

F. No 2-28/2015-MAEF
Government of India
Ministry of Minority Affairs
(MAEF Division)

Pt. Deendayal Antyodaya Bhawan
CGO Complex, New Delhi

Dated : 15.09.2020

Office Memorandum

Subject: Filling of vacant post of Secretary & CEO in MAEF
publishing of Advertisement various Newspapers.

Sir,

Please find enclosed herewith a copy of Advertisement, in both English and Hindi versions, on the referred post for publishing of the same in various National, State and other leading English and Hindi Newspapers across the country *including Employment News.*

2. The action taken in this regard may also be intimated to this Division for record.



(Suresh Yadav)

Under Secretary (MAEF)

Encls: As stated

To

Director, Media Division, M/o Minority Affairs.

Copy to:

1. Sr. Technical Director (NIC), MoMA – Along-with enclosures with the request to upload the same on the MoMA's website.
2. Secretary, MAEF – Along-with enclosures with the request to upload the same on the MAEF's Website.



(Suresh Yadav)

Under Secretary (MAEF)

Copy to
[Signature]
15/9/20
OS/2/17/20

F. No. 12/1/2020/MAEF-MoMA
Government of India
Ministry of Minority Affairs

Ministry of Minority Affairs invites applications to fill up the post of Secretary & Chief Executive Officer of Maulana Azad Education Foundation (MAEF), a Society established under the Ministry of Minority Affairs to promote education among educationally backward minorities and other weaker sections, from eligible candidates on deputation basis for Government Officers or from Expert -Non official professionals on contractual basis for a tenure of 5 (five) years. The eligibility conditions for appointment to the post of Secretary & Chief Executive Officer of MAEF are given below:

Name of the Post :- Secretary & Chief Executive Officer.

Age Limit:- The maximum age limit shall not be exceeding 56 years as on the closing date of the receipt of application.

Qualifications in case of recruitment by Deputation:-

- i. Officers of All India or other Central Services with five years of service in the Pay Scale of Rs. 37,400-67,000 with Grade Pay of Rs. 8,700/- (revised pay matrix level 13) or above.

OR

- ii. Associate Professor or equivalent Officer in an established academic institution/research centre with at least 5 years regular service in the Pay scale of Rs. 37,400-67,000 with Grade Pay of Rs. 8,700 (revised pay matrix level 13) or above.

Qualification for Direct recruitment on Contractual basis:-

Post- graduate with preference to MBA with at least 15 years work experience in social and responsible organization of which at least 3 years in a leadership role as a head of an organisation or unit.

Interested candidates may apply to the Under Secretary (MAEF) Ministry of Minority Affairs, R. No. -1130, 11th Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi - 110003 with their bio-data as per the proforma available on the websites given below within 30 days from the date of publishing in Employment News by speed posts or by e-mail at **suresh.yadav25@nic.in** . For further details on the eligibility, job specifications and responsibility of the post interested candidates should visit our website www.minorityaffairs.gov.in/www.maef.nic.in. Government

officials applying for the post may also forward their advance application to the above address or email before submitting the same through proper channel. However, the latter would invariably be required within Thirty (30) days of the closing date.

Suresh

(Suresh Yadav)

US (MAEF)

Tel- 011- 24364310