No. 7-4/2026-MC
Government of India
Ministry of Education
Department of Higher Education
Minority Cell

New Delhi, dated the 30th October, 2026.

VACANCY CIRCULAR

Subject: Filling up of the various posts in the National Commission for Minority Educational Institutions (NCMEI), New Delhi, on deputation basis - Calling for applications – regarding.

The undersigned is directed to inform that it has been decided to fill up the various posts in the NCMEI, New Delhi, a statutory body under the Ministry of Education, Government of India on deputation basis.

2. **The number of vacancies, classification of posts, method of recruitment, age, eligibility criteria and period of deputation, etc. are attached as Annexure – 1.**

3. It is requested that the applications (three copies) of willing and eligible candidates who can be spared immediately on selection, may kindly be forwarded to Shri B. K. Mahanta, Director, Ministry of Education, Government of India, Room No.6 A, 4th Floor, Jeevandeep Building, Parliament Street, New Delhi – 110001, in hard copy within 60 (Sixty days from the date of issue of advertisement in the Employment News/Rozgar Samachar in the prescribed format (Annexure II) along with all the requisite documents i.e. attested copies of latest 05 years APAR (each page attested by an officer not below the rank of Under Secretary), DE/Vigilance Clearance, Statement showing major/minor penalty, if any, imposed on the officers during the last 10 years, Integrity Certificate and Cadre Clearance etc. Further, soft copy (PDF format) of application along with relevant documents may also be emailed within prescribed time limit at bk.mahanta@nic.in. The extension of last date of receipt of application, if any, will be notified / uploaded in the website of Ministry.

4. While forwarding the applications, it may also be verified and certified that the particulars furnished by the officers are correct and that no vigilance case is either pending or contemplated against them and no major/minor penalty has been imposed on the officers during the last 10 years. Applications received after due date or without the above-mentioned requisite documents or otherwise found incomplete will not be considered and summarily rejected. Advance copy of the application will not be entertained. The candidate, in the event of his/her selection, will not be allowed to withdraw his/her candidature subsequently on any ground.

5. The deputation will be governed in accordance with the provisions contained in the DoPT OM No. 6/08/2009-Establishment(Pay-II) dated 17.6.2010, and OM No.2/11/2017-Establishment (Pay-II) dated 24.11.2017 and 15.03.2021 as amended from time to time.

6. It is requested that wide publicity be given to this circular among all eligible officers under Central or State Governments, Union Territory Administrations, Universities, Recognised Research Institutions, Public Sector Undertakings, Semi-Government, Statutory, or Autonomous Organisations.

(B.K. Mahanta)
Director(MC)
Tel. 011-2334 0407
Email: bk.mahanta@nic.in

To

1) Secretaries to all the Ministries/Departments of Govt. of India.
2) Chief Secretaries to all the State/UT Governments.
3) All Attached / Subordinate / Autonomous Organisations of the Ministry of Education.
4) The Deputy Secretary, NCMEI with the request to publish the advertisement in Employment News/Rozgar Samachar/National daily/Regional language newspaper and to place vacancy circular on the website of NCMEI for wide publicity.
5) NIC, Ministry of Education with the request to place this vacancy circular on the website of the Ministry for wide circulation.
6) PS to Director (MM), DoPT with the request to place this vacancy circular through bulk email system and upload on DoPT's website for wide publicity.
7) Estt-I / Estt-II / Estt.-III / Estt.-IV Sections, Ministry of Education.

ANNEXURE-I

S. No	Name of post/ number of vacancies	Classification of post	Pay-Scale as per 6th CPC	Mode of Selection	Eligibility
	A	**B**	**C**	**D**	**E**
1	Deputy Secretary (01 Post)	General Central Service, Group A Gazetted, Ministerial	#Rs.15600-39100 (PB-3) Grade Pay Rs.7,600	Deputation	Officers under the Central Government:- (i) holding analogous post on regular basis in the parent cadre or department; Or (ii) with five years service in the grade rendered after appointment thereto on a regular basis in post in PB-3 in the scale of pay of Rs.15600-39100/- with Grade pay of Rs.6600/- or equivalent in the parent cadre or department.
2	Senior Principal Private Secretary (01 Post)	General Central Service, Group A Gazetted, Ministerial	#Rs.15600-39100 (PB-3) Grade Pay Rs.7,600	Deputation	Officers under the Central Government:- (i) holding analogous post on regular basis in the parent cadre or department; Or (ii) with five years service in the grade rendered after appointment thereto on a regular basis in post in PB-3 in the scale of pay of Rs.15600-39100/- with Grade pay of Rs.6600/- or equivalent in the parent cadre or department.
3	Under Secretary (01 Post)	General Central Service, Group A Gazetted, Ministerial	#Rs.15600-39100 (PB-3) Grade Pay Rs.6,600	Deputation	Officers under the Central Government:- (i) holding analogous post on regular basis in the parent cadre or department;

