

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

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

7187

Dated: 23.08.18

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. This is for your kind information.

S. NO	Departments	Letter No. & Date	Subject
1.	National Authority, Chemical Weapons Convention Cabinet Secretariat	F.No. A-112026/1/2013-NA, dated: 30/07/2018	Filling up the post of Advisor and Technical Officer/s in the National Authority, chemical Weapons Convention. Cabinet Secretariat on deputation basis.
2.	National Museum, Janpath, New Delhi	No.F.2-10/2008-NM, dated 17/07/2018	Filling up the post of Curator (Manuscripts) Group 'A'. Gazetted, Non-Ministerial in the pay matrix level 11 (Rs. 67700-208700/-) by Composite Method: deputation (including short term contract)/promotion in the national Museum; New Delhi under the Ministry of Culture, Govt. of India.
3.	Ministry of fianance, Department of Financial Services	F.No. 18/7/2018-IF-I, dated 01/08/2018	Applications invited for filling the post of Managing Director (MD), India Infrastructure Finance Company Ltd. (IIFCL).
4.	Guru Govind Singh Indraprastha University	F.1(4)(9)/2010/P-III/3385, dated 02/08/2018	Recruitment to the post of Controller of Finance in PB-4 of Rs. 37,400-67,000 with GP of Rs. 10,000/- (pre-revised Rs. 16,400-20900-500-22400) on deputation basis.
5.	Secretariat of Election Commission of India	No.182/12/1/2016, dated 30.07.2018	Filling up of 01 (one) psts of Assistant Director (Official Language) in the Election Commission of India in the Level 10 of the Pay Matrix (Pay Band-3, Rs. 15600-39100/- with corresponding Grade Pay of Rs. 54.00/- in revised scale) in the Secretariat of the Election Commission of India on deputation basis.

Encls: As above

Yours faithfully



(RANJEET SINGH)

ADDITIONAL SECRETARY (SERVICES)

F.10(306)/Coord//081506898

7187

Date: 23.08.18

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)

SSR
8/8

F. No. A-12026/1/2013-NA
National Authority
Chemical Weapons Convention
Cabinet Secretariat

SECRETARY
CABINET SECRETARIAT
JUL 31 2018

Govt. of India
06 AUG 2018
Dy. No. 1018/37004

1st Floor Chanakya Bhawan, Chanakyapuri New Delhi-110021
Date 30th July, 2018

To

- (1) All Ministries/ Departments of the Govt. of India (including M/o Railways and M/o Defence)
- (2) Chief Secretaries of all State Governments and Union Territories.

Subject: Filling up the post of Advisor and Technical Officers in the National Authority, Chemical Weapons Convention, Cabinet Secretariat on deputation basis.

I am directed to refer to this Office letter of even number dated 05.03.2018 (copy enclosed) on the above mentioned subject and to say that the last date for receiving applications for the post of Advisor and Technical Officer has been further extended upto 04.09.2018 and which may be seen on the website of NACWC www.nacwc.in.

2. It is requested that the vacancy notice may kindly be widely circulated to their concerned Public Sector Undertakings, Statutory Bodies, Autonomous Bodies and Universities/ Research Institutes under the Central and State Government/ Union Territories.

SSR
06.08.18

Secy (Gen.)
7/8/18
SSR/8/18

A/S
9/8
SO (CN) 19/08
DAC Sr. Sanjay

Yours faithfully,
(S.R. Meena)
Under Secretary & HoO
Phone: 24675528
Fax: 24675767

F. No. A-12026/1/2013-NA
National Authority
Chemical Weapons Convention
Cabinet Secretariat

1st Floor Chanakya Bhawan, Chanakyapuri New Delhi-110021
Date 3rd March, 2018

To

(1) All Ministries/ Departments of the Govt. of India (including M/o Railways and M/o Defence)

(2) Chief Secretaries of all State Governments and Union Territories

Subject: Filling up the post of Advisor and Technical Officers in the National Authority, Chemical Weapons Convention, Cabinet Secretariat on deputation basis.

National Authority Chemical Weapons Convention (NACWC) an office under Cabinet Secretariat and is the nodal agency for implementation of the provisions of Chemical Weapons Convention (CWC) and the focal point for liaison with the Organization for Prohibition of Chemical, Weapons Convention (OPCW), The Hague, Netherlands under the CWC Act, 2000.

