

SERVICES DEPARTMENT: COORDINATION BRANCH  
DELHI SECRETARIAT, 5<sup>th</sup> LEVEL, 'A' WING  
I.P. ESTATE, NEW DELHI-110002  
{http://services.delhigovt.nic.in}

F.10(306)/Coord/2018/081506898/6705

Dated: 30/07/18

To

All HODs/Pr. Secretaries/Secretaries,  
Govt. of NCT of Delhi and Autonomous Bodies of Delhi,

Sir/Madam

I am directed to upload the following letters/vacancy circulars/ Office Memorandums received from Ministries/Departments for circulation on the website of the Services Department, GNCTD of Delhi. This is for your kind information.

S. NO	Departments	Letter No. & Date	Subject
1	Ministry of Consumer Affairs, Food & Public Distribution	A-12024/1/2014-SRA, dated 22/06/2018	Filling up 05 posts of Assistant Director (S&R) in Ministry of Consumer Affairs Food & Public Distribution. Department of Food And Public Distribution. S&R Division by transfer on deputation including (short term contract) basis.
2	Govt. of India, Ministry of culture	No.17/48/2017-M-I, dated 25/06/2018	Filling up the posts of Curators and Deputy Directors in National Gallery of Modern Art under Ministry of Culture by Deputation (including short term contract) basis- reg.
3	Govt. of India, Ministry of Health & Family Welfare	S-12012/60/2011-EPW, dated 06/07/2018	Recruitment to the post of Direct General and Chief Executive Officer Central Medical Services Society. Department of Health and Family Welfare in Level-14 (pay Band-4: Rs. 37400-6700 plus Grade Pay Rs. 10000) by Deputation-reg.
4	Govt. of India, Ministry of Personnel & Public Grievances & Pensions	No.15/4/2007-Dir(C), dated 02/07/2018	Filling up of vacant posts in the Non-Statutory Department Canteens/Tiffin Rooms located in the Central Government Offices-regarding.
5	Government of India, Ministry of Water Resources, River Development & Ganga Rejuvenation	No.A12026/4/2018-Estt.IV, dated 20/07/2018	Vacancy circular for appointment on deputation (including short-term contract) basis to the post of Member (Environment & Rehabilitation) in Narmada control Authority (NCA), Indore-regarding.
6	Govt. of India, Ministry of Personnel & Public Grievances & Pensions	F.No. 1/3/2018-EO (SM-I).dated 04/07/2018	Filling up the post of Chairman (JS Level), Mormugao Port Trust (MoPT), Goa under the Ministry of Shipping on deputation basis.

Yours faithfully



(RANJEET SINGH)

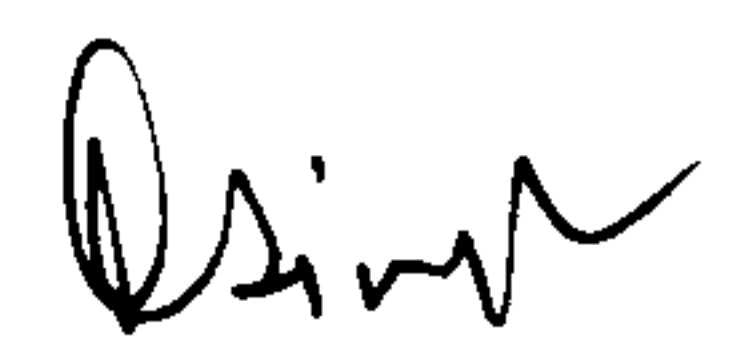
ADDITIONAL SECRETARY (SERVICES)

Encls: As above

F.10(306)/Coord//081506898/6705

Date: 30/07/18

1. PA to . Secretary (Services)/PA to Special Secretary-I/II, Govt. of NCT of Delhi.
2. Section Officer (Coordination), Services Department with the direction to upload the letter on the website of the Services Department.



(RANJEET SINGH)

ADDITIONAL SECRETARY (SERVICES)

A-12024/1/2014-SRA  
Government of India  
Ministry of Consumer Affairs, Food & Public Distribution  
Department of Food & Public Distribution

Krishi Bhavan, New Delhi,  
Dated the 22<sup>nd</sup> June 2018

Office Memorandum

**Subject:-**Filling up 05 posts of Assistant Director (S&R) in Ministry of Consumer Affairs Food & Public Distribution, Department of Food and Public Distribution, S& R Division by transfer on deputation including (short term contract) basis.

The undersigned is directed to say that Ministry of Consumer Affairs, Food and Public Distribution, Department of Food and Public Distribution proposes to fill up five posts of **Assistant Director(S&R)** Pay band-3 Rs. 15600-39100 with Grade pay of Rs. 5400 (Pre- revised) in Storage and Research Division, Ministry of Consumer Affairs, Food and Public Distribution, Department of Food and Public Distribution, Krishi Bhawan, New Delhi by transfer on deputation including (short term contract) basis.

**2. Eligibility:-**

Officers of the Central Government or State Governments or Union Territory or Autonomous Bodies or Public Undertakings or Statutory Organisations or Universities or Semi-Government Organisation:

- a. (i) holding analogous posts on regular basis; or
- (ii) with two years' regular service in posts in the Pay Band -2( Rs. 9300-34800), Grade Pay Rs.4800/-; and
- (iii) with three years regular service in post in the Pay Band-2,Rs. 9300-34800 with Grade Pay of Rs. 4600; and
- (iv) with eight years regula service in posts in the Pay Band-2, Rs. 9300-34800 with Grade Pay of Rs. 4200; and

- b. Possessing the following educational qualifications and experience:

**Essential:** (i) Master's Degree in Entomology or Plant Pathology or Bio-Chemistry from a recognised University; or

Master's Degree in Agriculture with specialization in Entomology or Plant Pathology or Bio-Chemistry from a recognised University; or

Master's Degree in Zoology or Botany with specialization in Entomology or Plant Pathology from a recognised University; and

- (ii) Five years' experience in teaching or research or extension work, including aspects related to storage and preservation of foodgrains .



**Note:** The Departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

(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 organisation/department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by transfer on deputation (including short-term contract) shall not be exceeding 56 years, as on the closing date of receipt of applications).

**3. Duties of Assistant Director :**

The duties of the Assistant Directors are Inspections of Food Storage Depots, Procurement Centres, Railhead, Fair Price Shops and Rice Mills initiation of Spadework concerning complaints from concerned State Governments. Rice millers and consumers, settlement of disputes between the State Governments and Food Corporation of India at the time of taking delivery of food grains stocks from FSDs, supervision of the work of Technical Officers (S&R).

4) The officers selected will have the option to draw his grade pay plus deputation (duty) allowances or to have his pay fixed in the time scale of the pay attached to this post in accordance with the DOP&T's O.M. No. 2/29/91-Estt. (Pay II) dated 05.01.1994, as amended from time to time.

5) It is requested that applications (in triplicate) in the enclosed Proforma, along with the complete and up-to-date Annual Confidential Reports/Annual Performance Appraisal Reports Dossier of the officers eligible who could be spared immediately in the event of their selection, may kindly be forwarded so as to reach this Ministry within 60 days from the date of issue of this circular. While forwarding the applications it may also be verified and certified that particulars furnished by the officers are correct and that no vigilance case is either pending or contemplated against them. Applications received after the due date or without Annual Confidential Reports/Annual Performance Appraisal Reports Dossier/Vigilance Clearance and Integrity Certificates and a statement of major/minor penalty, if any, imposed on the officers during the last 10 years or otherwise found incomplete will not be considered.

  
(K.K. Guite)

Deputy Secretary to the Government of India

To

1. All the Ministries/Departments of Government of India with request to circulate this OM to all concerned including Autonomous Bodies, PSUs etc. under their administration control and get it displayed on the Notice Board for wide publicity.

2. Chief Secretaries of States/UTs

3. Bureau of Outreach and Communication (BOC), Ministry of Information and Broadcasting, Phase-IV, Soochna Bhawan, C.G.O. Complex, Lodhi Road, New Delhi-110003, with the request that this may be published in the Employment News on receipt of necessary release instructions from the Directorate of Advertising and Visual Publicity, Ministry of Information and Broadcasting, New Delhi to advertise the vacancy immediately.

4. The Secretary, UPSC, Dholpur House, Shahjahan Road, New Delhi.

5. The CMD, FCI/CWC/CRWC, New Delhi.

6. The Chairman, Warehouse Development and Regulatory Authority, New Delhi.

बायोडेटा/जीवन वृत्त प्रोफार्मा

1. नाम और पता (स्पष्ट अक्षरों में)	
2. जन्म तिथि (ईस्वी सन में)	
3. i) सेवा में प्रवेश की तिथि ii) केन्द्र/राज्य सरकार के नियमों के तहत सेवानिवृत्ति की तिथि	
4. शैक्षणिक योग्यता	
5. क्या इस पद के लिए आवश्यक शैक्षणिक और अन्य योग्यताएं पूरी की गई हैं। (यदि कोई अर्हता नियमों में विनिर्दिष्ट अर्हता के समकक्ष समझी गई है, तो कृपया इस संबंध में नियम का उल्लेख करें)	
विज्ञापन / रिक्ति परिपत्र में उल्लिखित अपेक्षित योग्यता / अनुभव	अधिकारी की योग्यता/अनुभव
आवश्यक	आवश्यक
क) शैक्षणिक योग्यता	क) शैक्षणिक योग्यता
ख) अनुभव	ख) अनुभव
वांछनीय	वांछनीय