					Or (ii) with five years service in the grade rendered after appointment thereto on a regular basis in post in PB-3 in the scale of pay of Rs.15600-39100/- with Grade Pay of Rs.5400/- or equivalent in the parent cadre or department. Or (iii) with six years service in the grade rendered after appointment thereto on a regular basis in post in PB-2 in the scale of pay of Rs.9300-34800/- with Grade Pay of Rs.4800/- or equivalent in the parent cadre or department.
4.	Section Officer (01 Post)	General Central Service, Group B Gazetted, Ministerial	#Rs.9300-34800 (PB-2) Grade Pay Rs.4,600	Deputation (including short term contract)	Officers under the Central or State Governments or Union Territory administrations or Universities or Recognized research institutions or Public Sector Undertakings or Semi-Government or Statutory or Autonomous organizations:- (i) holding analogous post on regular basis in the parent cadre or department; Or (ii) with five years service in the grade rendered after appointment thereto on a regular basis in post in PB-2 in the scale of pay of Rs.9300-34800/- with Grade Pay of Rs.4200/- or equivalent in the parent cadre or department.
5.	Private Secretary (05 Posts)	General Central Service, Group B	#Rs.9300-34800 (PB-2) Grade	Deputation (Including Short term Contract)	Officers under the Central or State Governments or Union Territory administrations or

		Gazetted, Ministerial	Pay Rs.4,600		Universities or Recognized research institutions or Public Sector Undertakings or Semi-Government or Statutory or Autonomous organizations:- (i) holding analogous post on regular basis in the parent cadre or department; Or (ii) with five years service in the grade rendered after appointment thereto on a regular basis in post in PB-2 in the scale of pay of Rs.9300-34800/- with Grade Pay of Rs.4200/- or equivalent in the parent cadre or department.
6.	Personal Assistant (05 Posts)	General Central Service, Group B Non-Gazetted, Ministerial	#Rs.9300-34800 (PB-2) Grade Pay Rs.4,200	Deputation (Including Short term Contract)	Officers under the Central or State Governments or Union Territory administrations or Universities or Recognized research institutions or Public Sector Undertakings or Semi-Government or Statutory or Autonomous organizations:- (i) holding analogous post on regular basis in the parent cadre or department; Or (ii) with six years service in the grade rendered after appointment thereto on a regular basis in post in PB-1 in the scale of pay of Rs.5200-20200/- with Grade Pay of Rs.2800/- or equivalent in the parent cadre or department; Or (iii) with ten years service in the grade rendered after

					appointment thereto on a regular basis in post in PB-1 in the scale of pay of Rs.5200-20200/- with Grade Pay of Rs.2400/- or equivalent in the parent cadre or department.
7.	Accountant (01 Post)	General Central Service, Group B Non-Gazetted, Non-Ministerial	#Rs.9300-34800 (PB-2) Grade Pay Rs.4,200	Deputation (Including Short term Contract)	Officers under the Central or State Government or Union Territory administrations or Universities or Recognized research institutions or Public Sector Undertakings or Semi-Government or Statutory or Autonomous organizations:- (i) holding analogous post on regular basis in the parent cadre or department; Or (ii) with six years service in the grade rendered after appointment thereto on a regular basis in post in PB-1 in the scale of pay of Rs.5200-20200/- with Grade Pay of Rs.2800/- or equivalent in the parent cadre or department. Or (iii) with ten years service in the grade rendered after appointment thereto on a regular basis in post in PB-1 in the scale of pay of Rs.5200-20200/- with Grade Pay of Rs.2400/- or equivalent in the parent cadre or department.