2. NACWC proposes to fill up the vacancies in NACWC by officers qualified in the field of Chemistry, Chemical Engineering/ technology by deputation or short term contract as per the Recruitment Rules for the following technical post;

- (i) Advisor (General Central Services Group A, Gazetted, Non-Ministerial), Pay Band-4, Rs.37400 - 67000, Grade Pay Rs.8900/-(pre-revised) - one post.
- (ii) Technical Officer (General Central Services Group B, Gazetted, Non-Ministerial), Pay Band-2, Rs.9300 - 34800, Grade Pay Rs.4800/-(pre-revised) - two posts.

3. The details of posts i.e. scale of pay and allowances admissible, duties and responsibilities, field of selection, place of posting, qualifications and experience required for the posts are at **Annexure-I (1 & 2)**. The period, tenure and other terms of deputation will be governed by the recruitment rules of the above posts and other standard terms and conditions of deputation as prescribed by Government of India from time to time.

4. Applications in the prescribed proforma (**Annexure-II**) of interested officers, who are working on regular basis and have completed their period of probation, should be forwarded to the Under Secretary & Head of Office, National Authority, Chemical Weapons Convention, 1st Floor, Chanakya Bhawan, Chanakyapuri, New Delhi-110021 **within sixty days** from the date of publication of the advertisement in employment notice. All applications should reach the National Authority through proper channel. Advance copies of the applications will not be entertained.

5. While forwarding the application by the Cadre Authority it may be ensured that the applicant meets the eligibility criteria stated in **Annexure-I** and in case of any equivalent qualification, grade, scale, experience etc a **certificate of eligibility with the approval of the competent authority should be furnished**. In addition, the following documents may also please be sent to this office alongwith the application.

- i. A certificate to the effect that the concerned forwarding/parent Department/Ministry has "No Objection" to the appointment of the applicant to the post.
- ii. Complete ACRs dossier/attested copies of the ACRs of the applicant for the past 5 years. In case the ACRs for a particular year are not available, then the ACRs for the pre ceding years should be sent with justification.
- iii. A certificate about the integrity of the officer recommended for appointment on deputation.
- iv. Vigilance Clearance in respect of the applicant including status of vigilance cases, pending or contemplated should be intimated under the signature of an officer of appropriate status.
- v. A statement indicating major/minor penalty imposed during the last 10 years.

6. The candidates who apply for the posts mentioned in Annexure -I, will not be allowed to withdraw their candidature subsequently.

7. It is requested that the vacancy notice may kindly be widely circulated to their concerned Public Sector Undertakings, Statutory Bodies, Autonomous Bodies and Universities/Research Institutes under the Central and State Government/Union Territories.

Yours faithfully,



(Vikas Srivastava)

Under Secretary & HoO

Tel. No.: 011-23793211

Fax No.: 011-24675767

E-mail: v.srivastava92@nic.in

2018/136997
5 AUG 2018

Sub:- Filling up the post of Curator (Manuscripts) Group 'A', Gazetted, Non-Ministerial in the pay matrix level 11 (Rs. 67700-208700/-) by Composite Method: deputation (including short term contract) / promotion in the National Museum, New Delhi under the Ministry of Culture, Govt. of India.

Applications are invited from the officers working under the Central Government / State Governments / Union Territories / Universities / Recognized Research Institutions / Public Sector Undertakings / Semi Government / Statutory / Autonomous Organizations for filling up the post of Curator (Manuscripts) Group 'A', Gazetted, Non – Ministerial in the pay matrix level 11 (Rs. 67700-208700) by deputation (including short term contract) / promotion in the National Museum, New Delhi, a Subordinate Office under the Ministry of Culture.

2. **JOB DESCRIPTION:** - To conduct the specialized work of scholarly study, cataloguing research, to contribute to Publication, custody/custodian of antiquities collection, safeguarding, exhibition and interpreting for education and culture, the material in their respective fields.

Eligibility

Deputation (including short term contract) / promotion:-

(1) Officers under the Central Government / State Governments / Union Territories / Universities / Recognized Research Institutions / Public Sector Undertakings / Semi Government / Statutory / Autonomous Organizations:-

(a) (i) holding analogous post on regular basis in the parent cadre/Department;

Or

(ii) with five years' service in the grade of rendered after appointment thereto on a regular basis in post in the Pay Matrix level No. 10 (Rs. 56100-177500) (pre-revised Pay Band Rs. 15600-39100/- + Rs. 5400/- grade pay) or equivalent in the parent cadre/department; and

(b) Possessing the following educational qualifications and experience:

Essential:

i) Master's degree of a recognized University or equivalent in Museology History of Art;

Or

Master's degree in Indian History/Sanskrit/pali/Prakrit/Persian/Arabic/Archaeology/Anthropology/Fine Arts with diploma in Museology of a recognized University or equivalent;

ii) Five years' experience in a Museum of National / Regional importance under the control of Central/State Government/Union Territories;

iii) One year's research experience with evidence of published research work in the field on Manuscripts and Farmans (Royal documents issued by emperors);

iv) One year's practical experience and training in the field of Manucripts and Farmans (Royal documents issued by emperors).