क) शैक्षणिक योग्यता		क) शैक्षणिक योग्यता			
ख) अनुभव		ख) अनुभव			
<p>5.1 नोट : इस परिपत्र के जारी होने के समय तथा रोजगार समाचार में विज्ञापन देने की तिथि को प्रशासनिक मंत्रालय/ विभाग/ कार्यालय द्वारा भर्ती नियमों में उल्लिखित अनिवार्य और वांछनीय अर्हताओं को दर्शाने के लिए इस कॉलम में विस्तृत सूचना देना आवश्यक है।</p> <p>5.2 स्नातक और स्नातकोत्तर शैक्षणिक अर्हताओं के मामले में उम्मीदवार द्वारा वैकल्पिक/मुख्य विषय और सहायक विषय का उल्लेख किया जाए।</p>					
6. कृपया आपके द्वारा ऊपर की गई की गई प्रविष्टियों को देखते हुए स्पष्ट करें कि क्या आपके पास इस पद के लिए अपेक्षित अनिवार्य शैक्षणिक योग्यताएँ और अनुभव है?					
<p>6.1 नोट : आवेदित पद के संदर्भ में उम्मीदवार के पास संबंधित अनिवार्य शैक्षणिक योग्यता/कार्य अनुभव है इसकी पुष्टि करने के लिए नियुक्ति करने वाले विभाग को अपनी विशिष्ट टिप्पणियाँ/विचार देना अपेक्षित है।</p>					
<p>7. कालक्रमानुसार रोजगार का ब्यौरा। यदि नीचे दिया गया स्थान अपर्याप्त है तो कृपया अपने हस्ताक्षर द्वारा विधिवत प्रमाणीकृत एक अलग शीट संलग्न करें।</p>					
कार्यालय / संस्थान	नियमित आधार पर धारित पद	से	तक	नियमित आधार पर धारित पद का वेतन बैंड तथा ग्रेड वेतन/वेतन स्केल	आवेदित पद के लिए अपेक्षित अनुभव दर्शाते हुए कार्य की प्रकृति

ii)  
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से



<p><b>*महत्वपूर्ण :</b> एसीपी/एमएसीपी के अंतर्गत प्रदान किया गया वेतन-बैंड तथा ग्रेड वेतन अधिकारी का व्यक्तिगत मामला है तथा इसका उल्लेख करना आवश्यक नहीं है। केवल नियमित आधार पर धारित पद का वेतन बैंड तथा ग्रेड वेतन/वेतन स्केल दर्शाना पर्याप्त है। यदि उम्मीदवार द्वारा ऐसे लाभ उठाए गए हैं तो एसीपी/एमएसीपी सहित वर्तमान वेतन बैंड तथा ग्रेड वेतन का ब्यौरा दें;</p>					
कार्यालय / संस्थान	एसीपी/एमएसीपी के अंतर्गत प्राप्त किया गया वेतन, वेतन-बैंड तथा ग्रेड वेतन	से	तक		
8. वर्तमान रोजगार की प्रकृति अर्थात् तदर्थ या अस्थायी या अर्ध - स्थायी या स्थायी					
9. यदि वर्तमान रोजगार प्रतिनियुक्ति/संविदा आधार पर है, तो कृपया उल्लेख करें					
क) प्रारंभिक नियुक्ति की तारीख	ख) प्रतिनियुक्ति / संविदा पर नियुक्ति की अवधि	ग) आवेदक के मूल कार्यालय/संगठन का नाम	घ) मूल संगठन में मूल पद का नाम और मूल क्षमता में धारित पद का वेतन		
9.1 नोट : पहले से ही प्रतिनियुक्ति पर होने वाले अधिकारियों के					

<p>मामले में ऐसे अधिकारियों के आवेदनों को मूल कैडर / विभाग द्वारा कैडर निकासी, सतर्कता निकासी तथा सत्यनिष्ठा प्रमाणपत्र के साथ अग्रेषित किया जाना चाहिए।</p> <p>अधिकारी संवर्ग के साथ साथ मूल काडर / विभाग द्वारा भेजा जाना चाहिए</p> <p>क्लीयरेंस, सतर्कता मंजूरी और वफादारी प्रमाण पत्र।</p>	
<p><b>9.2 नोट :</b> उपर्युक्त कॉलम 9 (ग) एवं (घ) के तहत सूचना उन सभी मामलों में दी जानी चाहिए जहां एक व्यक्ति कैडर / संगठन के बाहर प्रतिनियुक्ति पर है</p> <p>किंतु उसने अपने मूल कैडर / संगठन में अभी भी धारणाधिकार बनाए रखा है।</p>	
<p>10. यदि आवेदक ने पूर्व प्रतिनियुक्ति पर कोई पद पर धारण किया है तो</p>	

<p>पिछली प्रतिनियुक्ति की तारीख और अन्य ब्यौरे।</p>	
<p>11. वर्तमान रोजगार के संबंध में अन्य ब्यौरा: कृपया बताएं कि किसके अंतर्गत कार्यरत हैं (संगत कॉलम में अपने नियोक्ता का नाम बताएं)</p> <p>क) केन्द्रीय सरकार  ख) राज्य सरकार  ग) स्वायत्त संगठन  घ) सरकारी उपक्रम  इ) विश्वविद्यालय  च) अन्य</p>	
<p>12. कृपया बताएं कि क्या आप इसी विभाग और फीडर ग्रेड या फीडर ग्रेड के फीडर में हैं।</p>	
<p>13. क्या आप आप संशोधित वेतनमान में हैं? यदि हाँ, तो कृपया बताएं किस तारीख से वेतनमान संशोधित किया गया है तथा संशोधन-पूर्व वेतनमान का ब्यौरा भी दें।</p>	
<p>14. वर्तमान में प्रतिमाह</p>	



प्राप्त की जा रही कुल परिलब्धियां		
वेतन बैंड में मूल वेतन	ग्रेड वेतन	कुल परिलब्धियां
15. यदि आवेदक ऐसे संगठन में है जो केन्द्र सरकार के वेतन-मानों का पालन नहीं करता, तो संगठन द्वारा जारी निम्नलिखित ब्यौरा दर्शाने वाली अद्यतन वेतन पर्ची संलग्न करें।		
वेतनमान के साथ मूल वेतन और वेतन वृद्धि की दर	महंगाई वेतन/अंतरिम राहत/ अन्य भत्ते आदि (अलग-अलग ब्यौरे के साथ)	कुल परिलब्धियां
<p>16. क आपके द्वारा आवेदित पद के समर्थन में अपनी उपयुक्तता के समर्थन में अतिरिक्त जानकारी, यदि कोई हो</p> <p>(अन्य बातों के साथ-साथ निम्नलिखित के संबंध में जानकारी उपलब्ध कराएं (i) अतिरिक्त शैक्षणिक योग्यता (ii) व्यावसायिक प्रशिक्षण और (iii) रिक्ति परिपत्र /विज्ञापन में निर्धारित अनुभव के अतिरिक्त कार्य अनुभव)</p> <p>(नोट : यदि स्थान अपर्याप्त है, तो एक अलग कागज संलग्न करें)</p>		
16. ख उपलब्धियां:		

<p>उम्मीदवार से निम्नलिखित के संबंध में सूचना उपलब्ध कराने का अनुरोध किया जाता है:</p> <p>(i) अनुसंधान प्रकाशन और रिपोर्ट और विशेष परियोजनाएं</p> <p>(ii) पुरस्कार / छात्रवृत्ति / शासकीय प्रशस्ति</p> <p>(iii) व्यावसायिक निकायों / संस्थाओं / सोसाईटियों के साथ सम्बद्धता और;</p> <p>(iv) अपने नाम पर या संगठन के लिए प्राप्त किए गए पेटेंट</p> <p>(v) कोई अनुसंधान / सरकारी मान्यता प्राप्त अभिनवीनता</p> <p>(vi) कोई अन्य जानकारी.</p> <p>(नोट: एक अलग कागज संलग्न करें, यदि स्थान अपर्याप्त है)</p>	
<p>17. कृपया उल्लेख करें कि क्या आप प्रतिनियुक्ति (आईएसटीसी)/आमेलन/पुनर्नियोजन आधार पर आवेदन कर रहे हैं (केवल केन्द्रीय/राज्य सरकार के अधिकारी आमेलन हेतु पात्र हैं। गैर-सरकारी संगठनों के अभ्यर्थी केवल अल्पकालिक संविदा हेतु पात्र हैं)</p>	
<p># ( 'एसटीसी' / 'आमेलन' /</p>	

'पुर्ननियोजन' का विकल्प तभी उपलब्ध होगा जब रिक्ति परिपत्र में विशेष रूप से 'एसटीसी' अथवा आमेलन' अथवा 'पुर्ननियोजन का उल्लेख किया गया हो'	
18. क्या अनुसूचित जाति / अनुसूचित जनजाति के हैं	

मैंने रिक्ति परिपत्र/विज्ञापन को सावधानीपूर्वक पढ़ा है तथा मैं भलीभांति जानता हूं कि जीवन-वृत्त में अनिवार्य अर्हता/ कार्य अनुभव के समर्थन में विधिवत दस्तावेजों के साथ मेरे द्वारा दी गई जानकारी का मूल्यांकन इस पद पर चयन के समय चयन समिति द्वारा किया जाएगा। मेरे द्वारा उपलब्ध कराई गई जानकारी/ब्यौरा मेरी सर्वोत्तम जानकारी और विश्वास के अनुसार सत्य और सही है तथा मेरे चयन से संबंधित कोई महत्वपूर्ण तथ्य/ब्यौरा छुपाया नहीं गया है।

(उम्मीदवार के हस्ताक्षर)

पता \_\_\_\_\_

तारीख \_\_\_\_\_

### नियोक्ता / संवर्ग नियंत्रक प्राधिकारी द्वारा प्रमाणन

आवेदक द्वारा उपर्युक्त आवेदन में उपलब्ध कराई गई जानकारी/ब्यौरा रिकॉर्ड में उपलब्ध तथ्यों के अनुसार सत्य और सही हैं। उसके पास रिक्ति परिपत्र में उल्लिखित शैक्षणिक योग्यता और अनुभव है। चयन होने की स्थिति में उसे तत्काल कार्यमुक्त किया जाएगा।

यह भी प्रमाणित किया जाता है कि ;

- i) श्री/श्रीमती \_\_\_\_\_ के विरुद्ध कोई सतर्कता या अनुशासनात्मक मामला लंबित/विचारणीय नहीं है।
- ii) उनकी निष्ठा प्रमाणित की जाती है।
- iii) उनके मूल गोपनीय रिपोर्ट डोजियर संलग्न है/ भारत सरकार के अवर सचिव अथवा इससे उपर के ग्रेड के अधिकारी द्वारा पिछले 5 वर्षों की वार्षिक गोपनीय रिपोर्टों की विधिवत सत्यापित प्रतियां संलग्न हैं।
- iv) उन पर पिछले पांच वर्षों के दौरान कोई बड़ा/छोटा दंड नहीं लगाया है अथवा पिछले दस वर्षों के दौरान उन पर लगाए गए बड़े/छोटे दंडों की सूची संलग्न है। (जो भी मामला हो)

प्रतिहस्ताक्षरित

---

(नियोक्ता /संवर्ग नियंत्रण प्राधिकरण की मुहर के साथ)



BIO-DATA CURRICULUM VITAE PROFORMA

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 Rules	
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 Rules, state the authority for the same)	
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/ experience possessed by the officer
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.	
5.2 In the case of Degree and Post Graduate Qualifications 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	From	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 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 to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	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 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 organisation
<p><b>9.1 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>9.2 Note:</b> Information under Column 9(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/ organisation</p>			

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
11. Additional details about present employment:  Please state whether working under (indicate the name of your employer against the relevant column)		
a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others		
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
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		
14. Total emoluments per month now drawn		
Basis Pay in the PB	Grade Pay	Total Emoluments
15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation 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
16.A Additional information, 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 academic qualifications (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)	
<b>16.B Achievements:</b> The candidates are requested to indicate information with regard to; (i) Research publications and 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 research/ innovative measure involving official recognition vi) any other information. (Note: Enclose a separate sheet if the space is insufficient)	
17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.# (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)	
# (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
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 \_\_\_\_\_



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).

Countersigned

\_\_\_\_\_  
(Employer/ Cadre Controlling Authority with Seal)

Office of the Secretary  
Government of India  
Ministry of Culture  
16 JUL 2018  
No. 17/48/2017-M-I  
Dy. No. \_\_\_\_\_

Shastri Bhawan, New Delhi  
Dated: 25 June, 2018  
Dy. No. G.A.D. / 2018 / 31484

# OFFICE MEMORANDUM

Subject: Filling up the posts of Curators and Deputy Directors in National Gallery of Modern Art under Ministry of Culture by Deputation (including short term contract) basis – reg.