8.	Librarian (01 Post)	General Central Service, Group B Non-Gazetted, Non-Ministerial	#Rs.9300-34800 (PB-2) Grade Pay Rs.4,200	Deputation (Including Short term Contract)	Officers under the Central or State Government or Union Territory administrations or Universities or Recognized research institutions or Public Sector Undertakings or Semi-Government or Statutory or Autonomous organizations:- (i) holding analogous post on regular basis in the parent cadre or department; Or (ii) with six years service in the grade rendered after appointment thereto on a regular basis in post in PB-1 in the scale of pay of Rs.5200-20200/- with Grade Pay of Rs.2800/- or equivalent in the parent cadre or department. Or (iii) with ten years service in the grade rendered after appointment thereto on a regular basis in post in PB-1 in the scale of pay of Rs.5200-20200/- with Grade Pay of Rs.2400/- or equivalent in the parent cadre or department.
9.	Urdu Translator (01 Post)	General Central Service, Group B Non-Gazetted, Non-Ministerial	#Rs.9300-34800 (PB-2) Grade Pay Rs.4,200	Deputation (Including Short term Contract)	Officers under the Central or State Governments or Union Territory administrations or Universities or Recognized research institutions or Public Sector Undertakings or Semi-Government or Statutory or Autonomous organisations:- (i) holding analogous post on regular basis in the

					parent cadre or department; Or (ii) with six years service in the grade rendered after appointment thereto on a regular basis in post in PB-1 in the scale of pay of Rs.5200-20200/- with Grade Pay of Rs.2800/- or equivalent in the parent cadre or department; Or (iii) with ten years service in the grade rendered after appointment thereto on a regular basis in post in PB-1 in the scale of pay of Rs.5200-20200/- with Grade Pay of Rs.2400/- or equivalent in the parent cadre or department.
10.	Reader/Upper Division Clerk (01 Post)	General Central Service, Group C Non-Gazetted, Ministerial	#Rs.5200-20200 (PB-1) Grade Pay Rs.2,400	Deputation (Including Short term Contract)	Officers under the Central or State Governments or Union Territory administrations or Universities or Recognized research institutions or Public Sector Undertakings or Semi-Government or Statutory or Autonomous organisations:- holding analogous post on regular basis in the parent cadre or department; Or (ii) with five years service in the grade rendered after appointment thereto on a regular basis in post in PB-1 in the scale of pay of Rs.5200-20200/- with Grade Pay of Rs.2000/- or equivalent in the parent cadre or department. Or (iii) with eight years service in the grade

					rendered after appointment thereto on a regular basis in post in PB-1 in the scale of pay of Rs.5200-20200/- with Grade Pay of Rs.1900/- or equivalent in the parent cadre or department.
11.	Multi Tasking Staff (02 Posts)	General Central Service, Group C Non-Gazetted, Non-Ministerial	#Rs.5200-20200 (PB-1) Grade Pay Rs.1,800	Deputation (Including Short term Contract)	Officers under the Central or State Governments or Union Territory administrations or Universities or Recognized research institutions or Public Sector Undertakings or Semi-Government or Statutory or Autonomous organisations:- holding analogous post on regular basis in the parent cadre or department.

As per 6th CPC. The Salary will be made as per corresponding scale in the 7th CPC.

Note: In order to ensure wider pool of candidates, Ministry of Education vide order dated 23.03.2026 (Appendix-I-A) relaxed qualifying service/experience by **two years** for the posts of Deputy Secretary and Under Secretary as a one-time measure. Officers holding analogous posts in the cadre or department may also be considered for appointment on deputation, subject to the condition that they possess experience of working with quasi-judicial bodies.

The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in other organization/department of the Central Government shall ordinarily not exceed **five years**.

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Appendix-I-A

F. No. 7-2/2026-MC
Government of India
Ministry of Education
Department of Higher Education

Room No. 6A, 4th floor,
Jeevan Deep Building, New Delhi

Dated: 23rd March, 2026

ORDER

In exercise of the powers conferred under Rule 5 of the National Commission for Minority Educational Institutions (NCMEI) Recruitment Rules, 2016, and after careful consideration of the proposal of the National Commission for Minority Educational Institutions, the Central Government, being of the opinion that it is necessary and expedient to do so in the public interest and for the smooth functioning of the Commission, hereby relaxes the eligibility conditions relating to qualifying service/experience prescribed under the said Rules for filling up the posts of Deputy Secretary and Under Secretary in NCMEI.