Desirable

- (i) Ph. D. Degree in the in any one of the subjects referred to in educational qualifications;
- (ii) Bachelor's degree of recognized University or equivalent in Sanskrit/Pali/Prakrit/Persian/Arabic
- (iii) M. Phil. degree or diploma in relevant field from a Recognized University/Institution or equivalent.

2) The departmental Deputy Curator (Manuscripts) in the pay matrix level No. 10 (Rs. 56100-177500) (pre-revised Pay Band Rs. 15600-39100/- + Rs. 5400/- grade pay) with five years' regular service in the grade shall also be considered along with outsiders. In case he/she is selected for appointment to the post the same shall be deemed to have been filled by promotion.

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

Note 2: The period of deputation (including short term contract) including period of deputation (including short – term contract) 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 exceed three years.

Note 3: The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.

4. The applications in duplicate in the prescribed Performa (available on National Museum's website at www.nationalmuseumindia.gov.in and complete up to date ACR dossiers of the officer (last 5 years) who can be spared in the event of their selection along with (i) Vigilance Clearance (ii) integrity certificate (iii) cadre clearance, and (iv) major / minor penalty statement for the last 10 years should reach the **Shri P.K.Nagta, Director (Collection & Administration), National Museum, Janpath, New Delhi, New Delhi – 110011** through proper channel within a period of 60 days from the date of publication of advertisement in the employment News. The applications / CV not accompanied by supporting certificate/documents in support of Qualification and Experience claimed by the candidate would not be processed for determining the eligibility of the candidate for the selection. The applications received after the due date or otherwise incomplete will not be considered and will stand rejected.

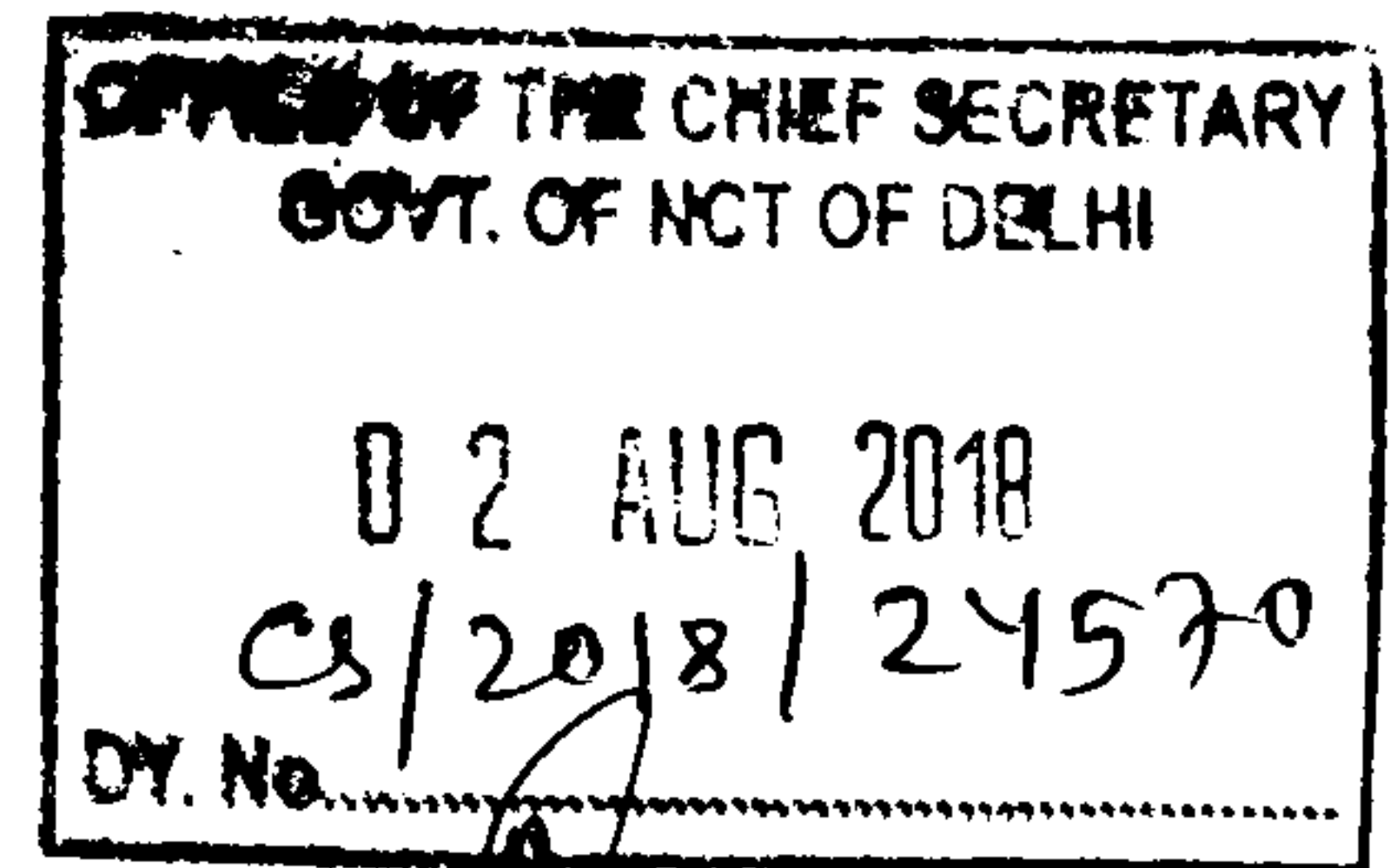
5 The details regarding eligibility conditions, educational qualifications and experience, application form etc. attached to the post are also available on the website of the National Museum at www.nationalmuseumindia.gov.in.

