**

(TO BE FILLED BY THE EMPLOYER)

**Certified that particulars furnished by Shri/Ms ..... .. have been verified and found correct as per office record. It is certified that no disciplinary proceedings/Vigilance Case is either pending or being contemplated against the official concerned and in case of his/her selection to said post, he/she will be relieved immediately from this department**

**Place**

**Signature and seal of the Head of Office**

**Date**