

Shram Shakti Bhawan, Rafi Marg  
New Delhi, dated 07<sup>th</sup> July, 2023

**OFFICE MEMORANDUM**

**Subject: Filling up the post of Chief Labour Commissioner (Central) in the Ministry of Labour & Employment, New Delhi on deputation (including Short Term Contract) basis – reg.**

The undersigned is directed to refer to the subject cited above and to state that it has been decided to fill up one post of Chief Labour Commissioner (Central) in Higher Administrative Grade (HAG) of Central Labour Service (CLS) in Level 15 of the Pay Matrix (Rs.1,82,200 – 2,24,100/-) under the Ministry of Labour & Employment on deputation (including short term contract) basis from amongst suitable and eligible officers working under Central Government or State Government or Government of Union Territories or Public Sector Undertakings or Autonomous Bodies or Statutory Bodies. The period of deputation shall be initially up to 31.12.2023, which may be further extended as per the requirement of the Ministry.

2. The eligibility conditions, qualifications, experience required and other details related to the post are given in **Annexure -I**. The duties and responsibilities attached to the post are given in **Annexure-II**.
3. The terms & conditions and Pay & Allowances of the Officer selected for appointment on deputation basis would be governed as per the provisions contained in DoP&T's OM No. 6/8/2009-Estt(Pay-II) dated 17.06.2010 as amended from time to time.
4. It is requested that the applications (in duplicate) of suitable and eligible officers, who could be immediately relieved in the event of selection, may be sent to Shri Dhananjay Sharma, Under Secretary (CLS-I), Ministry of Labour & Employment, Room No. 12-A, Shram Shakti Bhawan, Rafi Marg, New Delhi-110001. The last date of receipt of application in the Ministry of Labour and Employment is **six weeks from the date of issue of advertisement** in Employment News/ Rozgar Samachar.
5. Applications of only such officers/ candidates which are routed through proper channel and are accompanied by the following documents, would be considered:
  - i. Bio-data as per the proforma given in **Annexure-III**
  - ii. Vigilance Clearance Certificate as per **Annexure-IV**
  - iii. Statement giving details of major or minor penalties imposed on the officer, if any, during the last ten years **Annexure-V**
  - iv. Integrity Certificate as per **Annexure VI**
  - v. Attested photocopies of ACRs/ APARs for the last five years (to be attested by an Officer not below the rank of Under Secretary) and
  - vi. Cadre Clearance

6. Applications received after the closing date or without the prescribed documents or otherwise found incomplete or not in the prescribed Proforma are liable to be rejected, without any notice to the candidate. Officers who apply for the post would not be allowed to withdraw their candidature, subsequently.

7. While forwarding the applications, it should be verified and certified that the particulars furnished by the officer are correct. It may also be confirmed that in the event of selection for appointment the officer concerned will be relieved of his duties immediately.

8. It is requested that this may be given wider circulation in various offices under the administrative control of your Ministry/ Department/ Organization.



(Dhananjay Sharma)

Under Secretary to the Govt. of India

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To,

- i. The Secretaries of all the Ministries/ Departments of Government of India
- ii. The Chief Secretaries of all State Government/ Union Territories
- iii. The Secretary, Department of Public Sector Enterprises, Government of India

## **Annexure-I**

1. **Name of the Post:** Chief Labour Commissioner (Central), Ministry of Labour & Employment
2. **Number of Post:** 01 (One)
3. **Classification:** In Higher Administrative Grade (HAG) of Central Labour Service (Organised Group 'A' Service)
4. **Pay Scale:** Level 15 of the Pay Matrix (Rs.1,82,200 – 2,24,100/-) with annual increment @ 3%
5. **Period of deputation:** Initially up to 31.12.2023, which may be further extended as per the requirement of the Ministry
6. **Pay & Allowances:** Pay & allowances of the Officer selected for appointment on deputation basis would be governed as per the provisions contained in DoP&T's OM No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010 as amended from time to time
7. **Qualifications, Experience and Eligibility required for the post:**