P. K. Nagta
17/7/2018
(P.K.Nagta)

Director (Collection & Administration),
National Museum,
Janpath, New Delhi

Subject: **Application invited for filling the post of Managing Director(MD)**

To: cs-ap <cs@ap.gov.in>, cs-assam <cs-assam@nic.in>,
A K Sinha <cs-bihar@nic.in>,
Chief Secretary Office <csoffice.cg@gov.in>,
Chief Secretary <cs-go@nic.in>,
VC Pharka <cs-hp@nic.in>, cs-jandk <cs-jandk@nic.in>,
Shri Sudhir Tripathi <cs-jharkhand@nic.in>,
Chief Secretary Government of Kerala <chiefsecy@kerala>.
Dr D K <cs-maharashtra@nic.in>,
cs-manipur <cs-manipur@nic.in>,
cso-meg <cso-meg@nic.in>,
Chief Secretary Nagaland <csngl@nic.in>,
cs-rajasthan <cs-rajasthan@nic.in>,
Prakash <cs-skm@nic.in>, cs-tripura <cs-tripura@nic.in>,
cs-westbengal <cs-westbengal@nic.in>,
ANSHU PRAKASH <csdelhi@nic.in>



SO (IF-I) CS
02.8.18

SC/6/8/18

Secy (Sec)

3/8/18
SS(S)-II

Date: 08/02/18 05:36 PM

From: "SO(IF-I)) DFS, MOF" <soif1-dfs@nic.in>

scan0001.pdf (683kB)

Madam/Sir,

Attached please find herewith this Department's letter dated 01.08.2018 on the subject.

Asks) P
6/8

sp(CN)

4/8

Sh. Sayan

Thanks & Regards

Suraj Mal
Consultant (IF-I)
Department of Financial Services
Ministry of Finance
New Delhi
Tel : 23748716

F.No.18/7/2018-IF-I
Government of India
Ministry of Finance
Department of Financial Services

3rd Floor, Jeevan Deep Building
Parliament Street, New Delhi
Dated: 1st Aug, 2018

Subject: Applications invited for filling the post of Managing Director (MD), India Infrastructure Finance Company Ltd. (IIFCL).

The post of Managing Director (MD), IIFCL is proposed to be filled up. Applications are invited from candidates fulfilling following terms & conditions:

i. Age :

The maximum age of entry for both internal as well as other candidates shall be 57 years as on the last date of receipt of applications (27.08.2018).

ii. Education Qualifications :

Candidate should have a Post Graduate degree or equivalent preferably in Economics/Commerce/Business Administration/ Finance or a Graduate degree with professional qualification of Chartered Accountancy, Cost Accountancy, Chartered Financial Analyst or equivalent. Any additional qualification with specialization in the field of infrastructure development/project finance will be considered desirable.

iii. Experience :

Minimum 25 years of experience as on the date of vacancy (12.06.2017) in different verticals/domains in Scheduled Commercial Banks (SCBs)/ Financial Institutions (FIs) or other Public Sector Organisations in the financial/ Banking sector including 3 years of operational experience preferably in Project Finance/Credit Appraisal/Large Corporate Credit.

