

स्वास्थ्य एवं परिवार कल्याण मंत्रालय के तहत सांविधिक निकाय
Statutory Body under the Ministry of Health & Family Welfare

F.NO. 2-11/2022-INC

Dated:22/09/2022

Vacancy Circular

SUB:- Inviting application for the post of one Under Secretary (Admin) on deputation basis in INC reg.

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Application in the prescribed proforma (as per annexure) are invited from eligible officers for filling up of the post of one Under Secretary (Administration) on deputation basis in the Indian Nursing Council, New Delhi as per the details given below:

1.	Name of the post with pay level	Under Secretary (Admin) Level 10 of the pay Matrix i.e Rs. 56100-177500 (corresponding to PB-3 Rs 15600-39100+GP Rs. 5400).
2.	Period of deputation	Initially for 3 years could be extended as per extant rules prescribed by DoPT on the subject.
3.	Age limit	The maximum age limit for appointment on deputation shall not exceed 56 years on the closing date of receipt of applications.
4.	Job Description	To work in the area of management of Nursing education standards and regulations
5.	Eligibility	Essential: i. Masters Degree in any discipline from recognized University (granted through formal education program of minimum 2 years after the degree or five years after plus two). ii. 5 years' experience in Administration/Finance in any council/regulatory body/statutory bodies under Central/State Governments/School/Colleges of Nursing or in Central Government Department. Desirable: i) Working Knowledge of Modern Management Techniques, Computer Applications, Management Information Systems etc. Deputation:

उपचर्या शिक्षा के एकसमान मानक प्राप्त करने के लिए प्रयासरत

Striving to Achieve Uniform Standards of Nursing Education

Website: www.indiannursingcouncil.org E-mail: secy.inc@gov.in

Phone: 011-66616800, 66616821, 66616822

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		<p>a) Officers of the Central/State Governments or any organizations/School/College of Nursing under the Central/State Governments, (i) Holding analogous post on regular basis; or (ii) With 4 years regular service after appointment thereto in a post in level 7/8 of pay matrix respectively (pre-revised PB-2 Grade Pay of Rs.4600/4800); and</p> <p>Note 1: The Period of deputation including period of deputation in another post held immediately preceding this appointment in the same or some other organization or any of the institutions under Central/State Governments shall ordinarily not exceed three years.</p>
6.	How to apply	<p>Completed application form should be sent through proper channel in the prescribed proforma to Secretary, Indian Nursing Council, 8th Floor NBCC Centre, Plot No. 2 Community Centre, Okhla Phase-1, New Delhi-110020</p> <p>The duly completed application should be sent along with:</p> <ul style="list-style-type: none">a) Up-to-date copies of ACRs/APARs for the last 5 yearsb) Vigilance Clearance and Integrity Certificatec) Details of Minor/major penalty imposed on the officer by the Competent Authority if any
7.	Pay & Allowance	<p>Admissible as per guidelines of Department of Personnel & Training O.M 6/8/2009-Estt. (PAY II) dated 17.06.2010 amended from time to time.</p>

Application of the willing and eligible officers may be forwarded through proper channel to the Secretary, Indian Nursing Council. Applications should be sent in a sealed envelope superscribe as “Confidential:- Application for the post of Under Secretary (Admin)”. The Last date of receipt of application is 30.11.2022. It is requested that the application of only those officers are forwarded who can be spared on being selected. Any queries regarding the application may be addressed to Joint Secretary at js.inc@gov.in.

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An advance copy of the application can be sent directly if any delay in forwarding of application through proper channel. However, application will be considered only on receipt of the same being received from his/her office.

Instructions to Candidates

1. Candidates should fill up the applicable form carefully by incorporating all the particulars.
2. Applications should be duly forwarded through Proper Channel/Head of the Office (Applications not forward through Proper Channel/Head of the Office will be summarily rejected.)
3. The post of Under Secretary (Admin) is to be filled purely on deputation basis for a period of 3 years or until further orders whichever is earlier.
4. Mere eligibility will not entitle the candidates to be called for interview. Indian Nursing Council reserves the right to shortlist the candidates to be called for the interview.
5. Candidate's called for interview will not be entitled to any TA/DA.
6. Incomplete applications or application not supported by attested copies of testimonials will be summarily rejected. Candidate in their own interest should fill up the application carefully.

Sd/-
SECRETARY, INC

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