



भारत सरकार/Government of India

कौशल विकास एवं उद्यमिता मंत्रालय /Ministry of Skill Development & Entrepreneurship  
प्रशिक्षण महानिदेशालय / Directorate General of Training  
राष्ट्रीय कौशल प्रशिक्षण संस्थान महिलाएं /National Skill Training Institute For Women-Mohali  
परिसर सरकारी आई०टी०आई०नीलपुर/in Campus of Govt. Women ITI, Neelpur  
राजपुरा, जिला पटियाला -140401/ Rajpura, District- Patiala-140401

Ref. No.: A-11015/1/2024-O/o NSTI(W) MOHALI /E-64210//8536 Dated:- 22-04-2024

**परिपत्र**

**Subject: Filling up two posts of Upper Division Clerk (UDC) in Pay Level 4 on deputation basis one each at National Skill Training Institute (W) Mohali (PB) and Jammu (J&K)**

It is proposed to fill up two posts of Upper Division Clerk (UDC) in Pay Level 4 on deputation basis one each at National Skill Training Institute(W) Mohali (PB) and Jammu (J&K) on deputation basis. The period of deputation initially be for a period of one year extendable to maximum of three years.

Eligibility :-

- (i) Persons from the Central Government or the State Government holding analogous posts: **OR**
- (ii) Holding posts in the pay level-2 with five years' service in the grade rendered after appointment thereto on a regular basis.

**Note:** The departmental officers in the feeder category who are in the direct line of the promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Applications in the enclosed Proforma along with photocopies of the complete and upto date APARs duly attested by Head of Office in respect of the officers who could be spared in the event of their selection may be sent to the Principal/ADT/HOO, National Skill Training Institute (Women) Mohali in campus of Neelpur ITI at Rajpura, District Patiala, Punjab-140401 within 30 days of issue of this circular. Applications received after the last date or without attested copies of Confidential Reports or otherwise found incomplete, will not be considered. While forwarding applications, it may be verified and ensured that particulars furnished by the applicants are true and correct. A certificate that no Vigilance case is pending or contemplated against the applicant and no major/minor penalty is imposed on him/her during last 5 years along with cadre clearance and integrity certificate

may be furnished with the applications. Candidate may also send an advance application to the undersigned.

This issues with the approval of competent authority.

Encl: **Proforma.**

(Kamini Kashyap)  
Principal/ADT/HOO

Copy to:-

1. All Ministries/Department of Govt. of India including DGT, Ministry of Skill Development & Entrepreneurship.
2. All Field Offices of DGT (As per list attached)
3. ✓ Sh. Mukesh Kaushik, TO/Nodal Officer(IT) with the direction to upload the circular on website.
4. Notice Board.

  
(Kamini Kashyap)  
Principal/ADT/HOO

कार्यालय प्रमुख  
Head of Office  
रा० को० प्रशि० संस्थान (महिला)  
N.S.T.I for Women  
मोहाली-(पंजाब)  
MOHALI-(PUNJAB)

**PROFORMA FOR THE POST OF UPPER DIVISION CLERK (UDC) IN NATIONAL SKILL TRAINING INSTITUTE (W) MOHALI (PB) AND JAMMU (J&K)**

1. Name
2. Date of birth
3. Date of appointment
4. Educational Qualification
5. Present Post held, date  
From which held & Pay Scale
6. Name of Department/Organization
7. Nature of Duties  
(Please attach a signed separate sheet, if necessary)
8. Whether belongs to SC/ST/OBC/PH
9. Whether Permanent/Temporary
10. Any other information in support  
of your candidature
11. Choice of Station on deputation

Dated:

(Signature of the applicant)

**CERTIFICATE OF EMPLOYER**

It is certified that the above particulars of Shri/Smt. \_\_\_\_\_ are verified and he/she is free from vigilance angle. His/her attested copies of upto date APARs are enclosed herewith. He/She can be spared for transfer when required.

Signature of Head of Office  
With Office Seal