Applications are invited for filling up the posts of Curators and Deputy Curators (General Central Services Group 'A' Gazetted, Non-Ministerial post) by Deputation (including short term contract) basis in National Gallery of Modern Art, a Sub-ordinate Office under the Ministry of Culture and a premier gallery museum of India with rich and exquisite collections of contemporary paintings. The details in this regard are as under:-

## Curator

No. Of posts – 2

Level in Pay Matrix – 11 (Rs. 67700-208700/-) (Pre-revised Scale of Pay – PB-3, Rs. 15600-39100 plus Grade Pay of Rs. 6600/-)

Location of the posts – One each at National Gallery of Modern Art, Mumbai and Bengaluru.

## Deputy Curator

No. Of posts – 4

Level in Pay Matrix – 10 (Rs. 56100-177500/-) (Pre-revised Scale of Pay – PB-3, Rs. 15600-39100 plus Grade Pay of Rs. 5400/-)

Location of the posts – Two each at National Gallery of Modern Art, Mumbai and Bengaluru.

## 2. Job Description

## Curator

The Curator will look after the educational, documentation, planning, publication, exhibition programs and display of art works of the organization and supervise the Deputy Curator and his team. Curator will be responsible for all educational and academic activities of the gallery and will organize guided tours, lectures and seminars on relevant subject. He will ensure documentation of art works in the museum, exhibitions and special programs, proper functioning of the art reference library and its activities, publication of museum catalogues, reproduction, newsletters and other souvenir items and supervise the museum shop and ticketing counter. He will conduct programs for children such as on the spot painting competition, art sketch club, lecturers, symposiums and art appreciation course etc.

8040 (3)  
10.7.18

8040 (3)  
10.7.18

13/7  
50 (CN)

13/7  
50 (CN)

### Deputy Curator

The Deputy Curator will look after the planning and organizing the educational activities, documentation, publication, exhibition programs and display of art works of the organization and supervise the work of Assistant Curator, Guide Lecturer and Technical Assistant. He will display the art works from the collection of museum and change the display periodically, liaison with Embassy, Custom authority etc. in connection with the outgoing exhibition and supervise, frame and mount the exhibits and also supervise the activities of carpentry workshop.

### 3. Eligibility

#### Curator

Officers under the Central/ State Governments/UTs/Recognized Research Institutions/Semi-Government or statutory or Autonomous organizations including Professor/Associate Professor/Assistant Professor or equivalent of universities:

- (a) (i) holding analogous posts on regular basis in the parent cadre or Department; or
- (ii) With five years' service in the grade rendered after appointment thereto on a regular basis in posts in the Pay Band-3, Rs.15600-39100 with grade pay of Rs.5400 [pre-revised scale of pay, revised to Level 10 Pay Matrix under 7<sup>th</sup> CPC (Rs. 56100-177500/-)] or equivalent in the parent cadre/department; or
- (iii) with six years' service in the grade rendered after appointment thereto on a regular basis in posts in the Pay Band-2, Rs.9300-34800/- with grade pay of Rs.4800 [pre-revised scale of pay, revised to Level 8 Pay Matrix under 7<sup>th</sup> CPC (Rs. 47600-151100/-)] or equivalent in the parent cadre/department; and

(b) Possessing the following educational qualifications and experience:

#### Essential:

- (i) Master's degree in Fine Arts or History of Arts & Criticism or Museology from a recognized university.
- (ii) 5 years' curatorial experience in a large Museum/Gallery.

#### Desirable:

- (i) Master's degree in Business Administration (MBA)/Master's Degree in Public Administration from a recognized University.
- (ii) Administrative experience in Establishment and accounts matter in large Museum/Gallery.

### Deputy Curator

Officers under the Central/ State Governments/UTs/Autonomous organization/Research Institutions including professor/Associate Professor/Assistant Professor or equivalent of universities:

- (a) (i) holding analogous posts on regular basis in the parent cadre or Department; or



(ii) With two years' service in the grade rendered after appointment thereto on a regular basis in posts in the Pay Band-2, Rs.9300-34800/- Plus Grade Pay of Rs.4800/- [pre-revised scale of pay, revised to Level 8 Pay Matrix under 7<sup>th</sup> CPC (Rs. 47600-151100/-)] or equivalent in the parent cadre/department; or

(iii) With three years' service in the grade rendered after appointment thereto on a regular basis in posts in the Pay Band-2, Rs.9300-34800/- Plus grade Pay of Rs.4600/- [pre-revised scale of pay, revised to Level 7 Pay Matrix under 7<sup>th</sup> CPC (Rs. 44900-142400/-)] or equivalent in the parent cadre/department; and

(b) Possessing the following educational qualifications and experience:

Essential:

- (i) Masters degree in fine Arts or Art History & Criticism or Museology from a recognized university.
- (ii) Atleast 3 years experience in organizing exhibitions or production and publication of books & Journals on Indian Art or teaching Museology or History of Art or Fine Art in a large Museum/Gallery/Organization/Educational Institution.

Desirable:

- (i) Degree/Diploma/Certificate in any Foreign Language other than English from a Recognized University/ Institution.
- (ii) Research experience supported by published works in the field of Art & Culture.

Note 1: The department officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation/absorption. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note 2 : Period of deputation (ISTC) including the period of deputation (ISTC) in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ department of the Central Government shall ordinarily not to exceed four years in case of Curator and three years in case of Deputy Curator. The maximum age limit for appointment by deputation (ISTC) shall not be exceeding 56 years as on the closing date of receipt of applications.

Note 3: For the purpose of appointment on deputation basis, the service rendered on regular basis by an officers prior to 1.1.2006/the date from which the revised pay structure based on the 6<sup>th</sup> Central Pay Commission recommendation has been extended, shall be deemed to be service rendered in the corresponding grade pay/pay scale 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 grade with a common Grade Pay/Pay scale and where this benefit will extend only for the post(s) for which that Grade Pay/Pay Scale is the normal replacement grade without any upgradation.

4. Application, in duplicate, in the enclosed prescribed proforma (Annexure) alongwith complete up-to-date ACR dossiers of the Officers (last five years duly attested on each page by an officer not below the rank of Under Secretary and above) who can be spared in the event of their selection should reach the undersigned through proper channel within a period of 45 days from the date of publication of the advertisement in the Employment News. Applications received after the



last date or otherwise found incomplete will not be considered and stand rejected. Certification by the forwarding authority at the end of the proforma may invariably be done certifying the correctness of the information submitted by the applicant together with conveying the vigilance clearance, certification regarding integrity and certification regarding non-imposition of the penalty upon the officer during the last 10 years.

5. The crucial date for determining the eligibility, experience, age etc. will be the last date prescribed for the receipt of the applications. The last date for receipt of the applications will be counted after excluding the first date of publication of the vacancy/post in the Employment News.

6. The details regarding eligibility conditions, educational qualifications and experience, application form etc. are also available on the website of the Ministry <http://www.indiaculture.nic.in> and NGMA's website [www.ngmaindia.gov.in](http://www.ngmaindia.gov.in).



(S.K. Singh)

Under Secretary to the Govt. of India  
Tel. No. 23380136  
Room No. 210-D,  
Shastri Bhawan, New Delhi-110115

To

1. All Ministries/Department of Govt. of India for further circulation of the vacancy among all the Attached / Subordinate Offices / Autonomous Bodies / Public Sector Undertakings / Universities / Recognized Research Institutions / Semi-Government / Statutory Organizations under their control.
2. Chief Secretaries of all States/Union Territories.
3. The Director General, Doordarshan, Doordarshan Bhawan, Copernicus Marg, New Delhi-110001 with the request to telecast the vacancy in their Bulletins / News on Employment.
4. Director General, Akashwani (AIR) Akashwani Bhawan, Sansad Marg, New Delhi for dissemination in their Bulletins / News on Employment.
5. The Director General (Resettlement Division), Ministry of Defence, West Block-IV, Wing-I, R.K. Puram New Delhi for wide publicity among eligible officers.
6. All Attached/Subordinate Offices/Autonomous Organizations under the Ministry of Culture.
7. National Gallery of Modern Art, Mumbai -- for uploading on the website.
8. National Gallery of Modern Art, Bengaluru -- for uploading on the website.
9. National Gallery of Modern Art, New Delhi -- for uploading on the website.
10. Registrars of all Universities.
11. NIC Cell, Ministry of Culture for uploading the notice on Ministry of Culture's website.
12. F.No. 17-47/2017-M-I relating to filling up the post of Curator on Deputation (istc).

**BIO-DATA/ CURRICULUM VITAE PROFORMA****POST APPLIED FOR : DEPUTY CURATOR/CURATOR****OPTION OF NGMA'S BRANCH : NGMA, MUMBAI/BENGALURU**

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 Rules	
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 Rules, state the authority for the same)	
<b>Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular</b>	<b>Qualifications/ experience possessed by the officer</b>
<b>Essential</b>	<b>Essential</b>
A) Qualification : A Bachelor degree from a recognised university	A) Qualification
B) Experience : Minimum ten years' of experience having dealt with all matters relating to administrative, establishment, vigilance and finance function at Sectional head or Departmental head level.	B) Experience
<b>Desirable</b>	<b>Desirable</b>
Master of Commerce or Master of Arts (Economics) or Master Business Administration or Master of Business Economics or Master of Public Administration or Cost or Chartered Accountant.	
<b>5.1 Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the <b>Administrative Ministry/Department/Office</b> at the time of issue of Circular and issue of Advertisement in the Employment News. <b>5.2</b> In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the <b>candidate.</b>	
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.	
<b>6.1 Note: Borrowing Departments are to</b>	



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	From	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 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 to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To

8.Nature of present employment i.e. Adhoc 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 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 organisation
<p><b>9.1 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>9.2 Note:</b> Information under Column 9(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/ organisation</p>			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
<p><b>11.Additional details about present employment:</b> Please state whether working under (indicate the name of your employer against the relevant column)</p>			

a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others		
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
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		
14. Total emoluments per month now drawn		
Basis Pay in the PB	Grade Pay	Total Emoluments
15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation 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
<b>16.A 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 academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular /Advertisement) <b>(Note: Enclose a separate sheet, if the space is insufficient)</b>		
<b>16.B Achievements:</b> The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the <b>professional</b> bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition vi) any other information. <b>(Note: Enclose a separate sheet if the space is insufficient)</b>		
17. Please state whether you are applying		



for deputation (ISTC)/Absorption/Re-employment Basis.# (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)	
# (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
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-----

#### **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)

**Countersigned**

-----  
(Employer/ Cadre Controlling Authority with Seal)

Subject: **Circular for the post of DG&CEO, CMSS**

Date: 07/11/18 10:24 AM

To: cs-andaman@nic.in, cs-arunachal@nic.in,  
cs-assam@nic.in, cs-bihar@nic.in, csdelhi@nic.in,  
cs-go@nic.in, chiefsecretary@gujarat.gov.in,  
cs-hp@nic.in, cs-jandk@nic.in, cs-jharkhand@nic.in,  
cs@karnataka.gov.in, chiefsecy@kerala.gov.in,  
cs-madhyapradesh@nic.in, cs@maharashtra.gov.in,  
cs-manipur@nic.in, cs-mizoram@nic.in, csngl@nic.in,  
cs.pon@nic.in, cs@punjabmail.gov.in, cs@punjab.gov.in,  
cs-rajasthan@nic.in, cs-skm@hub.nic.in, cs@tn.gov.in,  
cs@telangana.gov.in, cs-tripura@nic.in, csup@nic.in,  
cs-uttarakhand@nic.in, chiefsec@wb.gov.in,  
cso-meg@nic.in, cs@punjabmail.gov.in,  
adviser-chd@nic.in, administrator-dd-dnh@nic.in,  
cs-westbengal@nic.in, csori@nic.in

From: C S Bahuguna <epwsec-mhfw@nic.in>

OFFICE OF THE CHIEF SECRETARY  
GOVT. OF NCT OF DELHI

SSM  
12/10/18

11/2018/21783

11.7.18

Prsecy (Sec)

Circular.pdf (5.1MB)

Sir,

SSS Services - 11

In supersession of email dated 06.07.2018 and 09.07.2018, please find attached a revised Circular for the post of DG&CEO, Central Medical Services Society, New Delhi.

