

**Indian Red Cross Society  
National Headquarters  
New Delhi.**

31<sup>st</sup> January 2025.

**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) from eligible officers who are well versed with **Administrative work, Rules and Regulations of Central Government / Autonomous/Statutory Bodies, Finance, Coordination of meetings/AGM, Court Cases and RTI matters etc.** from Government of India/PSUs/Autonomous/ Statutory Bodies from Delhi/ NCR 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 (67700-208700) of 7 <sup>th</sup> CPC	<ul style="list-style-type: none"><li>* The officers of Ministries/ Depts/ Attached/ Subordinate Offices in the Govt. of India holding <b>analogous posts (Level 12) or posts at one level below (level 11)</b> eligible to apply.</li><li>* Should have good managerial and interpersonal skills.</li><li>* Should have good noting and drafting skills and communication ability.</li><li>* Should have effective liaising ability with other Ministries/ Organisations</li></ul>
2.	Under Secretary	01	Level 11 of the Pay Matrix (56100-177500) of 7 <sup>th</sup> CPC	<ul style="list-style-type: none"><li>* The officers of Ministries/ Depts/ Attached/ Subordinate Offices in the Govt. of India holding <b>analogous posts (Level 11) or posts at one level below i.e (level 10)</b> eligible to apply.</li><li>* Should have good managerial and interpersonal skills.</li><li>* Should have good noting and drafting skills and communication ability.</li><li>* Should have effective liaising ability with other Ministries/ Organisations</li></ul>

**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.
- 4 The last date for receiving applications shall be 30 days after the issue of this Notice (4<sup>th</sup> March 2025). Applications received after the closing date 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.



Satya Devan K)  
HR Manager

To,

The Secretary of all Ministries/ Departments of Government of India -with the request to circulate the vacancy to their entire field sources including attached / subordinate /Autonomous Organisation and PSUs.

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: \_\_\_\_\_