Of these 25 years, at least 2 years of experience should be at the level of:

- a) Whole Time Director/Director on the Board of SCBs/FIs; or
- b) GM in Nationalised Banks/ Executive Director in IDBI Bank Ltd; or
- c) CGM in IFCI Ltd./SIDBI/ Exim Bank/ IIFCL/ SBI; or
- d) Executive Director or equivalent at RBI.

(The position as specified above should have been held on substantive basis)

iv. Other Requirements :

The candidate should have:-

- a) Proven track record at leadership, management and building high achieving teams.
- b) Experience of institutional development in the financial, banking and services sector.
- c) Adequate knowledge and experience in Re-finance, Corporate Finance, Treasury Operations, Resource Mobilization, Risk Management, Information Technology etc.
- d) Excellent communication skills.

v. Criteria of deputation for Govt Officers :

Officers serving as Joint Secretary or above in Government of India or at an equivalent level in the State Government or a regulatory body having 5 years professional/academic experience with 2 years mandatory experience at the level of Joint Secretary in the field of



Commercial/Industrial Finance/Infrastructure finance shall be eligible to apply on deputation basis.

vi. Duration of Assignment

The assignment shall be for a period of 3 years and may be extended by upto 2 years based on performance provided that no person shall hold office of MD, IIFCL after attaining the age of 60 years. For All India Service officers/ Central Services Group 'A' officers, extant guidelines on deputation tenure shall apply.

vii. Salary & Allowance

The post carries pay-scale of Rs. 2,05,400 – 2,24,400/- (Level 16) plus all usual allowances and perquisites as allowed to Whole Time Directors of Public Sector Banks.

2. The applications in respect of eligible officers who are interested and can be spared in the event of selection, may be forwarded, duly verified/counter verified alongwith the following documents:

- i) Application in the prescribed proforma. (Annexure).
- ii) Certified copies of up-to date and complete Annual Confidential Reports (APAR/CR Dossier) of last five years.
- iii) Integrity Certificate.
- iv) Vigilance clearance including certification that no disciplinary proceedings/criminal proceedings are either pending or contemplated against the applicant.
- v) List of minor/major penalty, if any, imposed on the applicant during the last 10 years.
- vi) A brief write up on the significant contributions made by the applicant during his/her present/past assignments and his/her suitability for the post.

3. Applications along with the above documents should be forwarded through proper channel to Shri Soumyajit Ghosh, Under Secretary (IF-I), Department of Financial Services, Ministry of Finance, 3rd Floor, Jeevan Deep Building, Parliament Street, New Delhi – 110001(email : if1application-dfs@gov.in) **latest by 27th August, 2018***. Applicants may send an advance copy to the above address.

**Note: Ministry of Finance, Department of Financial services will, in no case, be responsible for non-receipt of applications or any delay in receipt thereof. Applications received after the prescribed date will not be entertained under any circumstances and will be summarily rejected*



(Soumyajit Ghosh)

Under Secretary to the Government of India

Copy to:

1. All Secretaries/ Chief Secretaries of the Central/State Governments.
2. Cadre Controlling Authorities of All India Services/ Central Services Group 'A'
3. RBI, Indian Banks Association
4. CMDs/MDs of State Bank of India/ Public Sector Banks/ Schedule Commercial Banks/ Financial Institutions/Other Public Sector Financial Organisations.
5. NIC Cell – for uploading on website of Department.

FORMAT OF APPLICATION

Post Applied for _____

1. Soumyajit Ghosh
 Under Secretary (IF-4) Ministry of Finance
 Department of Financial Services
 Jeevan Deep Building (3rd Floor), Parliament Street, New Delhi - 110 001

