GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT AND ENTREPRENEURSHIP
DIRECTORATE GENERAL OF TRAINING

Advertisement No. A-35021/1/2026-O/oDEPT. SECY (ESTT. I)

Subject: Filling-up vacant post of Director of Training under Women Training in Pay Matrix Level 13, on deputation basis at Directorate General of Training, New Delhi- regarding.

The Directorate General of Training is looking for the service of suitable officer for appointment to the post of Director of Training, Women Training on deputation (including short term contract) for its Head Quarters at New Delhi. The details of post, eligibility criteria, job requirement, age limit, qualification and experience required for the post are indicated in Annexure-I. The pay and other terms and conditions of deputation will be regulated in accordance with DOPT's OM No. 6/8/2009-Estt (Pay-1} dated 17.06.2010 as amended from time to time. Cadre Authorities/Head of Departments are requested to forward application of the eligible and willing candidates whose services can be spared on deputation (including short term contract) basis immediately, so as to reach the Deputy Secretary (Establishment.), Directorate General of Training, Room No. 220, Second Floor, Kaushal Bhawan, New Moti Bagh, New Delhi-110023, within 60 days from the date of publication of advertisement in the Employment News. The Application Form/Curriculum Vitae Proforma are at Annexure-II. For other necessary details, the candidates are advised to visit the DGT website www.dgt.gov.in

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LIST OF ENCLOSURES TO BE ACCOMPANIED WITH THE APPLICATION

1. Application in prescribed format - Annexure-II duly completed signed by the candidate and countersigned with seal by the Cadre/Appointing authority.
2. Attested copies of APARs for the last 5 (five) years duly attested, on each page with seal by an Officer with the rank of Under Secretary to the Government of India or above.
3. Integrity Certificate.
4. Vigilance Clearance.
5. No major or minor penalty certificate for the last 10 years of his service.
6. A certificate to the effect that the particulars furnished by the candidate have been verified and found correct as per service records.
7. Cadre Clearance Certificate.

16/12/26

(Nidhi Sharma)
Under Secretary to the Govt. of India

Annexure-I

One Post of Director of Training (Women Training) in Pay Matrix Level-13

Method of Recruitment: Deputation (including short term contract)

Tenure: Initially for one year extendable for three years

Eligibility criteria: Deputation (including short term contract):-

Officers under the Central Government or State Governments or Union Territory Administration or PSUs or Recognized research institution or University or statutory or autonomous organization:

(A)(i) Holding analogous posts on regular basis in the parent cadre or department; or
(ii) With five years regular service in the post Level-12 in the pay matrix or equivalent in the parent cadre or department;
And

(B)Possessing the educational qualification and experience as under:-

(i) A degree in Engineering or Technology in Electronics and Communication or Information Technology or Computer Science or Fashion Designing from a recognized University or Institute;

(ii) Ten years experience relating to planning or organizing or implementation of training in Technical or Vocational Training Institute or Organization after acquiring qualification mentioned at (B)(i) above including at least two years administrative experience.

Desirable:
(i) Master of Business Administration from a recognized University or Institute.

Note 1 : The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed five years.

Note 2 : The maximum age-limit for appointment by deputation shall be not exceeding fifty six years as on the last date of receipt of applications.

Annexure -II

BIO-DATA/ CURRICULUM VITAE

1.	Name and Address (in Block Letters)	
2.	Date of Birth (in Christian era)	
3.1.	Date of entry into service	
3.2.	Date of retirement under Central/State Government Rules	
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.)	

Qualifications/Experience required as mentioned in the advertisement/vacancy circular	Qualifications/experience possessed by the officer
Essential	Essential
A. Qualification (i)Holding analogous posts on regular basis in the parent cadre or department; or (ii) With five years regular service in the post Level-12 in the pay matrix or equivalent in the parent cadre or department; and A degree in Engineering or Technology in Electronics and Communication or Information Technology or Computer Science or Fashion Designing from a recognized University or Institute;	A) Qualification
B. Experience Ten years experience relating to planning or organizing or implementation of training in Technical or Vocational Training Institute or Organization after acquiring essential qualification mentioned above including at least two years administrative experience	B) Experience

Desirable qualification	Desirable
Qualification : (i) Master of Business Administration from a recognized University or Institute.	A) Qualification
B) Experience	B) Experience

Ministry of
Entrepreneurship)
Delhi

5.1 Note: In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.	

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) Highlighting experience required for the post applied for

*Important: Pay Band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade pay/Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme	From	To

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi- Permanent or Permanent.	
9. In case the present employment is held on deputation/contract basis, please state-	

सिद्धि शर्मा/SIDDHI SHARMA
अवर सचिव/Under Secretary/MoO
प्रशिक्षण महानिदेशालय/Directorate General of Training
कौशल विकास एवं उद्यमशीलता मंत्रालय
Ministry of Skill Development and Entrepreneurship
भारत सरकार, नई दिल्ली/Govt. of India, New Delhi

a) The date of initial appointment	b)Period of appointment on deputation/ contract	c)Name of the parent office/organization to which the applicant belongs	d) Name and pay of the post held in substantive capacity in the parent organisation

9.1 **Note:** In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.

9.2 **Note:** Information under column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization

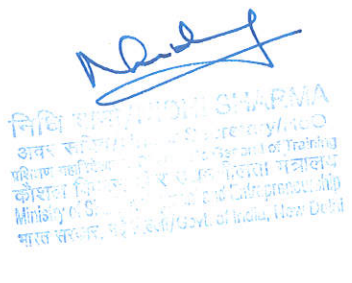
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.	
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government undertaking e) Universities f) Others	
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.	
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre- revised scale.	

14. Total emoluments per month now drawn:

Basis Pay in the PB	Grade Pay	Total emoluments

15. In case the applicant belongs to an Organisation which is not following Government Pay-scales, the latest salary slip issued by the Organisation show details may be enclosed.

Basic pay with Scale of Pay and rate of increment	Dearness Pay/ interim relief/ other Allowances etc., (with break-up details)	Total emoluments



16. A **Additional information,** if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) Professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) **Note: Enclose a separate sheet, if the space is insufficient)**	
16.B Achievements: The candidates are requested to indicate information with regard to: i. Research publications and reports and special projects. ii. Awards/Scholarships/Official Appreciation. iii. Affiliation with the professional bodies/institutions /societies and; iv. Patents registered in own name or achieved for the organization v. Any research/innovative measure involving official recognition (vi) any other information. (Note: Enclose a separate sheet, if the space is insufficient)	
17. Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

(Signature of the candidate)
Address:
Date

Certification by the Employer/Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

   i. There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. ----

   ii. His/ Her integrity is certified.

3. His/ Her APAR Dossier in original is enclosed/photocopies of the APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

4. No major/minor penalty has been imposed on him/her during the last 10 years Or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/Cadre controlling Authority with Seal)

अवर सचिव/Under Secretary/HoO
प्रशिक्षण महानिदेशालय/
New Delhi