

Indian Red Cross Society  
New Delhi.

File No. No.A-19012/01/24/P&A

1349

25<sup>th</sup> November, 2024

**VACANCY CIRCULAR**

Indian Red Cross Society (IRCS) was established under the Parliament Act XV of 1920. It is the largest statutory humanitarian organization that works as Auxiliary to the Government and Armed Forces Medical services. It contributes to saving lives and protecting livelihoods, provides relief in times of disasters and other emergencies. The Hon'ble President of India is the President of the Society and the Hon'ble Union Minister for Health & Family Welfare, Govt. of India is the Chairman of the Society.

IRCS is inviting applications in the prescribed proforma ( as per annexure of the advertisement ) from eligible officers who are well versed with Administrative work, Rules and Regulations of Central Secretariate Services, matters relating to Court Cases and RTI matters etc. from Central/ Delhi NCR/ Govts or their PSUs or Autonomous Bodies for filling up one post of Deputy Secretary and one post of Under Secretary both on deputation basis in the Indian Red Cross Society, New Delhi Headquarters as per the details given below:-

Sl. No.	Name of the Post	Number of Vacancy	Pay level in the pay Matrix	Eligibility Category
1.	Deputy Secretary	01	Level 12 of the Pay Matrix (Pre-revised Pay Band 3 {15,600-39,100} plus Grade Pay Rs. 7600/-)	<p>1. Holding analogous post of Deputy Secretary or equivalent at level-12 in Ministries/ Depts/ Attached/ Subordinate Offices in the Govt. of India</p> <p>OR</p> <p>Group 'A' officers of Govt. of India holding the post of Under Secretary or equivalent in the level-11 with 5 years regular service.</p> <p>OR</p> <p>Group A officers of Govt. of India with 6 years service in the level-10 of the pay matrix.</p> <p>2. It is essential to have adequate experience in General Administrative work which may include i) good managerial and interpersonal skills ii) good noting and drafting skills and communication ability and experience in financial matters and purchasing procedures.</p>


*Dr. Navayana*  
25/11/2024

2.	Under Secretary	01	Level 11 of the Pay Matrix (Pre-revised {15,600-39,100} plus Grade Pay Rs. 6600/-)	<p>1. Holding analogous post of Under Secretary or equivalent at level-11 in Ministries/ Depts/ Attached/ Subordinate Offices in the Govt. of India</p> <p>OR</p> <p>Group B officers with 8 years of regular service in the Grade of Section Officer or equivalent at Level-8</p> <p>2. It is essential to have adequate experience in (i) General Administrative/ Establishment work (ii) good managerial and interpersonal skills (iii) good noting and drafting skills and communication ability and experience in financial matters and purchasing procedures.</p>
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Other General Criteria:-

1. Period of Deputation: Initially for 3 years; could be extended as per extant rules prescribed by DoPT on the subject.
2. Pay & Allowance: Admissible as per extant guideline issued by DoPT vide O.M. No. 6/8/2009-Extt. (Pay II) dated 17.06.2010 and as amended from time to time.
3. How to apply: Completed application should be sent through proper channel in the prescribed proforma to Joint Secretary ( Administration), Indian Red Cross Society, 1, Red Cross Road, New Delhi-110001 alongwith
  - a) Up-to-date copies of ACRs/APARs for the last five years duly attested on each page by a Group 'A' Officer.
  - b) Cadre Clearance
  - c) Vigilance Clearance
4. IRCS Departmental pool Accommodation will be considered if available as per approval of the IRCS authority.
5. Experience can be relaxed in deserving cases by the competent authority on a case to case basis.
6. Maximum age limit 56 as on 1.11.2024.

The last date for receiving applications is 24<sup>th</sup> December 2024. Applications received after the closing date or without prescribed documents or otherwise found incomplete or not in the prescribed proforma are liable to be rejected and no correspondence shall be entertained in this regard. Officers who apply for the post will not be allowed to withdraw their candidature subsequently. Cadre Controlling Authorities may ensure that the applicants of only those officers are forwarded who can be spared on being selected.

  
(A.N.Narayanan)  
Officer on Special Duty.

APPLICATION FORM

APPLICATION FORM FOR DEPUTATION TO THE POST OF DEPUTY SECRETARY AND UNDER SECRETARY OF THE MINISTRIES/ DEPARTMENTS/ DIRECTORATES/ UNDER GOVERNMENT OF INDIA/ PSUs.

1. Name & Designation:
2. Date of Birth:
3. Gender:
4. Address/ Contact details including Mobile No & Email ID:
5. Educational Qualifications:
6. Name of the parent Ministry/ Directorate/PSU:
7. Details of employment in the chronological order:-

Department/ Institution/ Organisation	Post held	From	To	Scale of Pay and basic therein	Nature of duties performed.

8. Whether any penalty was imposed during the service:
9. If yes, details thereof:
10. Whether in sound health-both physically and mentally
11. Attach a brief profile indicating the area of expertise and interest:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Permanent/ Present Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Number: \_\_\_\_\_

Email ID: \_\_\_\_\_

Place : \_\_\_\_\_

Date: \_\_\_\_\_