Regards

C. S. Bahuguna  
S.O.(EPW)  
Ministry of Health and Family Welfare  
Nirman Bhawan, New Delhi - 110011.  
Tel : 011-23063653.

12/17/18  
SSS

A/c 13/17

sd(CN)  
13/17  
Sh. Sanjay

S-12012/60/2011-EPW  
Government of India  
Ministry of Health & Family Welfare  
(Department of Health & Family Welfare)

\*\*\*

Nirman Bhawan, New Delhi

Dated: 06 July, 2018

OFFICE MEMORANDUM

Subject:- Recruitment to the post of Direct General and Chief Executive Officer, Central Medical Services Society, Department of Health and Family Welfare in Level 14 (Pay Band -4; Rs. 37400 – 67000 plus Grade Pay Rs. 10000) by Deputation – Reg.

It is proposed to fill up the post of Director General and Chief Executive Officer, Central Medical Services Society (CMSS) under the Department of Health & Family Welfare, Ministry of Health & Family Welfare in Level 14 (Pay Band -4; Rs. 37400 – 67000 plus Grade Pay Rs. 10000) by deputation, from officers belonging to the All India Services (AIS) and the organised Group 'A' Civil Services participating in the Central Staffing Scheme, who are working as or empanelled as Joint Secretary to the Government of India, preferably with experience in procurement of health sector goods or health administration serving under the Central Government/State Government/Union Territory Administrations. The post will be filled through Search-cum-Selection Committee process.

Vacancy Circular along with recruitment rules and bio-data proforma is enclosed. It is requested to circulate the same to the eligible officers belonging to All India Services (AIS) and the organised Group 'A' Civil Services participating in the Central Staffing Scheme for soliciting their candidature. The applications should reach the Section Officer (EPW) through proper channel in Ministry of Health and Family Welfare, Room No.515-A, 5<sup>th</sup> Floor, Nirman Bhawan, Maulana Azad Road, New Delhi – 110011" within 45 days from the date of publication in the Employment News.

Encl.: As above

  
(RAJEEV KUMAR)  
DIRECTOR  
Tel. No. 23062495

1. Secretaries to the Ministries/Department of the Government of India
2. Chief Secretaries of State/UT Administrations
3. Cadre Controlling Authorities of Organised Group 'A' Central Civil Services
4. The Department of Personnel & Training with a request to upload the vacancy circular on their website for wider circulation.



No. S-12012/60/2011-EPW  
Government of India  
Ministry of Health & Family Welfare  
(Department of Health & Family Welfare)

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Nirman Bhawan, New Delhi  
Dated: 26 July, 2018

CIRCULAR

Subject:- Recruitment to the post of Direct General and Chief Executive Officer, Central Medical Services Society, Department of Health and Family Welfare in Level 14 (Pay Band -4; Rs. 37400 – 67000 plus Grade Pay Rs. 10000) by Deputation – Reg.

It is proposed to fill up the post of Director General and Chief Executive Officer, Central Medical Services Society (CMSS) under the Department of Health & Family Welfare, Ministry of Health & Family Welfare in Level 14 (Pay Band -4; Rs. 37400 – 67000 plus Grade Pay Rs. 10000) by deputation from officers belonging to the All India Services (AIS) and the organised Group 'A' Civil Services participating in the Central Staffing Scheme, who are working as or empanelled as Joint Secretary to the Government of India, preferably with experience in procurement of health sector goods or health administration serving under the Central Government/State Government/Union Territory Administrations. The post will be filled through Search-cum-Selection Committee notified for this purpose.

2. Copies of the Recruitment Rules for the post and the proforma of application are attached.
3. The Central Medical Services Society shall be responsible for procurement of medicines and other medical supplies under various National health programmes run by the Government of India. The Society would adopt an IT-enabled unified supply chain management system for effective monitoring of inventory and distribution of health sector goods.
4. The officer selected shall be the Chief Executive Officer and Director General of the Central Medical Services Society and also act as Member-Secretary of the Governing Body of the Society, and in this capacity, shall be responsible for:-
  - (i). The day to day administration/overall management of the Central Medical Services Society;
  - (ii). Drawing up of proposal for the Society's work programmes;
  - (iii). Implementing the work programmes and the decisions approved by the Governing Body of CMSS;
  - (iv). Ensuring that the CMSS carries out its tasks in accordance with the requirement of its users, in particular with regard to the adequacy of the services provided and time taken;
  - (v). Preparation of the statement of revenue and expenditure and the execution of the budget of the CMSS; and
  - (vi). Developing and maintaining contact with the Central Government and State/UT Governments to facilitate efficient procurement and proper distribution of quality

medicines, medical equipment etc. to the end users and elimination of shortages and wastages.

- (vii) Implementing all tasks assigned by the Department of Health & Family Welfare, Government of India and the Governing Body of CMSS in accordance with the Memorandum of Association and Rules and Regulations of the Society.

5. The period of deputation of the selected officer shall be initially for a period of three years, which may be extended by a further period of two years. The maximum age limit for appointment on deputation shall be preferably below 52 (Fifty Two) years as on the closing date of receipt of applications.

6. The officer selected on deputation will have the option to draw his parent cadre pay plus deputation (duty) allowance or the pay scale/grade pay of the deputation post and other terms & conditions of deputation in accordance with the rules in vogue of Department of Personnel and Training. Other terms and conditions of deputation shall also be governed by the guidelines issued in this regard by the Department of Personnel and Training and in vogue for officers belonging to the All India Services (AIS) and the Organized Group 'A' Civil Services participating in the Central Staffing Scheme.

7. It is requested to circulate the vacancy circular to the eligible officers for soliciting their candidature. The eligible and interested persons may apply through proper channel in the proforma attached (in duplicate). While forwarding the applications it may be ensured that no Vigilance case/disciplinary proceedings are pending/contemplated against the officer concerned. The up to date ACR dossiers for the past five years from 2012-13 to 2017-18, Vigilance clearance and Statement of major/minor penalty imposed, if any, during the last ten years must also be enclosed along with the application.

8. The Ministry of Health & Family Welfare has the power to cancel/modify the above recruitment process at any time.

9. The applications should reach the Section Officer (EPW) through proper channel in Ministry of Health and Family Welfare, Room No.515-A, 5<sup>th</sup> Floor Nirman Bhawan, Maulana Azad Road, New Delhi - 110011" within 45 days from the date of publication in the Employment News.

  
(RAJEEV KUMAR)  
DIRECTOR  
Tel. No. 23062495

1. All Ministries/Departments of the Government of India
2. Chief Secretaries of all State/UT Administrations
3. Cadre Controlling Authorities of Organised Group 'A' Central Civil Services
4. The Department of Personnel & Training for uploading on their website.
5. NIC, MoHFW for uploading on the website of the Ministry of Health & Family Welfare.



RECRUITMENT RULES FOR THE POST OF DIRECTOR GENERAL &  
CHIEF EXECUTIVE OFFICER, CENTRAL MEDICAL SERVICES SOCIETY,  
DEPARTMENT OF HEALTH & FAMILY WELFARE

1.	Name of post	Director General & Chief Executive Officer
2.	Number of posts	1 (One)
3.	Classification	Group 'A'
4.	Scale of Pay/Pay Band	Level 14 (Pay Band – 4: Rs. 37400-67000 + Grade Pay: Rs 10000)
5.	Whether Selection post	Not Applicable
6.	Age limit for direct recruitment	Preferably below 52 years.
7.	Educational Qualification and other qualification required for direct recruitment	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	As applicable to an officer belonging to the All India Services (AIS) and the organised Group 'A' Civil Services participating in the Central Staffing Scheme
9.	Probation Period	Not applicable
10.	Method of recruitment whether direct recruitment or by deputation and percentage of the post to be filled by various methods.	Through Search-cum-selection Committee process and with the approval of the Competent Authority
11.	Grades from which deputation is to be made:	Officers from the All India Services (AIS) and organised Group 'A' Civil Services participating in the Central Staffing Scheme, who are working as or empanelled as Joint Secretary to the Government of India, preferably having experience in procurement of health sector goods or health administration, shall be eligible for appointment to the post.



12.	Job requirements:	<p>He/She shall be the Chief Executive Officer and Director General of the Central Medical Services Society (CMSS) and also act as Member-Secretary of the Governing Body and shall be responsible for-</p> <ol style="list-style-type: none"> <li>The day to day administration/overall management of the Central Medical Services Society;</li> <li>Drawing up of proposal for the CMSS's work programmes;</li> <li>Implementing the work programmes and the decisions approved by the Governing Body of CMSS;</li> <li>Ensuring that the CMSS carries out its tasks in accordance with the requirement of its users, in particular with regard to the adequacy of the services provided and time taken;</li> <li>Preparation of the statement of revenue and expenditure and the execution of the budget of the CMSS; and</li> <li>Developing and maintaining contact with the Central Government and State/UT Governments to facilitate efficient procurement and proper distribution of quality medicines, medical equipment etc. to the end users and elimination of shortages and wastages.</li> <li>Implementing all tasks assigned by the Department of Health &amp; Family Welfare, Government of India and the Governing Body of CMSS in accordance with the Memorandum of Association and Rules and Regulations of the Society.</li> </ol>
13.	Period of appointment	Initially for a period of three years which could be extended by a further period of two years.

