

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

Date 12/05/2026

VACANCY CIRCULAR

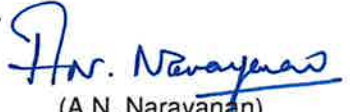
Indian Red Cross Society (IRCS) was established under the Parliament Act XV of 1920. It is the largest statutory humanitarian organization that works as Auxiliary to the Government and Armed Forces Medical services. It contributes to saving lives and protecting livelihoods, provides relief in times of 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 filling up of one post of Deputy Secretary and two posts of Director (equivalent to Under Secretary) 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 Matrix	Eligibility category
1.	Deputy Secretary	1	Level 12 of the Pay Matrix (67700-208700) of 7 th CPC	The officers of Ministries / Depts/ Attached / Subordinate Offices/ Autonomous Bodies/ Statutory organisations in the Government of India holding analogous posts (Level 12) or posts at one level below (level 11) eligible to apply. Should have good managerial and interpersonal skills. Should have good noting and drafting skills and communication ability. Should have effective liaising ability with other Ministries / organisations.
2.	Director	2	Level 11 of the Pay Matrix (56100-177500) of 7 th CPC	The officers of Ministries / Depts/ Attached / Subordinate Offices/ Autonomous Bodies/ Statutory organisations in the Government of India holding analogous posts (Level 11) or posts at one level below (level 10) eligible to apply. Should have good managerial and interpersonal skills. Should have good noting and drafting skills and communication ability. Should have effective liaising ability with other Ministries / organisations.

Other General Conditions: -

- Period of Deputation: Initially for 3 years and could be extended up to 5 years as per extant rules prescribed by DoPT on the subject.
- Pay & Allowance: Admissible as per extant guidelines issued by DoPT vide O.M. No. 6/8/2009-Estt. (Pay II) dated 17.06.2010 and as amended from time to time.
- 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.
- The Candidate who wish to apply are also requested to go through and familiarise with the IRCS Act, 1920 and rules , Branch Committee Rules, 2017 which are available in the website of IRCS i.e indianredcross.org
- **The last date** for receiving applications shall be **15th June 2026**. 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. .
- The accommodation will be provided subject to the availability of the quarters and with the approval of the Competent Authority in IRCS.
- The payment of leave encashment, PF, pension contribution will be paid as per instructions of Government from time to time as per mutually agreed terms.
- Maximum age limit will be 56 years on the closing date of the application.


(A.N. Narayanan)
Officer on Special Duty

To

1. 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 organisations/Statutory Bides/PSUs.
2. Under Secretary (MS Section) Ministry of Health and Family Welfare to put in the website of MoHF&W.
3. Under Secretary (CS), Department of Personnel and Training, New Delhi with a request to put in the website of DOPT.

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/ State Branches of IRCS.

1. Name & Designation:
2. Date of Birth:
3. Gender:
4. Address/ Contact details including Mobile No & Email ID:
5. Educational Qualifications:
8. 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 : _____

Certificate/Copies of ACR

1. It is certified that there is no Vigilance Case pending or contemplated against the official.
2. Copies of ACRs /APARs of last 5 years are enclosed.

Signature of the Administration In Charge
Oranisation _____
Seal/Date _____