

8250
THROUGH HUMANITY TO PEACE

Recd...
08/12/09



Indian Red Cross Society

(CONSTITUTED UNDER ACT XV OF 1920)



8778
24/12/09

Telegrams : "INDCROSS"
Telefax : 91-11-23717454
Phones : (PBX Lines) 23716441, 42, 43
: 23716426 & 23716916
Website : www.indianredcross.org

Headquarters :
INDIAN RED CROSS ROAD
NEW DELHI - 110 001

NO/PAD/DIR/FW
2333
19 NOV 2009
D.M. & H.S. (F.W.)

308

Adcfw)
16 September 2009

gen
20/11/09

Pr. Secy. Med.

NO/PAD/DIR/FW
2745
- 5 OCT. 2009
11/4/4

All State/UT Govt./PSU/Ministries/Department of the Govt. of India
(Including Ministry of Railways and Ministry of Defence)

Subject :- Filling up the post of Joint Secretary in Indian Red Cross Society, National Headquarters.

Sir,

Indian Red Cross Society at its National Headquarters invites applications for the post of Joint Secretary. The post will be filled up by deputation of officers from the Central Government/State Govt/UTs/ PSUs. The details of post i.e. scale of pay and allowances admissible, duties and responsibilities, field of selection, place of posting, qualifications and experience required for the post is at Annexure I. The officers selected for appointment on deputation may either retain their grade pay in the scale applicable to them plus deputation allowance and other allowances as admissible in the parent cadre, or draw their pay in the appropriate grade indicated against the post. The period and terms of deputation will be governed by standard terms of deputation as prescribed by Government of India from time to time.

Applications in the prescribed proforma (Annexure II) of interested officers, who are working in regular basis and have completed their period of probation should be forwarded to the Secretary General, Indian Red Cross Society, National Headquarters, 1-Red Cross Road within thirty days from the date of issue of this letter for consideration for appointment on deputation against the post mentioned in Annexure I. All applications should reach the National Headquarters through proper channel. Advance copies of the applications will not be entertained.

A-1
D5-II
✓
✓

भूतपत्र DMHS (PH)
आ आरक्षण कार्यवाही हेतु
प्रो. स. डी.
25/10/09
80
100
INCIPM

कामगिरी मूल्य सचिव
आयुक्त, जयपुर
कॉ. 8050/21/09
दिनांक 18-9-09

3/11/09

Conti..

P.T.

While forwarding the applications, the following documents may also please be sent to the National Headquarters along with the application.

- i. A certificate to the effect that the concerned forwarding/parent Department/ Ministry has "NO OBJECTION" to the appointment of the applicant to the post applied for in the Indian Red Cross Society, National Headquarters.
- ii. Complete ACRs dossier/ attested copies of the ACRs of the applicant.
- iii. A certificate about the integrity of the officer recommended for appointment on deputation.
- iv. Vigilance clearance in respect of the applicant duly signed by the officer of the appropriate status.
- v. A statement indicating the Vigilance Cases, if any, pending or contemplated against the applicant during the last ten years/service period whichever is less.

The candidates who apply for the post mentioned in Annexure I will not be allowed to withdraw their candidature subsequently.

Yours faithfully,


(Manish Choudhary)
Director (P&A)

Smt, Kushal Singh, IAS
Chief Secretary
Govt. of Rajasthan
State Govt. Secretariat
Jaipur

Name and scale of the Post

Joint Secretary
37400-67000 + 10000 Grade pay plus Allowances as admissible as per rules and orders of the Central Government.

Duties and responsibilities

- The position is a senior one requiring a high degree of commitment towards the work of the Society.
- The incumbent shall report directly to the Secretary General and shall be responsible for looking after the overall governance of the Society and shall be responsible for reporting the same to the Secretary General.

Field of Selection, qualifications & experience

Officers from the Central/State/U.T. Government/PSU.

a)i. Holding analogous post on regular basis in the parent cadre/ department; or

ii. With 2 years service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.37400-67000 + Grade pay of Rs.8900 or equivalent in the parent cadre/department or

iii. 5 years experience in the pay scale of Rs.37400-67000 + Grade pay of Rs.8700 or equivalent in the parent cadre/department or

iv. 8 years experience in the pay scale of R.15,600-39,100 + Grade pay of Rs.7600 equivalent in the parent cadre/department.

b) Possessing the following educational qualification & experience :

i. Medical Degree from recognized university /institute or equivalent. Post Graduate Medical degree holders would be preferred

ii. Ten years experience in implementation of health programmes, Experience of working in Red Cross, relief work, disaster management or related fields and experience of working with an international organization would be preferable.

Note: Exceptionally deserving candidates will be considered for relaxation in experience in related area.

Period of deputation including period of deputation in another ex-cadre post held immediately preceding the appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed five years. The maximum age limit for appointment by deputation shall be not exceeding 55 years as on the closing date of the receipt of application.

BIO – DATA PROFORMA

1. Name and Address
(in Block letters)
2. Date of Birth (in Christian Era)
3. 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

Qualifications/experience
possessed by the Officer

Essential: (1)

(2)

(3)

Desirable (1)

(2)

6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.

7. Details of Employment, in chronological order. Enclose a separate Sheet, duly authenticated by you signature, if the space below is Insufficient.

Office/Institution/
Organization

Post held

from

To

Scale of
Pay &
last basic
pay

Nature
of
Duties