Officers under Central Government or State Governments or Government of Union Territories or Public Sector Undertakings or Autonomous Bodies or Statutory Bodies:

- (A) (i) Holding analogous post on regular basis;  
(ii) With three years' regular service in the Senior Administrative Grade in Level 14 of Pay Matrix (Rs.1,44,200 – 2,18,200/-); and
- (B) possessing the following educational qualifications and experience:

### **Essential Qualifications:**

- (i) Degree of a recognized University;
- (ii) Diploma in Social Work or Labour Welfare or Industrial Relations or Personnel Management or Labour Laws from a recognized University or Institution.

### **Experience:**

Working experience of eighteen years in public field out of which at least five years in the field of labour laws, industrial relations, conciliation in industrial disputes and labour welfare schemes in the Central Government or State Governments and Union Territories including exposure and knowledge of international labour laws.

**Note-1:** The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years.

**Note-2:** The maximum age limit for appointment by deputation shall be 'not exceeding 56 years' as on the last date of receipt of applications.

**Note-3:** For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1.1.2016 (the date from which the revised pay structure based on the 7<sup>th</sup> CPC recommendation has been extended) shall be deemed to be service rendered in the corresponding Pay level in the Pay Matrix extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one Pay level and where this benefit will extend only for the post(s) for which that pay level is the normal replacement without any up-gradation.

**Duties and responsibilities of the post of Chief Labour Commissioner (Central) under Ministry of Labour and Employment**

1. Chief Labour Commissioner (Central) is the Head of the Central Industrial Relations Machinery (CIRM) and is responsible for all administrative and financial powers of the organization of Chief Labour Commissioner (Central) besides the quasi-judicial and other functions.
2. Chief Labour Commissioner (Central) functions as Appellate Authority under Industrial Employment (Standing Orders) Act. Besides hearing appeals under IE (SO) Act, he/she also allocates appeals to other appellate authorities like Deputy Chief Labour Commissioner (Central) and Regional Labour Commissioner (Central).
3. Chief Labour Commissioner (Central) is responsible for administration/ implementation of Labour laws in the Central Sphere through machinery provided for the purpose. He is declared as Inspector under various Labour Laws.
4. As a chief of the organization, he is responsible for monitoring industrial relations in the country in the central sphere as well in the state sphere, when desired for by Government of India.
5. Chief Labour Commissioner (Central) monitors the Industrial relations situation through officers declared as Conciliation Officer under Industrial Disputes Act, 1947. He himself is declared as Conciliation Officer under ID Act, 1947 and intervenes/ mediates in the disputes of national importance.
6. Chief Labour Commissioner (Central) is the main agency to provide feedback to Govt. of India in the matter of industrial relations scenario and suggest ways and means to maintain industrial harmony.
7. Chief Labour Commissioner (Central) acts as an Advisor to Government of India in the matters relating to amendment of Labour Laws and also to suggest formulation of new legislations, if necessary.

**Application form for the post of Chief Labour Commissioner (Central) under  
Ministry of Labour & Employment, New Delhi on deputation basis****Bio-Data Proforma**

- Note:** (i) The application along-with the documents mentioned in the vacancy circular should be forwarded through proper channel/ the concerned department
- (ii) Incomplete, unsigned and the applications received not in the prescribed proforma and after the last date of receipt of application shall be rejected summarily, without any notice to the candidate.

