

**V. V. Giri National Labour Institute**  
**Noida**

(An Autonomous Body established by Ministry of Labour & Employment Government of India)

File No. Admn.02/02/2022

Dated: 24<sup>th</sup> December 2022

Applications are invited from the eligible employees for 01 post of Supervisor on deputation basis in the pay matrix, Level-7 (Rs. 44900-142400) as per the 7th CPC.

Date of Advertisement of vacancy in the Employment News - 24-30 December 2022

Last date received of application - 42 days from the date of advertisement notice. (i.e. 13.02.2023)



(H. S. Rawat)

Administrative Officer

# V. V. Giri National Labour Institute

(An Autonomous Body established by Ministry of Labour & Employment I Government of India)

Sector -24, Noida, District - Gautam Budh Nagar -201301 (U.P.)

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File No. Admn./2/001/2020

Dated: 24<sup>th</sup> December 2022

## CIRCULAR

**Subject: Filling up ONE (01) Supervisor post Level-7, Rs. 44900-142400 in the pay matrix as per 7th CPC in the V. V. Giri National Labour Institute, Noida through deputation Basis - reg.**

V. V. Giri National Labour Institute is a premier and the only national level Institute exclusively devoted to the study and training in labour and labour -related issues. Registered as an autonomous Institute of the Ministry of Labour and Employment, Government of India in 1972, the National Labour Institute started functioning in 1974, and it was renamed as V.V. Giri National Labour Institute.

2. The Institute has a succinctly started vision to be "A globally reputed institution and centre of excellence in labour research and training committed to enhancing the quality of work and work relation" In line with this, the Institute's mandate focuses on six major activities (i) research, (ii) training and education, (iii) publications, (iv) library and information system (v) consultancy, and (vi) networking and collaboration

3. Institute process to fill-up 01 post of Supervisor in the pay scale of Level -7 Rs. 44900-142400 in the pay matrix as per 7<sup>th</sup> CPC plus allowances form eligible employees **on deputation basis** as per details contained in **Annexure -I**. Applicants fulfilling the eligibility criteria & having relevant experience, etc may **apply through proper channel**. **The last date of receiving of filled in applications in all respects is 42 days from the date publication of advertisement in the Employment News** and applications received thereafter on account of whatsoever reasons may be, shall not be entertained and no correspondence in this regards shall be entertained.

4. The application in the prescribed form duly certified by employer with NOC and all supporting documents ( Integrity certificate / vigilance certificate / attested copy of APAR last five year) must reach through proper channel to **Administrative Officer, V. V. Giri National**




**Labour Institute, post box No. -68, Sector-24, Noida, District - Gautam Budh Nagar - 201301(U.P.).**

5. The period of deputation would be for a period of three year. The terms of deputation including pay of the officials selected on deputation will be governed by provision laid down in the Department of Personal and Training's office memorandum issued in this regards time to time. The maximum age limit for appointment on deputation shall be 56 years on the last day of receiving of application.

6. The vacancy shown in the advertisement are indicative and includes the anticipated vacancies also which may increase or decrease. The Competent Authority of this Institute reserve the right not to alter, fill up all or any of the vacancy or cancel the advertisement at any stage.

**This issue with approval of the Competent Authority**

  
24/12/22  
(H. S. Rawat)

**Administrative Officer**


To:

1. Web site in- charge- to upload this circular in institute website [www.vvgnli.gov.in](http://www.vvgnli.gov.in) / NCS portal.
2. Shri Ratnakar Jha, Under Secretary (ESA), Ministry of Labour & Employment, Shram Shakti Bhawan, New Delhi. Under Secretary (ESA) - for circulation



Post proposed to be filled up in V. V. Giri National Labour Institute on deputation basis:

Sr. No.	Post / Pay Level	No. of Posts	Eligibility / experience and others
1.	Supervisor / Level-7 (Rs. 44900-142400) as per 7th CPC	01	<p><b>Deputation:</b></p> <p><b>Officers of the Central Government/State/Govt./PSUs/ Autonomous Bodies/Statutory Bodies:</b></p> <p>(a) (i) Holding analogous post on regular basis in parent cadre or department; or (ii) With five years regular service not ad-hoc in Level 6 (Rs. 35400-112400) in pay matrix or equivalent or (iii) With eight years regular service in Level 5 (Rs. 29200-92300) in pay matrix or equivalent and</p> <p>(b) Possessing the following educational qualification and experience, namely:</p> <p><b>Essential:</b> i) Graduate from a recognized University ii) Good knowledge of analysis, noting drafting, file maintenance, application of Govt. rules and orders on service matters. iii) Knowledge of computer and various applications.</p> <p>The minimum age limit for appointment by deputation shall be "not exceeding 56 years" as on the closing date of applications.</p> <p><b>Note 1:</b> The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion</p> <p><b>Note 2:</b> Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Governemtn shall ordinary not exceed three years.</p>

  
(Administrative Officer)

24.12.2022

**APPLICATION FORMAT  
FOR THE POST OF Supervisor  
(ON DEPUTATION BASIS)**

**Applicant  
Photo**

1.	Applicant Name ( in Block Letter )					
2.	Address with contact no.					
3.	Father Name					
4.	Sex	Male / Female				
5.	Date of Birth ( in Christian Era)	/-----/ - -----				
6.	Are you a citizen of India	Yes/ No				
7.	Community (GEN/SC/ST/OBC) (Please enclosed certificate)					
8.	Educational qualification (Please enclosed certificate)					
9.	Whether experience required for the post are satisfied (Please enclosed certificate)					
10.	Experience : Details of employment, in chronological order with proof attested.					
Sr.	Office	Post Held	From	To	Scale of pay, pay band/ grade pay/ level	Basic pay

11	Nature of present employment : i.e. Ad-hoc or permanent or temporary or contract	
13	Present pay drawn indicating the pay matrix as per 7 <sup>th</sup> CPC ( proof attached)	
14	Additional information, if any, which you would like to mention in support of your suitability for the post ( this among other things may provide information with regard to (i) additional academic qualification (ii) professional training (iii) work experience, etc. (Note; enclosed separate sheet if required)	

I have carefully gone through vacancy circular / advertisement and I am well aware that the Curriculum vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

**Signature of Candidate**

Address with mobile no.-----

### **UNDERTAKING**

I hereby declare that above particulars are correct and true to the best of my knowledge and belief.

I -----undertake that in the event of my selection to post of Supervisor on deputation basis in VVGNI, I will not withdraw my candidature.

Place -----

**Signature of Candidate**

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.

**1. Also certified that;**

- i) There is no vigilance or disciplinary case pending/ contemplated against him / her .
- ii) His/her integrity is certified.
- iii) His/her CR Dossier in original is enclosed/photocopies of the ACRs 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.
- iv) 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**

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**(Employer/Cadre Controlling Authority with seal)**