Affix your Passport
 size photograph
 duly signed across

1	Name in Full (in Block Letter)				
2	Father's/Husband's name				
3	Date of birth (copy of birth/ matriculation certificate to be attached)	Day	Month	Year	4 Age as on Day Month Year 27.08.2018 (last date of receipt of applications)
4	a) Academic b) Professional Qualification (latest first) Qualification	Board/University	Year of Passing	Subject	Percentage
5	Details of Experience of the candidates (latest first)				
5(i)	Whether having experience of minimum 25 years as on the date of vacancy (12.06.2017) in different verticals/domains in Scheduled Commercial Banks (SCBs)/Financial Institutions (FIs) or other Public sector Organisations in the financial/Banking sector including 3 years of operational experience preferably in Project Finance/Credit Appraisal/Large Corporate Credit. Yes/No (If yes, provide details as per below)				
	Post/Organization details	Period	Scale of Pay	Details of Responsibilities	
5(ii)	Details of operational experience:				
6	Details of Experience of the Govt. officers applying on deputation basis				
6(i)	Whether Off. serving as Joint Secretary or above in Government of India or at an equivalent level in the State Government or a regulatory body having 5 years professional/academic experience with 2 years mandatory experience at the level of Joint Secretary in the field of Commercial, Industrial, Finance, Infrastructure Finance. Yes/No (if yes, provide details as per below)				
	Post/Organization details	Period	Scale of Pay	Details of Responsibilities	
7	Any other relevant detail in terms of qualification and experience				
8	Name of present employer/institution				
9	Present post held and scale of Pay				
10	Date since when holding present post				
11	Complete correspondence and permanent address				
12	E-mail Address			13	Contact Number
13	A brief write up on the significant contributions made by the applicant during his/her present/past assignments and his/her suitability for the post. (to be enclosed with the application) - yes/no				

DECLARATION

I do hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any particular or information furnished by me, found false/incomplete or ineligible, my candidature will be rejected or cancelled and in the event of any statement information found false even after appointment, my services are liable to be terminated without any notice.

Date _____
 Place _____

(Signature of Candidate)

NAME _____

A



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

(Govt. Of NCT of Delhi)