Paste self-attested passport size photograph

1. Name (in Block Letters)							
2. Postal Address (For future correspondences)							
3. Telephone No. & Email ID (O) (M) (Email)							
4. Date of Birth (in Christian era)							
5. Date of retirement under Central/ State Government Rules							
6. Educational Qualifications							
7. Whether Educational and other qualifications required for the posts are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)							
Qualification/ Experience required as mentioned in the advertisement/ vacancy circular				Qualification / experience possessed by the officer			
A. Essential Qualification							
B. Experience							
8. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualification and work experience of the post Yes/ No (Tick as appropriate)							
9. Details of Employment in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.							
Office/ Institution/ Organization	Post held	Service Cadre to which the post belongs and classification of the post	From	To	Pay band and Grade Pay/Pay Scale of the post held	Whether held on regular/ ad-hoc basis	Nature of Duties (in detail) highlighting experience required for the post applied

10. Nature of present employment			
i. Name of the post			
ii. Regular/ Ad-hoc/ Temporary/ Quasi-Permanent/ Permanent (Specify as applicable)			
iii. Level in Pay Matrix as per 7 <sup>th</sup> CPC			
iv. Pay drawn in the Pay level as per 7 <sup>th</sup> CPC			
v. Total emoluments drawn, including pay, as per 7 <sup>th</sup> CPC			
11. In case the present employment is held on deputation/contract basis please state.			
a) The date of initial appointment	b) Period of appointment on deputation/ contract	c) Name of the parent office / organization to which the applicant belongs	d) Name of the post and Pay of the post held in substantive capacity in the parent organization
<p><b>11.1. Note:</b> In case of Officers already /on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p><b>11.2. Note:</b> Information under Column 10(c) &amp; (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/organization.</p>			
12. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
13. Additional details about present employment:			
<p>Please state whether working under (Indicate the name of your employer against the relevant column)</p> <p>a) Central Government  b) State Government  c) Government of Union Territories  d) Autonomous Organization  e) Government Undertaking  f) Statutory Bodies  g) Universities/ Other</p>			
14. Are you in Revised Scale or Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.			
15. Total emoluments per month now drawn			
Basis Pay in the PB	Grade Pay	Total Emoluments	

16. In case the applicant belongs to an organization which is not following the Central Government Pay-Scales, the latest salary slip issued by the Organization showing the following details may be enclosed.		
Basic Pay with Scale of Pay and rate of Increment	Dearness Pay/ Interim relief/ other Allowances etc. (with break-up details)	Total Emoluments
17. <b>Additional Information</b> , if any relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional qualification (ii) Professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement) Note: Enclose a separate sheet, if the space is insufficient		
18. Whether belongs to SC/ST/OBC/UR		

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the information furnished by me in the above proforma, duly supported by the documents in respect of Essential Qualification/ Work Experience, will be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

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

(Signature of the candidate)

Address \_\_\_\_\_  
\_\_\_\_\_

**Certification by the Employer/ Cadre Controlling Authority**

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/ she possesses the desired educational qualification and experience mentioned in the vacancy Circular. If selected, he /she will be relieved immediately.

(Authorised Signatory)

Name & Office Seal:

Date:



**VIGILANCE CLEARANCE CERTIFICATE**

Certified that no vigilance case or disciplinary proceedings or criminal proceedings is either pending or contemplated against Shri/ Smt. /Ms....., who has applied for the post of Chief Labour Commissioner (Central) on deputation (including short term contract) basis in the Ministry of Labour & Employment New Delhi.

(Authorised Signatory)

Name & Office Seal:

Date:

**NO PENALTY CERTIFICATE**

Certified that no minor/major penalty has been imposed during the last 10 years on Shri/ Smt./ Ms....., who has applied for the post of Chief Labour Commissioner (Central) on deputation (including short term contract) basis in the Ministry of Labour & Employment, New Delhi.

(Authorised Signatory)

Name & Office Seal:

Date:

**INTEGRITY CERTIFICATE**

After scrutinizing all relevant official records, including the list of officers of doubtful integrity, it is certified that integrity of Shri/Smt./Ms....., who has applied for the post of Chief Labour Commissioner (Central) on deputation (including short term contract) basis in the Ministry of Labour & Employment, New Delhi, is beyond doubt.

(Authorised Signatory)

Name & Office Seal:

Date: