No.F.10-1/2014- NFTW
Government of India
Ministry of Human Resource Development
Department of School Education & Literacy
National Foundation for Teachers' Welfare

New Delhi, the 27th January ,2015

To

1. All Ministries/Departments of Government of India
2. Heads of Subordinate Offices & Autonomous bodies of M/o Human Resource Development
3. Education Secretaries of States/UTs.

Subject: - Filling up the post of Assistant Secretary, National Foundation for Teachers' Welfare in the Department of School Education & Literacy, MHRD on foreign deputation basis - regarding.

Sir/Madam,

It is proposed to fill up the post of Assistant Secretary in the National Foundation for Teachers' Welfare in the pay scale of Rs.15600-39100 (PB 3)with the grade pay of Rs.5400/- (pre-revised scale Rs.8000-275-13500) on deputation basis on the usual foreign service terms. National Foundation for Teachers' Welfare is a Non-Governmental Organization set up under the Charitable Endowments Act, 1890. The officers of the Central/State/UT Government/Autonomous Bodies having rendered three years regular service in the scale of 9300-34800 with Grade Pay 4800/-(pre-revised Rs.6500-200-10500) or five years regular service in the scale of 9300-34800 with the grade pay 4600/-(Pre revised Rs.5500-175-9000) are eligible for consideration.

2. The Foundation will pay pension and leave salary contribution in respect of the officer for the period of deputation. The pay and allowances of the selected candidates will be regulated in accordance with the Department of Personnel and Training O.M.2/12/87-Estt. (Pay-II) dated 29th April, 1988. The tenure of deputation will be initially for a period of three years.

3. Since National Foundation for Teachers' Welfare is a Non-Governmental Organization, officer selected for the said post is **not** eligible for allotment of General Pool Accommodation or for its retention of such accommodation, if already allotted by the Directorate of Estates.

...2/-

ESTT. SECTION. PONDICHERRY UNIVERSITY * PONDICHERRY - 605014. * 25 FEB 2015

4. The brief duties of the Assistant Secretary are:

i) To assist the Secretary Treasurer in the discharge of his/her official duties related to Foundation.

ii) To arrange meetings of General Committee and other Executive Committees etc. of the Foundation.

iii) To scrutinize applications from State Government/UTs for grant of financial assistance under various approved schemes.

iv) To arrange celebration of Teachers' Day.

v) To handle all administrative/ financial matters of the Foundation.

vi) Any other work as assigned.

5. The applications of eligible candidates may be sent in the attached proforma duly signed by the candidate and countersigned by the employer. The bio-data and up-to-date character roll dossiers for the last five years of the candidate may be forwarded to the undersigned latest by 31st March, 2015. The details (along with proforma) are also available on MHRD website mhrd.gov.in

Yours faithfully,

Encl: as above.

(Gaya Prasad)
Director (MDM) and
Secretary Treasurer
Tel:011-23384253
Fax:011-23382394
Email: gaya.prasad@nic.in

PROFORMA

1. Name :
2. Date of Birth :
3. Educational Qualifications :
4. (a) Present post held :
   (b) Whether permanent/ Quasi/Temporary :
   (c) Date from which held :
   (d) Scale of pay :
   (e) Present pay :
5. Details of past service with nature of duties performed :

S.No.	Post held	Period	Scale of pay	Whether ad-hoc or regular	Duties performed
1.	2.	3.	4.	5.	6.

6. Whether SC/ST :
7. Present official address :

Place :

Date : Signature of applicant

Certified that the above mentioned particulars furnished by the applicant have been verified and found correct. No vigilance case is pending or contemplated against the applicant. His/Her up-to-date confidential reports dossiers for the last five years are enclosed.

Place: Signature of Employer

Date : Designation