

Employment News

To be published in the Employment News/ Rozgar Samachar/ News Paper - filling up of posts in Cabinet Secretariat on deputation

Government of India
Cabinet Secretariat

Advertisement:-

Applications are invited for the following posts in Cabinet Secretariat on Deputation from Officers of the Central Government possessing the qualification as mentioned below:-

1	Post	Director (Ministerial)
2	No. of Post	01 (One)
3	Pay Level	Level-13 (Rs. 1,23,100-2,15,900/-)
4	Eligibility Criteria	Officers of the Central Government (a)(i) holding analogous posts on regular basis in the parent cadre or Department; or (ii) with five years' service rendered after appointment to the post on regular basis in level-12 (Rs.78800-209200/-) in the pay matrix or equivalent in the parent cadre or Department; and (b) possessing the following educational qualification and experience:- (i) Bachelor's degree from a recognized University or Institution. (ii) Ten years of experience in the field of Administration or Establishment matters. Note:- The Departmental officers who are in the direct line of promotion shall not be eligible for consideration for appointment by deputation, and similarly, deputationists shall not be eligible for consideration for appointment by promotion.

NOTE :

1. The selected candidates will be entitled to normal deputation terms as admissible under the Central Government Rules in force from time to time (i.e. as per DoP&T OM No. 6/8/2009-Estt(Pay.II) dated 17.06.2010). The period of deputation shall be as specified in the recruitment rules of this department, amended from time to time. In addition, they are also eligible for special allowance @ 20% of Basic Pay drawn. However, no Deputation Duty Allowance will be paid.
2. The period of deputation, including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/ department of the Central Government, should ordinarily not exceed four years.
3. The maximum age limit for appointment on deputation shall not exceed 56 years, as on the closing date of receipt of applications.
4. The application in the proforma as given in Annexure-I may be sent through proper channel to **Under Secretary(Pers.), Cabinet Secretariat, Government of India, Room No. 1001, B-1 Wing, 10th Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi - 110003** within 60 days from the date of issue of this advertisement in the Employment News along with the following:-
 - (a) Complete and up-to-date APARs of the officers for the last 5 years or photocopies thereof duly attested by an officer not below the rank of Under Secretary, or equivalent on each page. Photocopies of APARs not attested by an officer of the rank of Under Secretary or equivalent shall not be accepted.
 - (b) Certificate by the Administrative Authority as per format given at Annexure - II.
 - (c) However, an advance copy of the application may be forwarded directly to the abovementioned address to facilitate timely receipt of the application.
5. The applications/ CV not accompanied by supporting certificates/ documents in support of Qualification and Experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection.
6. Applications received after due date or without any of the aforesaid documents/ information or otherwise incomplete shall not be considered.
7. While forwarding the application, it may be certified that the particulars furnished by the officer are correct, there is no doubt about the integrity of the officer and that no disciplinary case is either pending or contemplated against the officer.

BIO DATA/CURRICULUM VITAE PROFORMA
{ DOP&T OM NO. AB.14017/28/2014-EST.(RR) DATED 02.07.15}

ANNEXURE-I

Post applied for

1. Name and address (in block Letters)	
2. Date of birth (in Christian era)	
3. i) Date of entry into service	
ii) Date of retirement under Central /State Government Rule	
4. Educational Qualifications	
5. Whether Educational and other qualifications required for the post are satisfied.(if any qualification has been treated as equivalent to the one prescribed in the Rule, state the authority for the same)	
Qualifications/Experience required as mentioned in the advertisement/vacancy circular	
Essential	Essential
A) Qualification	A)
B) Experience	B)
Desirable	Desirable
A) Qualificaiton	A)
B) Experience	B)
5.1 Note: This column needs to be amplified to indicated Essential and Desirable Qualifications a mentioned in the RRs by the Administrative Ministry/Department /office at the time of issue of Circular and issue of Advertisements in the Employment News.	
5.2 In the case of Degree and post Graduate Qualification Elective/main subjects and subsidiary subjects may be indicated by the candidate.	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
6.1 Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied	

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held on regular basis	Form	To	Pay Band and Grade Pay/pay scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

• **Important:** Pay-band and Grade Pay/Pay Level granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay /pay scale of the post held on regular basis be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay/Pay Level where such benefits have been drawn by the candidate, may be indicated as below:

Office/Institution	Pay, Pay band, and Grade pay/Pay Level drawn under ACP/MACP Scheme	Form	To

8. Nature of present employment i.e ad-hoc or Temporary or Quasi-permanent or Permanent			
9. 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 parent office/organization to which the application belongs	d) Name of the post and pay of the post held in substantive capacity in the parent organization

<p>9.1 Note: 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>9.2 Note: Information under column 9(c) and (d) above must be given in all cases where a person is holding post in deputation outside the cadre/organization but still maintaining a lien in his parent cadre/ organization</p>			
<p>10. If any post held on Deputation in the past by the application, date of return from the last deputation and other details.</p>			
<p>11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)</p> <ul style="list-style-type: none"> a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others 			
<p>12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade</p>			
<p>13. 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.</p>			
<p>14. Total emoluments per month now drawn</p>			
Basic Pay in the PB/Pay Level	Grade Pay(If applicable)	Total Emoluments	
<p>15. In case the application belongs to and Organization which is not following the Central Government Pay-Scales, the last salary slip issue by the Organization showing the following details may be enclosed.</p>			
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim reliefs/ other allowances etc., (with break-up details)	Total Emoluments	

<p>16.A Additional Information, if any, relevant to the post you applied for in support of your suitability for the post.</p> <p>This among other thing may things may provide information with regard to</p> <ul style="list-style-type: none"> (i) Additional academic qualifications (ii) Professional training & (iii) Work experience over and above prescribed in the Vacancy Circular/Advertisement) <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>		
<p>16.B Achievements:</p> <p>The candidates are requested to indicate information with regard to:</p> <ul style="list-style-type: none"> (i) Research publication reports and special projects (ii) Awards/ Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/ institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any other information <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>		
<p>17. Please state whether you are applying for deputation (ISTC)/Absorption/re- Employment Basis.</p> <p># (Officers under Central/State Governments are only eligible for "Absorption". Candidates for non Government Organizations are eligible only for short Tem Contact)</p>		
<p># (The option of 'STC' /'Absorption'/Re-employment ' are available only if the vacancy circular specially mentioned recruitment by "STC" or " Absorption" or " Re-employment")</p>		

18. Whether belongs to SC/ST.

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also 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.

Signature of the candidate)

Address:

Date:

Contact No,

Annexure-II

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 educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

2. **Also certified that;**

- (i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. _____
- (ii) His/ Her integrity is certified.
- (iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt of India or above are enclosed.
- (iv) No major/minor penalty has been imposed on him/her during the last 10 years or a list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

(Employer/Cadre Controlling Authority with Seal)

cbe- 58101/11/0008/2344