APPLICATION FOR THE POST OF DIRECTOR GENERAL & CHIEF  
EXECUTIVE OFFICER, CENTRAL MEDICAL SERVICES SOCIETY,  
DEPARTMENT OF HEALTH & FAMILY WELFARE

1. Name (in Block Letters):
2. Sex (Male/Female):
3. Office Address (With Tel. No):
4. Residential Address (With Tel. No):
5. Fax Number:
6. Mobile No.:
7. Email ID:
8. Date of Birth (dd-mm-yyyy):
9. Year of Recruitment/ :
10. Year of Empanelment  
as Joint Secretary
11. Service to which belongs:
12. Cadre (if applicable):
13. Category: (SC/ST/OBC/General):
14. Present Pay (Grade Pay & Pay Band):
15. Educational Qualifications:

Exams Passed	University/Instt./Board	Year of Passing	Duration of Course	Subjects

16. Details of Employment/Professional experience in chronological order, in the following proforma: (Please enclose a separate sheet, duly authenticated under your signature).

Office/Institution/ Organisation	Post held	From	To	Nature of Appointment (Regular/Adhoc/ Deputation)	Scale of Pay and Basic Pay/Pay Band & Grade Pay	Nature of duties

17. Details of Trainings Undertaken:

Institute/Place	From	To	Training curriculum/Topics	Remarks

18. Experience, if any, in health administration/procurement of health sector goods.
19. Please state how you meet the requirements of the post applied for how you consider yourself suitable for the post. (This among other things may provide information with regard to (i) additional academic qualification (ii) professional training and (iii) work experience).
20. In case the present employment is held on Deputation/Contract, please state.
- The date of initial appointment
  - Period of appointment on deputation/contract
  - Name of the parent office/organization to which you belong
21. Additional details about present employment. Please state whether working under (indicate the name of your employer against the relevant column)
- Central Government
  - State Government
  - Autonomous Organization
  - Government Undertaking
  - Universities
  - Others



22. Position regarding award of penalty during last 10 years, if any.

23. Remarks:

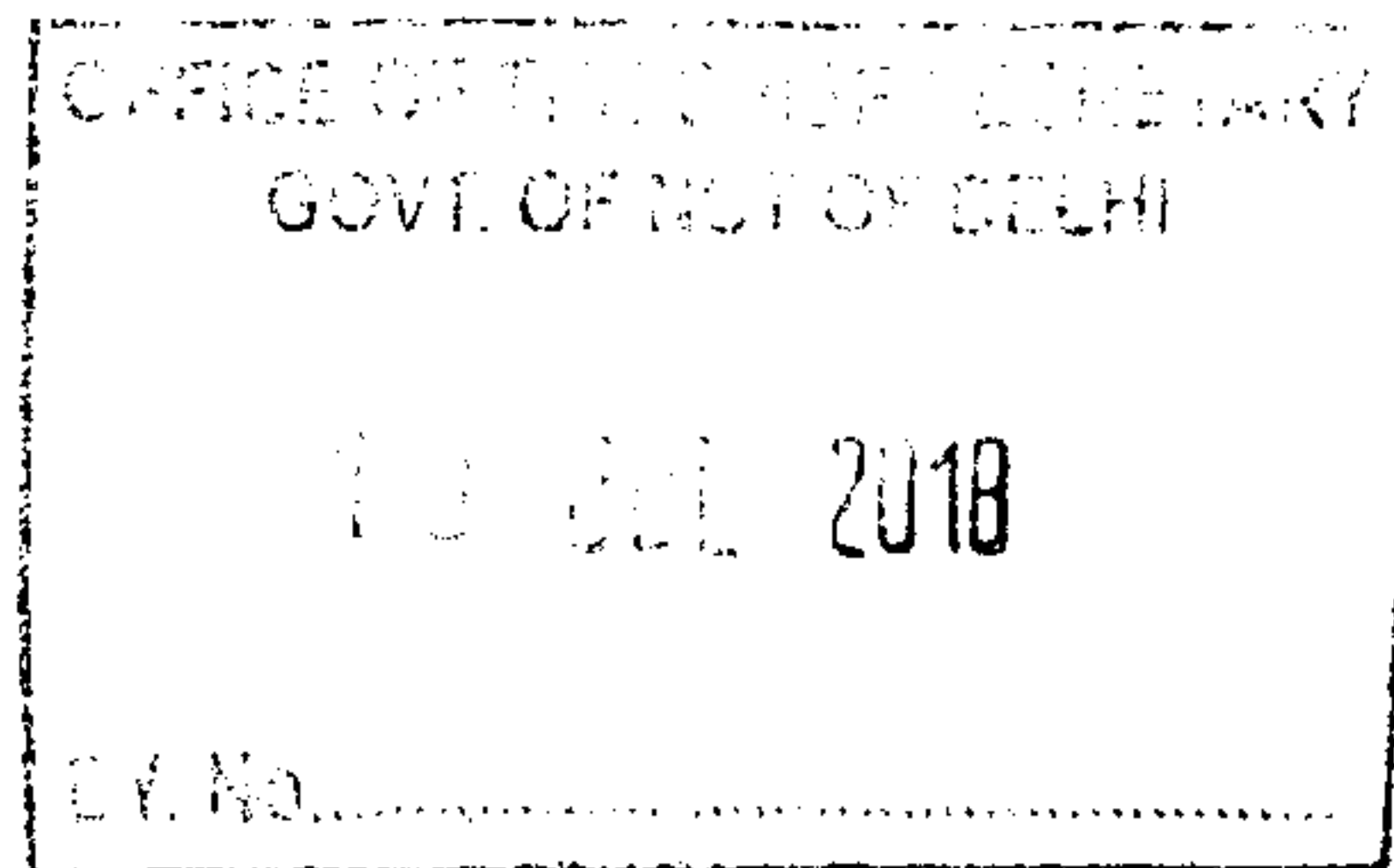
(The candidates may indicate information with regard to (i) Research publications, reports and special projects (ii) Awards/Scholarships/official appreciations (iii) Affiliation with the professional bodies/institution/societies and (iv) Any other information. (Note: Enclose a separate sheet if the space is insufficient)

I hereby declare that the information given by me in this application is true and correct to the best of my knowledge and belief.

Place:

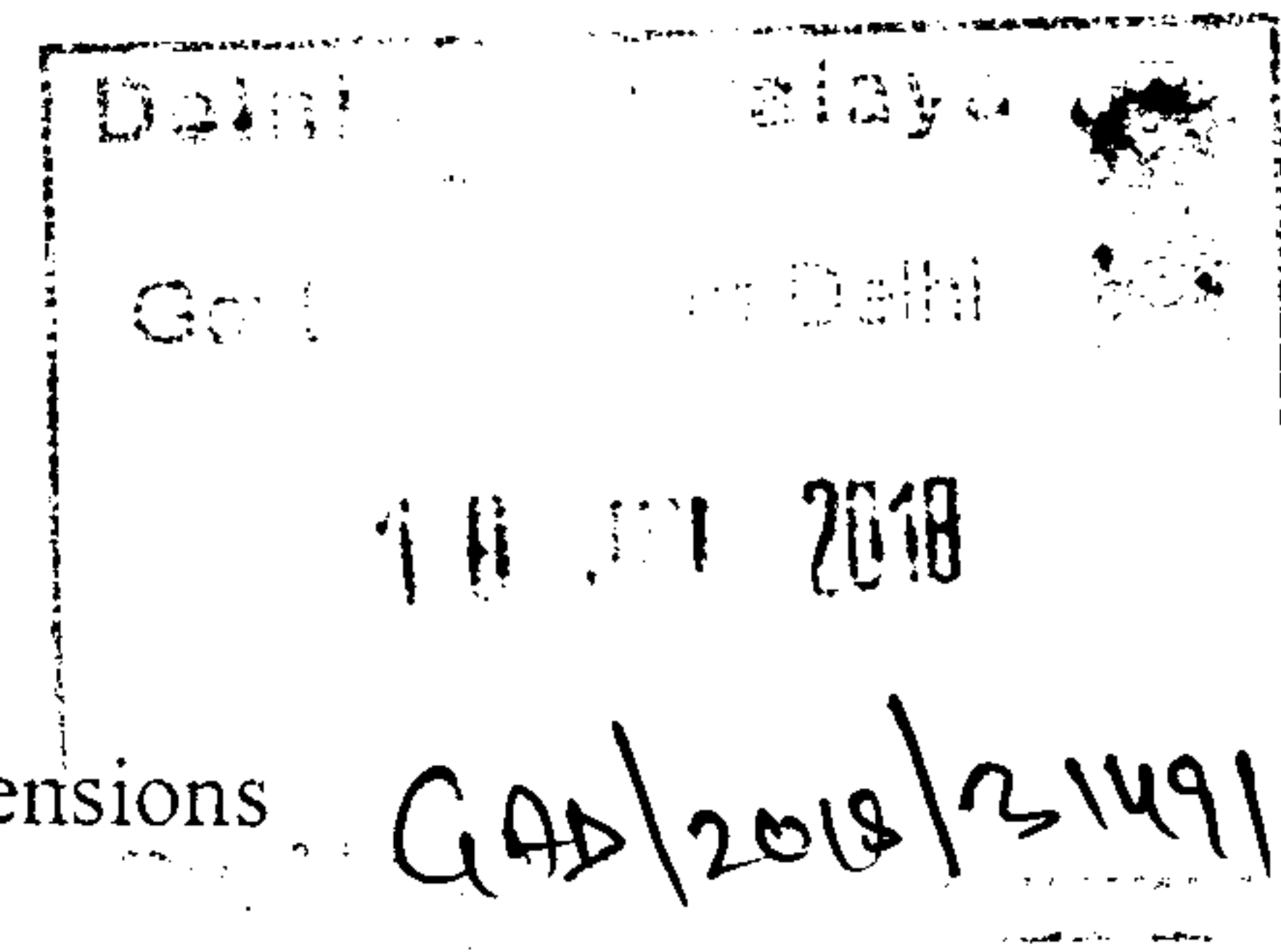
Date:

(Signature of the Applicant)



No. 15/4/2007-Dir (C)  
Government of India

Ministry of Personnel & Public Grievances & Pensions  
Department of Personnel & Training



Lok Nayak Bhawan, Khan Market  
New Delhi, dated 2<sup>nd</sup> July, 2018

12/11/18

**OFFICE MEMORANDUM**

**Subject:- Filling up of vacant posts in the Non- Statutory Departmental Canteens/ Tiffin Rooms located in the Central Government Offices – regarding.**

The undersigned is directed to refer to this Department's O.M. No.-15/2/2010- Dir. (C) dated 27.06.2011 on the above subject and to say that Office of Director (Canteens) has issued necessary instructions to fill up Group 'B' and 'C' vacant posts in departmental canteens functioning under administrative control of Ministries/ Departments.

2. However, it has come to notice that a large number of posts are lying vacant in most of the departmental canteens functioning in Central Government Offices, which has affected the smooth running of departmental canteens. All the Ministries/ Departments are, therefore, requested to take urgent necessary action for filling up the vacant posts in departmental canteens under their administrative control in accordance with the Model RRs for Group 'B' and 'C' issued by this Department vide O.M. No. 3/2/2009- Dir.(C) dated 22.05.2013 and 04.06.2014.