Sec. 16-C, Dwarka, New Delhi

Website : www.ipu.ac.in

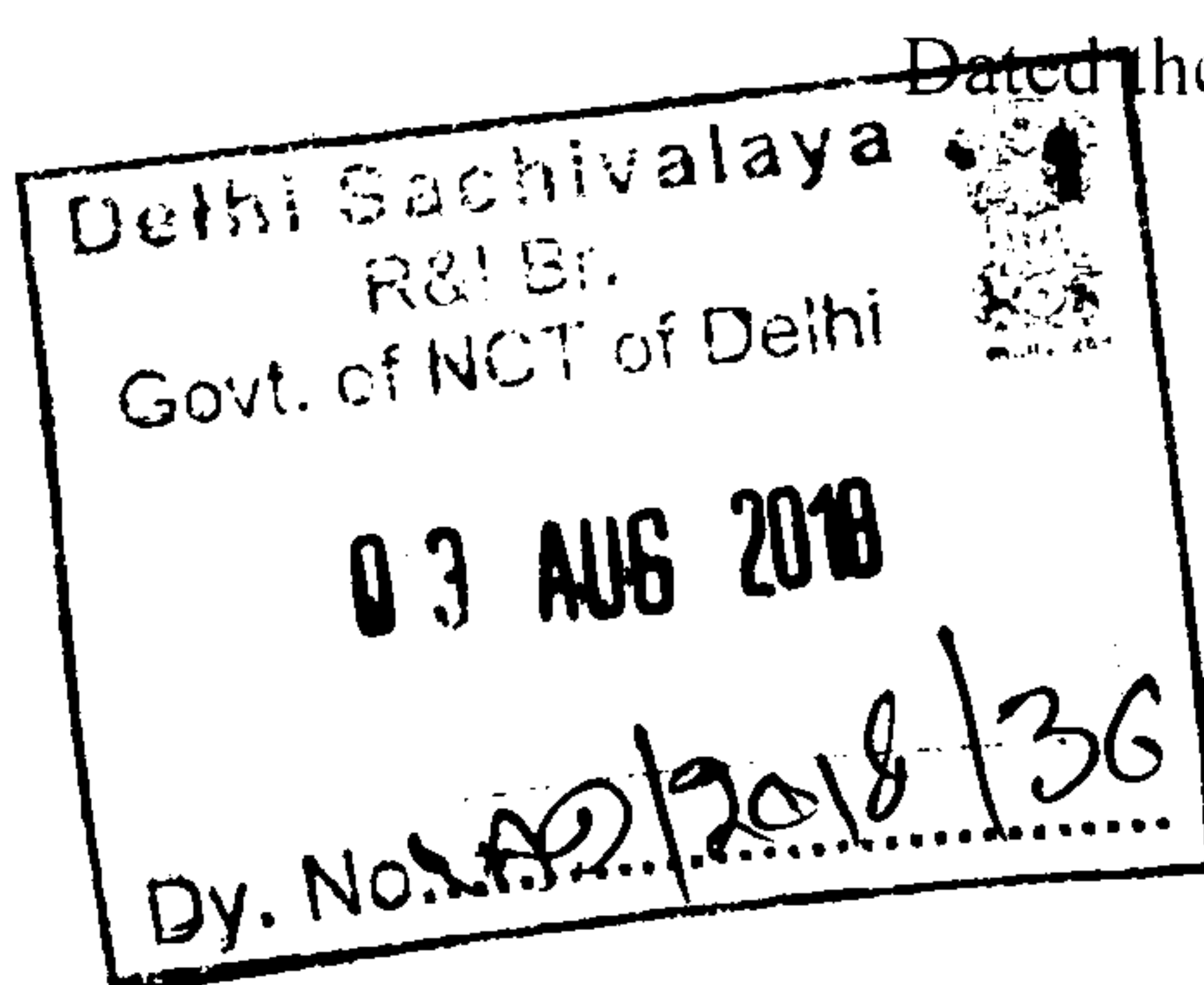
03 AUG 2018

F.1(4)(9)/2010/P-II/3325

Dated the 02nd August, 2018

To,

Chief Secretary
Delhi Secretariat,
IP Estate,
New Delhi- 110002
Ph: 011-23392100/101
csdelhi@nic.in



SS/1
7/8/18

Sub: Recruitment to the post of Controller of Finance in PB-4 of Rs. 37,400-67,000 with GP of Rs. 10,000/- (Pre-revised Rs. 16,400-450-20900-500-22400) on deputation basis.

Sir,

The Guru Gobind Singh Indraprastha University is a prestigious University established in the year 1998 to facilitate and promote higher studies & research in emerging areas of higher education with focus on professional education. The University proposes to fill-up the post of Controller of Finance on deputation basis in PB-4 of Rs. 37,400-67,000 with GP of Rs. 10,000/- (Pre-revised Rs. 16,400-450-20900-500-22400).

A copy of the advertisement with educational qualification & experience required for the aforesaid post is enclosed alongwith application form as uploaded on University website www.ipu.ac.in with the request that the same may kindly be circulated in your organization / department. Applications of the eligible and willing officers may kindly be forwarded alongwith authenticated copies of ACRs for the last 5 years and the Vigilance Clearance / Integrity Certificate to the Office of the Joint Registrar (Personnel), Room No. 117, Administrative Block, GGS Indraprastha University, Sector 16C, Dwarka, New Delhi – 110078, latest by 16.08.2018.

This may be given **TOP PRIORITY**.

Yours faithfully,

Dr. S. Sanyal
-2/08
Sr. Sanyal

(Sunita Shiva)
Jt. Registrar (Pers.)

Encl: As above.

Copy forwarded to the following for information and necessary action:-

1. AR to the Hon'ble Vice Chancellor, GGS Indraprastha University
2. SO to Pro-Vice Chancellor, GGS Indraprastha University.
3. AR to the Registrar, GGS Indraprastha University.
4. Guard file

80706
03.08.18

See file
6/8/18
SS/1

AK
7/8
50(CN)



Guru Gobind Singh Indraprastha University
SECTOR -16C, DWARKA, NEW DELHI-110078

Website :www.ipu.ac.in

EMPLOYMENT NOTICE

Guru Gobind Singh Indraprastha University is a dynamic growth oriented organization established to facilitate and promote higher studies & research in emerging areas of higher education with focus on professional education. The University proposes to fill-up a post of **Controller of Finance on deputation basis** in PB-4 of Rs.37,400-67,000 with GP of Rs. 10,000/- (Pre-revised Rs.16,400-450-20900-500-22400)

Eligibility qualifications & Experience:-

- (i) Holding analogous post; or
Working in PB-4 of Rs.37,400-67,000 with GP of Rs. 8,700/- (Pre-revised Rs. 14,300-18,300) / PB-3 of Rs.15,600-39,100 with GP of Rs. 7,600/- (Pre-revised – Rs. 12,000 – Rs. 16,500).
- (ii) Having atleast 10 years regular service in the established cadre. .

Mode of Appointment : On deputation basis from following categories of officers belonging to established Finance and Accounts Cadres/Services of the Govt. of India/Delhi, autonomous institution's Finance and Accounts department, Public Sector undertaking etc.

Age Limit: Preferably below 55 years.

Period of deputation

The initial period of deputation shall be for two years which may be extended with mutual consent.