2. The relaxation shall be applicable as under:

(i) The qualifying service/experience prescribed in the NCMEI Recruitment Rules, 2016 for the posts of Deputy Secretary and Under Secretary shall stand relaxed by two years from the existing requirements.

(ii) Officers holding analogous posts in any cadre or department may also be considered for appointment on deputation, subject to the condition that they possess experience of working with quasi-judicial bodies.

3. The above relaxation is granted as a one-time measure, and shall be applicable only for filling up the present vacancies of Deputy Secretary and Under Secretary in the National Commission for Minority Educational Institutions.

4. This relaxation shall not be treated as a precedent for future recruitments.

23/03/26

(B. K. Mahanta)
Director to Govt. of India

Copy to:

The Member,
National Commission for Minority Educational Institutions,
Jeevan Tara building, Sansad Marg,
New Delhi.

Annexure-II

Proforma of Application for the post of _____ *(name of the post)* to be filled up on Deputation Basis in the Office of the National Commission for Minority Educational Institutions, 1st floor, Jeevan Tara Building, 5, Sansad Marg, New Delhi (a Statutory Body created under an Act of Parliament).

1.	Name (in Capital Letters)	
2.	Correspondence address	
3.	Date of Birth (in Christian Era)	
4.	Date of retirement under Central Govt. Rules	
5.	Educational Qualifications (Starting from highest qualification to lowest. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)	
6.	Do you hold analogous post on regular basis in the parent cadre or department/Ministry	
7.	Have you rendered the required number of years of service in the grade rendered after appointment thereto on regular basis in the relevant Pay Band along with Grade Pay or equivalent in the parent cadre or department;	
8.	Do you possess eligibility conditions as indicated in Column (E) of the vacancy circular for the post for which you are applying (Please answer in "Yes" or "No" as applicable):	
9.	Details of employment, in chronological order (Starting from entry in Central Government service). Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.	

Office/ Organization	**Post held with scale of pay**	**Period of service**		**Nature of appoint-ment (Regular/ Ad-**	**Basic Pay (revised)**			**Nature of appointment whether regular/ad-hoc/deputation**
		From	**To**		**Pay in PB**	**G.P.**	**Basic pay**	

				hoc/ Deputa -tion				
1	2	3	4	5	6	7	8	9

10	Nature of present employment, i.e ad-hoc or temporary or permanent	
11	In case the present employment is held on deputation, please state	
	(a) The date of initial appointment (b) Period of appointment on deputation (c) Name of parent office/Organization to which you belong	
12.	Are you in revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale	

Date	Pay scale (pre-revised)	Basic pay (pre-revised)	Date of revision of pay	Revised scale of pay and Pay Level	Revised basic pay

13	Total emoluments drawn per month as on the date of applying against this Vacancy Circular	
14.	Additional information, if any, which you would like to mention in support of your suitability for the post.(Enclose a separate sheet if the space is insufficient)	
15.	Full postal address including PIN Code Number of the Forwarding Authority with name, telephone number and E-mail Address of the Forwarding Authority	
16	Whether belongs to SC/ST	
17	Remarks, if any	

Signature of the Candidate	
Name of the Candidate	
Complete Office Address	
E-mail address of the candidate	
Telephone Number / Fax No. of Candidate	
Mobile Number of Candidate	

Date:
Place:

Annexure-III

(Certificate To Be Furnished by the Employer/Head of Office/Forwarding Authority)

Certified that the particulars furnished by Shri/Smt./Ms._____ are correct and he/she possesses educational qualifications and experience mentioned in the vacancy circular.

2. Also Certified that:-

i. There is no vigilance or disciplinary case pending or contemplated against Shri/Smt./Ms._____.
ii. His/Her integrity is certified.
iii. The Photocopies for the last five years (2021-22 to 2025-26) duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed
iv. * No major/minor penalty has been imposed on him/her during the last ten years.
v. * A list of major/minor penalties imposed on him/her during the last ten years is enclosed.

(* Strike out which is not applicable).

Signature of the Forwarding Authority	
Name and Designation	
Official Seal	
Complete Office Address	
E-mail address of the Forwarding Authority	
Telephone Number / Fax No. of the Forwarding Authority	

Date:

Place:

List of enclosures:

1.

2.

3.

4.

5.

6.