(Kulbhushan Malhotra)  
Under Secretary to the Government of India  
Tel No. :- 011-24646961

**Copy to:-** All the Ministries/Departments of the Government of India (As per the standard list) (Attention Director/Deputy Secretary (Administration) of the concerned Establishment) for necessary action for further dissemination to all concerned Establishment/ Attached/ Subordinate Offices under their jurisdiction and administrative control.

**Copy also to:-**

1. President's Secretariat, Rashtrapati Bhawan, New Delhi.
2. Vice-President's Secretariat, Maulana Azad Road, New Delhi.
3. Cabinet Secretariat, New Delhi.
4. Deputy Secretary (Admn.), DOPT, North Block, New Delhi.
5. Comptroller & Auditor General of India, New Delhi.
6. Director of Audit, Central Revenue, New Delhi.

Cntd.....2/-

7. Controller General of Accounts, Bahadur Shah Zafar Marg, New Delhi.
8. Supreme Court of India, Tilak Marg, New Delhi.
9. High Court of Delhi, Sher Shah Road, New Delhi.
10. Controller General of Defence Accounts, Ulan Batar Road, Palam, Delhi Cantt.-10.
11. CAO's Office, Ministry of Defence, DHQ, PO, New Delhi-110011.
12. Administrator, all Union Territories as per standard list.



Government of India  
Ministry of Personnel, Public Grievances & Pensions  
(Department of Personnel & Training)

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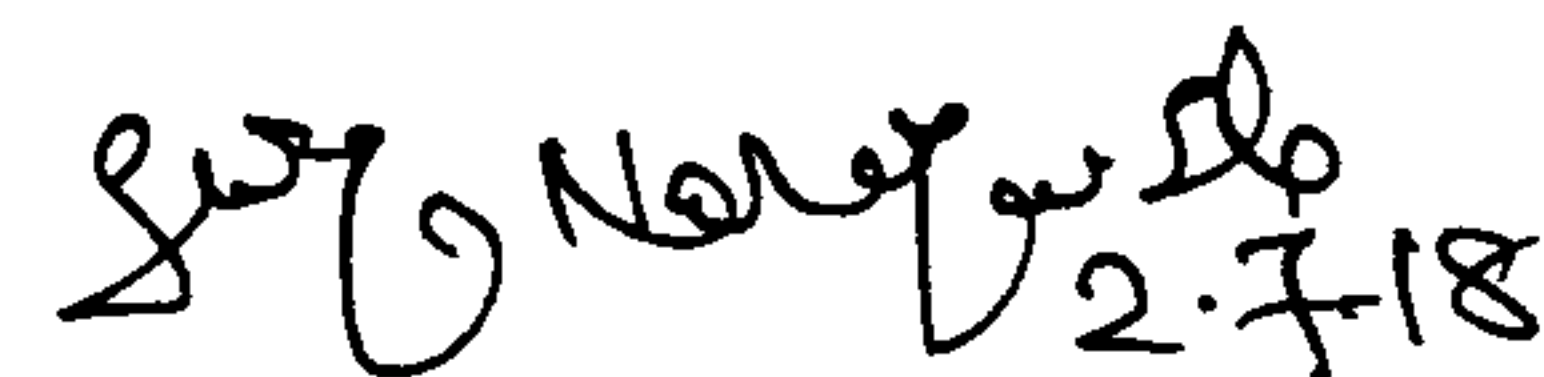
North Block, New Delhi  
Dated 02<sup>nd</sup> July, 2018

**OFFICE MEMORANDUM**

Subject: Master Circular on Probation/Confirmation in Central Services-reg.

The undersigned is directed to refer to this Department's OM No. 28020/1/2010 dated 21.07.2014 on the above subject and to say that guidelines/instructions regarding Probation and Confirmation have been issued from time to time. It is now proposed to further consolidate these instructions to provide clarity and ease of reference.

2. Before the Master Circular is finalized, it is requested to furnish comments/views in this regard, if any, by 16.07.2018 to the undersigned at the e-mail address: [jha.sn@nic.in](mailto:jha.sn@nic.in).

 2.7.18

(Surya Narayan Jha)

Under secretary to the Government of India  
Telefax: 23094248

To

All Secretaries of Ministries / Departments.

Copy to:

1. President's Secretariat, New Delhi.
2. Vice-President's Secretariat, New Delhi.
3. The Prime Minister's Office, New Delhi.
4. Cabinet Secretariat, New Delhi.
5. Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi.
6. The Registrar General, the Supreme Court of India, New Delhi.
7. The Registrar, Central Administrative Tribunal, Principal Bench, New Delhi.
8. The Comptroller and Auditor General of India, New Delhi.
9. The Secretary, Union Public Service Commission, New Delhi.
10. Central Vigilance Commission, New Delhi.
11. Central Bureau of Investigation, New Delhi.
12. All Union Territory Administration
13. NIC cell with request to upload it under OMs and Orders, Establishment, 'Probation/confirmation' and also 'What is new'.

No. 28020/3/2018-Estt.(C)  
Government of India  
Ministry of Personnel, PG and Pensions  
Department of Personnel & Training

North Block, New Delhi  
Dated: June, 2018

**OFFICE MEMORANDUM**

Subject: Master Circular on Probation/Confirmation in Central Services- reg .

The undersigned is directed to refer to this Department's O.M No. 28020/1/2010-Estt(C) dated 21.07.14 wherein consolidated instructions on Probation/Confirmation were issued.

It has been decided to further consolidate the instructions/guidelines in relation to probation and confirmation as a Master Circular to provide clarity and ease of reference. The Master Circular issued vide O.M. dated 21.7.2014 has been suitably updated as on date and the same is enclosed. The list of O.Ms issued till date is at Appendix.

(N. Sriraman)  
Director (Establishment)  
Telefax: 23094637

Copy to:  
All Ministries/ Departments of Government of India.

- Copy to:
- (I) The President's Secretariat, New Delhi
  - (II) The Vice- President's Secretariat, New Delhi
  - (III) The Prime Minister's Office, New Delhi
  - (IV) The Cabinet Secretariat, New Delhi
  - (V) The Rajya Sabha Secretariat, New Delhi
  - (VI) The Lok Sabha Secretariat, New Delhi
  - (VII) The Controller and Auditor General of India, New Delhi
  - (VIII) The Secretary, Union Public Service Commission
  - (IX) The Secretary, Staff Selection Commission
  - (X) All Attached offices under the Ministry of Personnel, Public Grievances and Pensions
  - (XI) All Officers and Section in the Department of Personnel & Training
  - (XII) NIC for uploading on the website under OM's / Orders —\*Establishment —\*Probation/confirmation; and 'What's New'



# **MASTER CIRCULAR ON PROBATION AND CONFIRMATION IN CENTRAL SERVICES**

## **PROBATION**

1. A person is appointed on probation in order to assess his suitability for absorption in the service to which he has been appointed. Probation should not, therefore, be treated as a mere formality. No formal declaration shall be necessary in respect of appointment on probation. The appointing authority may declare successful completion, extend the period of probation or terminate the services of a temporary employee on probation, on the basis of evaluation of performance.
2. Probation is prescribed when there is direct recruitment, promotion from one Group to another or for officers re-employed before the age of superannuation. The probation shall stand successfully completed on issue of orders in writing. It is, however, not desirable that a Government servant should be kept on probation for long periods.
3. Instead of treating probation as a formality, the existing powers to discharge probationers should be systematically and vigorously used so that the necessity of dispensing with the services of employees at later stages may arise only rarely.
4. Concentration of attention on the probationer's ability to pass the probationary or the departmental examination, if applicable, is essential part of the qualification for confirmation but not the most important part. There should be a very careful assessment of the outlook, character and aptitude for the kind of work that has to be done in the service before a probationer is confirmed.
5. A probationer should be given an opportunity to work under more than one officer during this period and reports of his work obtained from each one of those officers. The probation reports for the whole period may then be considered by a Board of senior officials for determining whether the probationer concerned is fit to be confirmed in service. For this purpose, separate forms of report on the probationers should be used, which are distinct from the usual Annual Performance Appraisal Report (APAR) forms. The probation reports, unlike APAR, are written to help the supervising officer to concentrate on the special needs of probation and to decide whether the work and conduct of the officer during the period of probation or the extended period of probation are satisfactory enough to warrant his further retention in service or post. The probation reports thus do not serve the purpose for which the APARs are written and vice versa. Therefore, in the case of all probationers or officers on probation, separate probation reports should be written in addition to the usual APARs for the period of probation.



o. Save for exceptional reasons, probation should not be extended for more than a year and in no circumstance an employee should be kept on probation for more than double the normal period.

7. A probationer, who is not making satisfactory progress, should be informed of his shortcomings well before the expiry of the original probationary period so that he can make special efforts at self-improvement. This can be done by giving him a written warning to the effect that his general performance has not been such as to justify his confirmation and that, unless he showed substantial improvement within a specified period, the question of discharging him would have to be considered. Even though this is not required by the rules, discharge from the service being a severe, final and irrevocable step, the probationer should be given an opportunity before taking the drastic step of discharge.

8. During the period of probation, or any extension thereof, candidates may be required by Government to undergo such courses of training and instructions and to pass examinations, and tests (including examination In Hindi) as Government may deem fit, as a condition to satisfactory completion of the probation.

#### **MANDATORY INDUCTION TRAINING**

9. In all cases of direct recruitment there should be a mandatory induction training of at least two weeks duration. Successful completion of the training may be made a pre-requisite for completion of probation. The syllabus for the training may be prescribed by the Cadre authorities and the Training Division of DOPT can be consulted, if required. The recruitment rules for all posts, wherever such a provision does not already exist, may be amended to provide for such mandatory training. Till such time as the Recruitment Rules are amended, a clause on the above lines may be included in the offer of appointment.

#### **PERIOD OF PROBATION**

10. The period of probation is prescribed for different posts/services in Central Government on the following lines:

S. No	Method of appointment	Period of probation
Promotion		
1.	Promotion from one grade to another but within the same group of posts e.g. from Group 'C' to Group 'C'	No probation.
2.	Promotion from one Group to another e.g. Group 'B' to Group 'A'	2 years or the period of probation prescribed for the direct recruitment to

		the post, if any.
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DIRECT RECRUITMENT		
3.	(i) For direct recruitment to posts except clause (ii) below (ii) For direct recruitment to posts *carrying a Grade Pay of Rs. 7600 or above or to the posts to which the maximum age limit is 35 years or above and where no training is involved; Note: Training includes 'on the job' or 'Institution training'	2 years  1 year
4.	Officers re-employed before the age of superannuation.	2 years
5.	Appointment on contract basis, tenure basis, re-employment after superannuation and absorption	No probation

#### (A) DIRECT RECRUITMENT

If a Government servant is appointed to another post by direct recruitment either in the same department or a different department, it may be necessary to consider him for confirmation in the new post in which he has been appointed by direct recruitment irrespective of the fact that the officer was holding the earlier post on a substantive basis. Further confirmation in the new entry grade becomes necessary because the new post may not be in the same line or discipline as the old post in which he has been confirmed and the fact that he was considered suitable for continuance in the old post (which was the basis for his confirmation in that post) would not automatically make him suitable for continuance or confirmation in the new post the Job requirements of which may be quite different from those of the old post.

