DIRECTORATE OF EDUCATION: GNCT OF DELHI
COORDINATION BRANCH: LUCKNOW ROAD: DELHI


CIRCULAR

Sub:- Filling up the post of Assistant Secretary, National Foundation for Teachers’ Welfare in the Department of School Education and Literacy - Reg.

Please find enclosed herewith copy of letter No. F.10-1/2011-NFTW dated 21st March 2011 received from Director (VE) and Secretary Treasurer, National Foundation for Teachers’ Welfare, Department of School Education & Literacy, Ministry of Human Resource Development on the subject cited above for information and necessary action.

All DDEs of District/Branch Incharges of Head Quarter are requested to forward the application of eligible and willing candidates of District/Branch directly to Ministry of Human Resource Development in the prescribed format duly signed by the candidate and countersigned by the employer latest by 21st April 2011, after verifying the particulars from Service Book and as per instructions in the enclosed letter of Ministry of Human Resource Development.

Encl: As above (03 pages).

(Shashi Kaushal)
Addl. Director of Education (Coord.)


Copy for information and necessary action to:-
1. PS to Pr. Secretary (Education), GNCT of Delhi, Old Secretariat, Delhi
2. PS to Director (Education), Directorate of Education, GNCT of Delhi.
3. PS to Addl. Director of Education (Admn.), Directorate of Education.
4. All RDEs/DDEs of Districts Directorate of Education, Delhi (through website).
5. ADE (GOC) with the request to kindly inform the concerned officers.
6. All Branches of HQ, Directorate of Education, Delhi (through website).
7. OS (IT) with the request to upload the Circular on the website of the department.

(Shashi Kaushal)
Addl. Director of Education (Coord.)
No.F.10-1/20 11-NFTW
Ministry of Human Resource Development
(Department of School Education & Literacy)
National Foundation for Teachers' Welfare

New Delhi the 21st March, 2011.

To

1. All Sections of Department of School Education and Literacy/Department of Higher Education,
2. Heads of Subordinate Offices and Autonomous bodies of Ministry of 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 and Literacy.

Sirs,

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 grade pay of Rs.5400/- {pre-revised scale 8000-275-13500/-} on deputation basis on the usual foreign service terms. National Foundation for Teachers' Welfare is a non-governmental organisation set up under the Charitable Endowments Act, 1890. 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 grade pay 4600/- {Pre-revised Rs.5500-175-9000/-} are eligible for consideration.

2. Since National Foundation for Teachers' Welfare is a non-governmental organisation, officers selected for the post are not eligible for allotment of General Pool Accommodation or for its retention of such accommodation, if already allotted by the Directorate of Estates.

3. 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 candidate 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.

.....2/-
4. The brief duties of Assistant Secretary are:

i) To assist the Secretary-Treasurer in the discharge of his/her duties.

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. 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 21st April, 2011.

Yours faithfully,

[Signature]

{Alka Bhargava}
Director [VE] and Secretary Treasurer
National Foundation for Teachers' Welfare
**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 :  

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<th>Period</th>
<th>Scale of pay</th>
<th>Whether ad-hoc or regular</th>
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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:  
Date :  
Signature of Employer  
Designation