

F.No.21/6/2014-CS.I (P)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel & Training)

Lok Nayak Bhawan, New Delhi
Dated 29th September, 2014

Office Memorandum

Subject: Filling up of vacancies of Under Secretary/ Section Officer/ Assistant on deputation basis in Seventh Central Pay Commission

Seventh Central Pay Commission has invited applications for filling up the posts of Under Secretary/ Section Officer/ Assistant by transfer on deputation basis. The detailed eligibility conditions, job requirement of the posts etc. are annexed for information of CSS officers.

2. Cadre Clearance from CS-I Division of DOP&T will be required in case of Under Secretary of CSS who are applying for deputation.


(V Srinivasaragavan)
Under Secretary to the Government of India
☎ 24629412

All Ministries/Departments (through Website of DOP&T)

F. No.7CPC/2/Staff Mobilisation/2014 [Pt.]

Government of India
Ministry of Finance
(Seventh Central Pay Commission)

CHATRAPATI SHIVAJI BHAWAN, B-14/A, QUTUB INSTITUTIONAL AREA
NEW DELHI – 110 016

Dated the 23rd September, 2014

To,

The Secretary
All Ministries/Departments
Government of India

Subject : Filling up of balance vacancies of Under Secretary/Section Officer/Assistant/UDC/Cashier on deputation basis in the Seventh Central Pay Commission

Sir,

I am directed to state that applications are invited for the following posts in the O/o Seventh Central Pay Commission to be filled up on deputation basis from the eligible candidates working in Ministries/Departments of the Central Government and Autonomous Organizations following Central Government Rules/norms/procedures/pay scales, etc.

- (i) Under Secretary in the Pay Scale of PB – 3 (Rs.15600-39100/- + GP Rs.6600/-)
(6 posts)
- (ii) Section Officer in the Pay Scale of PB – 2 (Rs.9300-34800/- + GP Rs.5400/-)
(5 posts)
- (iii) Assistant in the Pay Scale of PB – 2 (Rs.9300-34800/- + GP Rs.4600/-)
(1 post)
- (iv) UDC/Cashier in the Pay Scale of PB – 1 (Rs.5200-20200/- + GP Rs.2400/-)
(1 post)

2. These posts will be filled up **only** on deputation basis. The details of qualifications and experience required for the posts are given below. The terms & conditions and pay & allowances of the officers selected for appointment on deputation basis will be governed as per the provisions contained in Government of India, DoP&T O.M. No.6/08/2009-Estt (Pay. II) dated 17.06.2010, as amended from time to time.

- (i) For Under Secretary : Officers under Central Government and Autonomous Organizations following Central Government Rules/norms/procedures/pay scales, etc. holding analogous post on regular basis in the parent Cadre/Department or having four years regular service in PB-3 Rs.15600-39100/- + GP Rs.5400/- in the parent Cadre/Department or having five years regular service in the post in PB-2 Rs.9300-34800/- + GP Rs.4800/- in the parent Cadre/Department and possessing knowledge of secretarial practices, rules and regulations and practical experience of their application in the Central Government Ministry/Department/Autonomous Organizations and also having experience in Establishment, Administration, Finance/Vigilance matters.

(ii) For Section Officer : Officers under Central Government and Autonomous Organizations following Central Government Rules/norms/procedures/pay scales, etc. holding analogous post on regular basis in the parent Cadre/Department or having two years regular service in PB-2 Rs.9300-34800/- + GP Rs.4800/- in the parent Cadre/Department or having four years regular service in the post in PB-2 Rs.9300-34800/- + GP Rs.4600/- in the parent Cadre/Department and possessing knowledge of secretarial practices, rules and regulations and practical experience of their application in the Central Government Ministry/Department/Autonomous Organizations and also having experience in Establishment, Administration, Finance/Vigilance matters.

(iii) For Assistant : Officers under Central Government and Autonomous Organizations following Central Government Rules/norms/procedures/pay scales, etc. holding analogous post on regular basis in the parent Cadre/Department or having five years regular service in PB-1 Rs.5200-20200/- + GP Rs.2400/- in the parent Cadre/Department and possessing knowledge of secretarial practices, rules and regulations and practical experience of their application in the Central Government Ministry/Department/Autonomous Organizations and also having experience in Establishment, Administration, Finance/Vigilance matters.

(iv) For UDC/Cashier : Officers under Central Government and Autonomous Organizations following Central Government Rules/norms/procedures/pay scales, etc. holding analogous post on regular basis in the parent Cadre/Department or having four years regular service in PB-1 Rs.5200-20200/- + GP Rs.1900/- in the parent Cadre/Department and possessing knowledge of Cash & Accounts and budget work, as also practical experience of their application in the Central Government Ministry/Department/Autonomous Organizations.

3. The Officers should not have crossed the age of 56 years as on the closing date of receipt of application. Applications of eligible and willing officers may be forwarded in the **enclosed Annexure through proper channel, to Director (Admn.), Seventh Central Pay Commission, Chatrapati Shivaji Bhawan, B-14/A, Qutub Institutional Area, New Delhi – 110016 within 15 days of the date of publication of this Advertisement. Applications not forwarded through proper channel will not be considered.**

4. While forwarding the application in the prescribed format, the following documents may also be sent along with the application –

- (i) CR Dossier/Attested copies of the ACRs/APAR of the applicant for the last five years ;
- (ii) Cadre clearance, clearance from vigilance and disciplinary angle, statement giving details of major or minor penalties, if any, imposed on the officer during the last ten years ;
- (iii) A certificate that in the event of selection, the officer would be relieved to join the duties of the post.

5. The candidates who are selected for the post will not be allowed to withdraw their candidature subsequently.

Yours faithfully,

Yashashri Shukla

Encl : as above

(Yashashri Shukla)

Director (Admn.)

Tel : 26517092

Copy to –

1. Joint Secretary (AT&A), Department of Personnel & Training, North Block, New Delhi – **with a request to upload the circular immediately on the website of Department of Personnel & Training.**
2. Controller General of Accounts, Lok Nayak Bhawan, Khan Market, New Delhi
3. Comptroller & Auditor General of India, Deen Dayal Upadhyay Marg, New Delhi
4. Chief Secretary, Government of NCT of Delhi, I.P. Estate, New Delhi
5. Sr. Technical Director, NIC, Department of Expenditure, North Block, New Delhi for uploading the circular on the website of Seventh Central Pay Commission, immediately.

ANNEXURE

BIO-DATA PROFORMA for submission of application
(to be furnished in duplicate)

1. Name and office address in Block Letters
2. Designation, Pay Band with Grade Pay
(Substantive pay drawn since when)

(Current pay drawn since when
if different from substantive)
3. Name of the Post applied for
4. Date of Birth (in Christian era)
5. Date of retirement under Central /Government rules
6. Educational Qualifications

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

| Office/Organisation/ Institute | Post Held | From | To | Scale of Pay/Pay Band & Grade Pay | Basic Pay | Nature of Duties |
|-----------------------------------|-----------|------|----|---|-----------|------------------------|
| | | | | | | |

8. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post
9. Nature of present employment, i.e. Ad-hoc or temporary or permanent
10. In case the present employment is held on deputation/ contract basis, please state –
 - (a) The date initial appointment on deputation
 - (b) Period of appointment on deputation/ Contract
 - (c) Name of the parent office/organization to which you belong
11. Additional details about present employment. Please state whether working under -
 - (a) Central Government
 - (b) Autonomous Organisations

12. 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

13. Whether belongs to SC/ST

14. Remarks

Signature of Candidate

Address with Telephone no.

Date

Countersigned

Email

(Employer)