#### (B) PROMOTION

(i) Persons who are inducted into a new service through promotion shall also be placed on probation but there shall be no probation on promotion from one grade to another but within the same group of posts, except when the promotion involves a change in the Group of posts in the same service, e.g., promotion from Group 'B' to Group 'A' in which case the probation would be for the prescribed period.

(ii) If the recruitment rules do not prescribe any probation, an officer appointed on regular basis (after following the prescribed DPC procedure, etc.) will have all the benefits that a person confirmed in that grade would have.



**(C). APPOINTMENT ON CONTRACT BASIS, TENURE BASIS, RE-EMPLOYMENT AFTER SUPERANNUATION AND ABSORPTION**

There shall be no probation in the cases for appointment on contract basis, tenure basis, re-employment after superannuation and absorption.

**LEAVE TO PROBATIONER, A PERSON ON PROBATION**

11. A person appointed to a post on probation shall be entitled to leave under the rules as a temporary or a permanent Government servant according as his appointment is against a temporary or a permanent post. Where such person already holds a lien on a permanent post before such appointment, he shall be entitled to leave as a permanent Government servant.

12. The period of joining time availed of by a probationer on return from leave should be counted towards the prescribed period of probation if but for the leave, he would have continued to officiate in the post to which he was appointed.

13. If, for any reason, it is proposed to terminate the services of a probationer, any leave which may be granted to him shall not extend —

- (i) beyond the date on which the probation period as already sanctioned or extended expires, or
- (ii) beyond any earlier date on which his services are terminated by the orders of an authority competent to appoint him.

**EXTENSION OF PROBATION PERIOD**

14. If during the period of probation, a probationer has not undergone the requisite training course or passed the requisite departmental examinations prescribed (proficiency in Hindi, etc.), if any, the period of probation may be extended by such period or periods as may be necessary, subject to the condition that the total period of probation does not exceed double the prescribed period of probation.

15. The Appointing Authority may, if it so thinks fit, extend the period of probation of a Government servant by a specified period but the total period of probation does not exceed double the normal period. In such cases, periodic reviews should be done and extension should not be done for a long period at one time.

16. Where a probationer who has completed the period of probation to the satisfaction of the Central Government is required to be confirmed, he shall be



confirmed in the Service/ Post at the end of his period of probation, having been completed satisfactorily.

17. Some employees are not able to complete the probation on account of availing leave for long duration during probation period. In such cases if an employee does not complete 75% of the total duration prescribed for probation on account of availing any kind of leave as permissible to a probationer under the Rules, his/ her probation period may be extended by the length of the Leave availed, but not exceeding double the prescribed period of probation.

#### **TERMINATION OF PROBATION**

18. The decision whether an employee should be confirmed or his probation extended should be taken soon after the expiry of the initial probationary period, that is within six to eight weeks, and communicated to the employee together with the reasons in case of extension. A probationer who is not making satisfactory progress or who shows himself to be inadequate for the service in any way should be informed of his shortcomings well before the expiry of the original probationary period so that he can make special efforts at self-improvement.

19. On the expiry of the period of probation, steps should be taken to obtain the assessment reports on the probationer to: -

- i. Confirm the probationer/issue orders regarding satisfactory termination of probation, as the case may be, if the probation has been completed to the satisfaction of the competent authority; or
- ii. Extend the period of probation or discharge the probationer or terminate the services of the probationer as the case may be, in accordance with the relevant rules and orders, if the probationer has not completed the period of probation satisfactorily.

20. In order to ensure that delays do not occur in confirmation, timely action must be initiated in advance so that the time limit is adhered to.

21. If it appears to the Appointing Authority, at any time, during or at the end of the period of probation that a Government servant has not made sufficient use of his opportunities or is not making satisfactory progress, the Appointing Authority may revert him to the post held substantively by him immediately preceding his appointment, provided he holds a lien thereon or in other cases may discharge or terminate him from service.

22. A Probationer reverted or discharged from service during or at the end of the period of probation shall not be entitled to any compensation.



## CONFIRMATION

23. If, during the period of probation or any extension thereof, as the case may be Government is of the opinion that an officer is not fit for permanent appointment, Government may discharge or revert the officer to the post held by him prior to his appointment in the service, as the case may be.

24. Confirmation will be made only once in the service of an official which will be in the entry grade post/service/cadre provided further confirmation shall be necessary when there is fresh entry subsequently in any other post/service/cadre by way of direct recruitment or otherwise. Confirmation is de linked from the availability of permanent vacancy in the grade. In other words, an officer who has successfully completed the probation, as prescribed under relevant rules, may be considered for confirmation. A specific order of confirmation will be issued when the case is cleared from all angles.

25. On satisfactory completion of the period of probation or extension thereof, the Government may confirm a temporary Government servant to his appointment from the date of completion of the period of his probation or extension thereof.

26. The date from which confirmation should be given effect to is the date following the date of satisfactory completion of the prescribed period of probation or the extended period of probation, as the case may be. The decision to confirm the probationer or to extend the period of probation as the case may be should be communicated to the probationer normally within 6 to 8 weeks. Confirmation of the probationer after completion of the period of probation is not automatic but is to be followed by formal orders. As long as no specific orders of confirmation or satisfactory completion of probation are issued to a probationer, such a probationer shall be deemed to have continued on probation.

28. Where probation on promotion is prescribed, the appointing authority will on completion of the prescribed period of probation assess the work and conduct of the officer himself and in case the conclusion is that the officer is fit to hold the higher grade, he will pass an order declaring that the person concerned has successfully completed the probation. If the appointing authority considers that the work of the officer has not been satisfactory or needs to be watched for some more time he may revert him to the post/service/cadre from which he was promoted, or extend the period of probation, as the case may be.

29. Since there will be no confirmation on promotion before an official is declared to have completed the probation satisfactorily, rigorous screening of his performance should be made and there should be no hesitation to revert a person to the post or grade from which he was promoted if the work of the officer during probation has not been satisfactory.

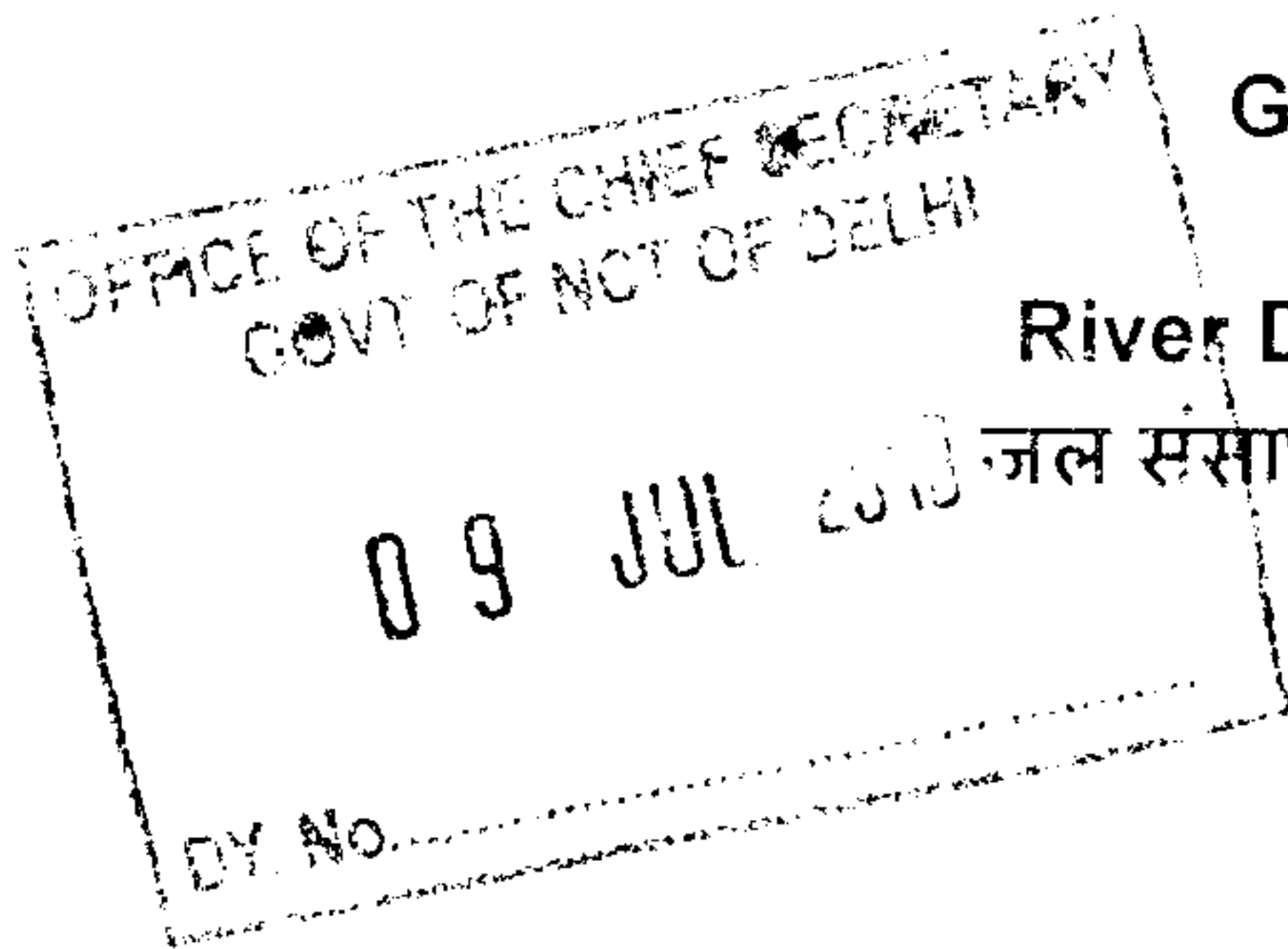
30. A Government servant appointed by transfer would duly have been confirmed in the earlier post. In such a case further confirmation in the new post would not be necessary and he could be treated as permanent in the new post. Where, however, a Government servant who has not already been confirmed in the old post is appointed by transfer, it would be necessary to confirm him in the new post. In such cases, he may be considered for confirmation after watching him for two years. Within that period of two years, the officer would earn two reports in the new grade and the DPC may consider his case for confirmation on the basis of these APARs.

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**INSTRUCTIONS ISSUED BY DOPT ON PROBATION AND CONFIRMATION**

S.NO	O.Ms and Date	Subject
1	O.M. No. F.44/1/59-Estt(A) dated 15.04.1959	Instructions on Probation including instructions on monitoring the progress during probation and confirmation
2	O.M. No. 21011/2/80-Estt.(C) dated 19.05.1983	Period of probation, date of effect of confirmation etc. in various Central Services
3	OM No. 21011/3/83 – Estt. (C) dated 24.02.84	Clarification on applicability of probation to isolated posts in Central Services
4	OM No. 21011/3/83 – Estt. (C) dated 5.12.84	Clarification on applicability of clause 3(iii) of O.M. No. 21011/2/80-Estt.(C) dated 19.5.83 relating to period of probation to isolated posts in Central Services
5	OM No. 18011/1/86 – Estt. (D) dated 28.03.1988	Simplification of Confirmation procedure - Delinking of Confirmation from availability of Permanent posts.
6	OM No. 21011/1/89 – Estt. (C) dated 26.04.89	Probation in case of Direct Recruitment appointed to posts where age limit is 35 years and above- amendment to para 3(iii) of O.M. No. 21011/2/80-Estt.(C) dated 19.05.1983
7.	OM No. 18011/3/88 – Estt. (D) dated 24.09.1992	Confirmation of persons appointed on transfer basis/direct recruitment in the same Department/different Department in light of revised confirmation procedure
8.	OM No. 20011/5/90 – Estt. (D) dated 4.11.92	Delinking seniority from confirmation
9.	OM No. 21011/1/94 – Estt. (C) dated 20 <sup>th</sup> April, 1995	Clarification on period of probation in cases of appointment both by way of direct recruitment and promotion for which maximum age limit prescribed is 35 years
10.	OM No. 18011/2010 – Estt. (C) dated 30.08.2010	Timely confirmation in Central Civil Services – reiteration of instructions
11.	OM No. 28020/2010 – Estt. (C) dated 30 <sup>th</sup> October, 2014	Introduction of mandatory training for probation clearance
12.	OM No. 28020/1/2017 – Estt. (C) dated 9.10.17	Extension of probation period on account of availing leave during probation period.



No.A.12026/4/2018-Estt.IV  
Government of India/भारत सरकार  
Ministry of Water Resources,  
River Development & Ganga Rejuvenation  
जल संसाधन, नदी विकास एवं गंगा संरक्षण मंत्रालय

IMMEDIATE  
Dy. No. GAD/2018/31059  
Shram Shakti Bhawan, Rafi Marg,  
New Delhi, dated : 20<sup>th</sup> June, 2018

Subject: Vacancy circular for appointment on deputation (including short-term contract) basis to the post of Member (Environment & Rehabilitation) in Narmada Control Authority (NCA), Indore- regarding.

**Narmada Control Authority (NCA) is a Body Corporate set up by the Central Government in exercise of the powers conferred by Section 6A of the Inter State Water Disputes Act, 1956, for the purpose of securing compliance with the implementation of the decision and direction of the Narmada Water Disputes Tribunal. The Narmada Control Authority has its headquarter at Indore, Madhya Pradesh.**

2. Applications are invited from eligible and suitable officers for filling up one post of Member (Environment & Rehabilitation) in the pay scale of Rs. 37400-67000/- and Grade Pay of Rs. 10000/- (pre-revised) at Narmada Control Authority on deputation (including short-term contract) basis. Details of the post, eligibility conditions etc. are available on websites of the Ministry ([mowr.gov.in](http://mowr.gov.in)); Narmada Control Authority ([nca.gov.in](http://nca.gov.in)); and Department of Personnel & Training ([dopt.gov.in](http://dopt.gov.in)).

3. Applications complete in all respects of suitable and eligible officers and who can be spared immediately in the event of selection may be sent through proper channel to:- The Under Secretary (Estt.IV), Ministry of Water Resources, River Development & Ganga Rejuvenation, Room No. 409, Shram Shakti Bhavan, Rafi Marg New Delhi – 110 001 **within a period of 60 days** from the date of issue/ publishing of this Advertisement in the Employment News.

4. Advance copies of application or application received after the prescribed period or not accompanied with the requisite information/ documents are liable to be rejected.

5. It is requested that wide publicity may be given to the above vacancy and circulated for information of all the eligible officers

(Arun Kumar)  
Under Secretary to the Govt. of India  
☎ 23716894  
Email : [usbm-mowr@nic.in](mailto:usbm-mowr@nic.in)

1. Heads of Organisations under the MoWR, RD and GR.
2. Secretaries of Union Ministries.
3. Principal Secretaries of Water Resources/ Irrigation Departments of the State Governments.
4. Chief Secretaries of States/ Union Territories.
5. Technical Director (NIC), MoWR, RD & GR New Delhi with the request to upload the information in MoWR, RD & GR website.



संख्या ए-12026/4/2018-स्था.IV

भारत सरकार

जल संसाधन, नदी विकास एवं गंगा संरक्षण मंत्रालय

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श्रम शक्ति भवन, रफी मार्ग

नई दिल्ली, दिनांक: 20 जून, 2018

विषय : नर्मदा नियंत्रण प्राधिकरण (एनसीए) इंदौर में सदस्य (पर्यावरण एवं पुनर्वास) के पद पर प्रतिनियुक्ति (अल्पकालीन संविदा सहित) के आधार पर नियुक्ति बावत रिक्रि परिसत्र ।

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नर्मदा नियंत्रण प्राधिकरण (एनसीए), केंद्र सरकार द्वारा नर्मदा जल विवाद अधिकरण के निर्णय एवं निर्देश के कार्यान्वयन का अनुपालन सुनिश्चित करने के उद्देश्य से अंतर्राज्यीय जल विवाद अधिनियम, 1956 की धारा 6 ए द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए स्थापित किया गया एक कॉर्पोरेट निकाय है । नर्मदा नियंत्रण प्राधिकरण का मुख्यालय इंदौर, मध्य प्रदेश में है ।

2. नर्मदा नियंत्रण प्राधिकरण में प्रतिनियुक्ति (अल्पकालीन संविदा सहित) आधार पर पीबी-4 रुपये 37400-67000/- और ग्रेड वेतन रुपये 10000/- (पूर्व-संशोधित) वेतनमान में सदस्य (पर्यावरण एवं पुनर्वास) के एक पद को भरने के लिए पात्र एवं उपयुक्त अधिकारियों से आवेदन आमंत्रित किए जाते हैं । पद, पात्रता शर्तों आदि का ब्यौरा मंत्रालय की वेबसाइट (mowr.gov.in); नर्मदा नियंत्रण प्राधिकरण की वेबसाइट (nca.gov.in) और कार्मिक एवं प्रशिक्षण विभाग (dopt.gov.in) की वेबसाइट पर उपलब्ध है ।

3. जिन उपयुक्त एवं पात्र अधिकारियों को चयन की स्थिति में अविलंब कार्यमुक्त किया जा सकता है, उनके पूर्ण आवेदन उचित माध्यम से अवर सचिव (स्थापना- IV), जल संसाधन, नदी विकास एवं गंगा संरक्षण मंत्रालय, कमरा संख्या 409, श्रम शक्ति भवन, रफी मार्ग, नई दिल्ली - 110001 को रोजगार समाचार में इस विज्ञापन के जारी किए जाने/ प्रकाशित किए जाने की तारीख से 60 दिनों की अवधि में भेज दिए जाएं ।

4. आवेदन पत्रों की अग्रिम प्रतियां अथवा निर्धारित अवधि के बाद प्राप्त होने वाले आवेदन अथवा आवश्यक सूचना/ दस्तावेजों के बिना भेजे गए आवेदन पत्र निरस्त कर दिए जाएंगे ।

5. यह अनुरोध किया जाता है कि उपर्युक्त रिक्रि के व्यापक प्रचार किया जाए और सभी पात्र अधिकारियों के सूचनार्थ परिचालित किया जाए ।

  
(अरुण कुमार)

अवर सचिव, भारत सरकार

☎ 23716894

ईमेल: usbm-mowr@nic.in

मेता में

1. जल संसाधन, नदी विकास एवं गंगा संरक्षण मंत्रालय के अंतर्गत संगठनों के प्रमुख ।
2. केंद्रीय मंत्रालयों के सचिव ।
3. सभी राज्य सरकारों के जल संसाधन/ सिंचाई विभागों के प्रधान सचिव ।
4. राज्यों/ केंद्रशासित प्रदेशों के मुख्य सचिव ।
5. तकनीकी निदेशक (एनआईसी), जल संसाधन, नदी विकास एवं गंगा संरक्षण मंत्रालय, नई दिल्ली को इस निवेदन के साथ की सूचना जल संसाधन, नदी विकास एवं गंगा संरक्षण मंत्रालय की वेबसाइट पर अपलोड करने के लिए ।



Subject: [Chiefsecretaries] Filling up the post of Chairman (JS ~~Dept~~) 07/06/18 01:27 PM

, Mormugao Port Trust (MoPT), Goa under the Ministry of S From: dirsm@nic.in

To: Chiefsecretaries@ismgr.nic.in

Sender: chiefsecretaries-bounces@ismgr.nic.in

SSJ  
10/8/18

Dear Sir/Madam

Kindly click on the URL to see the vacancy circular on the above subject. This is for your kind information.  
Click Here to see the details of Vacancy Circular.

Regards,

EO Division

Department of Personnel & Training

Ministry of Personnel, Public Grievances & Pensions  
NIC-DOPT,  
Room No 11-A,  
North Block, New Delhi

Note :

SO to CS  
6/7/18

Secy (Services)  
9/7/18  
SS(S)

AK  
10/7  
SO(CN)

OFFICE OF THE CHIEF SECRETARY  
GOVT. OF NCT OF DELHI  
06 JUL 2018  
CS/2018/21319  
DY. NO.

Aug  
11/07  
Sh. Arjit

F.No. 1/3/2018-EO(SM-I)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
Office of the Establishment Officer

\*\*\*

North Block, New Delhi, the 6<sup>th</sup> July, 2018

To

1. The Chief Secretaries of all the State Governments.
2. The Secretaries of all the Ministries/Departments of Government of India.

Subject: Filling up the post of **Chairman (JS Level), Mormugao Port Trust (MoPT), Goa** under the Ministry of Shipping on deputation basis.

Sir/Madam,

This is with reference to this office circular dated 23.05.2018 for filling up the post of **Chairman (JS Level) in Mormugao Port Trust (MoPT), Goa** under the Ministry of Shipping on deputation basis with pay at level 14 (Rs.1,44,200-2,18,200/-) of the Pay Matrix [ Rs.75,000-90,000/- (Industrial Pattern) for Port Officers *in conformity with the Ministry of Shipping Guidelines bearing No.A-12022/3/2004-PE.I dated 18.01.2008*] vice Shri I Jeyakumar, IRTS (1997).

2. The last date for submission of applications for the above referred circular is hereby extended upto **27.07.2018**.

Yours faithfully,

  
(Rajender Kumar)  
Director

Tel. No. 011-2309 2187

04.07.18.

Copy to:-

1. Ministry of Shipping (Shri Gopal Krishna, Secretary), New Delhi
2. Technical Director, NIC, Computer Cell, DOPT, New Delhi for uploading this vacancy circular on the official website of this Department.
3. PS to Director(SM), DOPT, New Delhi with a request to arrange to upload this vacancy circular through bulk e-mailing system of officers.

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