REGISTRAR

General Instructions and Guidelines

1. No column of application should be left blank. Strike out those columns, which are not applicable.
2. All applicants who are presently employed in Government/Semi Govt./Public Sector Undertaking/University/Recognized Educational Institute etc. should apply through proper channel enclosing a certificate from that Government organization stating that no Vigilance or Disciplinary case was pending or contemplated against them and submit their 'No Objection Certificate' alongwith Vigilance Clearance at the time of interview, if not submitted earlier. Failure to provide the same shall make them ineligible for consideration to the post. Application received late shall not be entertained and delay in transit shall be the responsibility of applicant.
3. The educational qualification, age, experience and other conditions of eligibility as stipulated above against the post shall be determined as on the closing date of receipt of applications.
4. Fulfillment of conditions of minimum qualification shall not necessarily entitle any applicant to be called for further process of recruitment.
5. Application Form must also be accompanied by attested copies of all Educational and Professional Qualifications, Experience Certificates. An application, without the said documents is likely to be rejected during the course of screening.
6. In case of large number of applicants, University reserves the right to short-list applicants in any manner as may be considered appropriate and no reason for rejection shall be communicated. No claim for refund of cost of application or processing fee shall be entertained.
7. The University reserves the right to fill or not to fill post advertised, no correspondence, whatsoever, will be entertained from the candidates regarding postal delays, conduct, result and reason for not being shortlisted.
8. The number of posts may vary at the discretion of the University. Applicants not found suitable for the position applied, may be considered for the next lower position/post/Grade Pay, if available and the University reserves the right not to fill some or all the posts advertised, if the circumstances so warrant.
9. The University reserves the right to withdraw advertised posts at any time without assigning any reason. Any consequential vacancies arising at the time of Interview may also be filled up from the available candidates.
10. Full name may be mentioned in application form. If there was change of name at any stage of time, original name may also be mentioned.
11. Employment of the University shall be governed by the rules and regulations, service conditions, as may be notified by the University from time to time.

In addition to basic pay, employee shall be entitled to other allowances as per rules and regulations of the University.

13. No applicant having more than one living wife/husband is eligible for appointment.
14. Incomplete/unsigned application /application without photograph/application not in prescribed proforma and those received in University after closing date will be rejected without assigning any reason.
15. No documents will be accepted or considered by the University after submission of application form by the candidate and no subsequent request for its change will be considered or granted.
16. Candidature of applicant shall be subjected to verification of testimonials at a subsequent stage.
17. No TA/DA shall be payable to applicant for any journey performed for attending the test/ interview.
18. Canvassing in any form shall be treated as disqualification.
19. No enquiry personal or in writing for recruitment shall be entertained.
20. Any dispute, if any, with regard to this recruitment will be subject to the Courts/Tribunals having jurisdiction over Delhi.
21. The application, on the prescribed format, duly filled in, complete in all respects, should be submitted in the University or sent by Speed-post, so as to reach to the Joint Registrar (Personnel), Room No. 117, Administrative Block, Guru Gobind Singh Indraprastha University, Sector 16-C, Dwarka, New Delhi-110078 latest by 6th August, 2018 upto 5:00 p.m. The University will not be responsible for any postal delay or loss.
22. The envelope containing application should be superscribed as "Application for the post of Controller of Finance (on Deputation)".

Registrar

APPLICATION FORM FOR NON-TEACHING POSTS

Note:

1. Fill in all the information in block letters only.
2. Attach separate sheet in case of insufficient space in any column.
3. Attach Demand Draft/ Pay Order (if not exempted).
4. Attach copies of all the mark-sheets/degree(s)/certificates.

- Contd..2

Qualifications: (Attach duly attested copies)

Division/ Grade	% age of marks	University/ Board	Year of Passing/ Award	

Please start with the latest & Attach duly attested copies):

Name of the Institute/ Department/Organization	Period of Experience			Pay Band/ Pay scale/ & GP	Last basic Pay (Rs.)	N.
	From	To	Total (year & Month)			

Language(s) Known (Please tick)	Read	Write	
Hindi			
English			

My Basic Pay: Rs. _____ in the Pay Scale of Rs. _____

Pay acceptable: Rs. _____

I am required for joining, if selected: _____

Other relevant information you wish to give in support of your candidature:

21. Name and address of two persons (other than relatives) to whom references can be made:

1. _____

2. _____

22. Certified that the information given by me in this application form is complete and correct to the best of my knowledge & belief and nothing has been concealed there from. I also understand that in case any information is found to be false, my services shall be liable to be terminated without notice.

I have read the instructions and guidelines issued for the candidates.

Date:

Place:

Signature of the candidate

23. Recommendation of the employer (to be submitted by those who are in employment) - (if applicable)

Date :

Place:

Signature & Seal of the employer

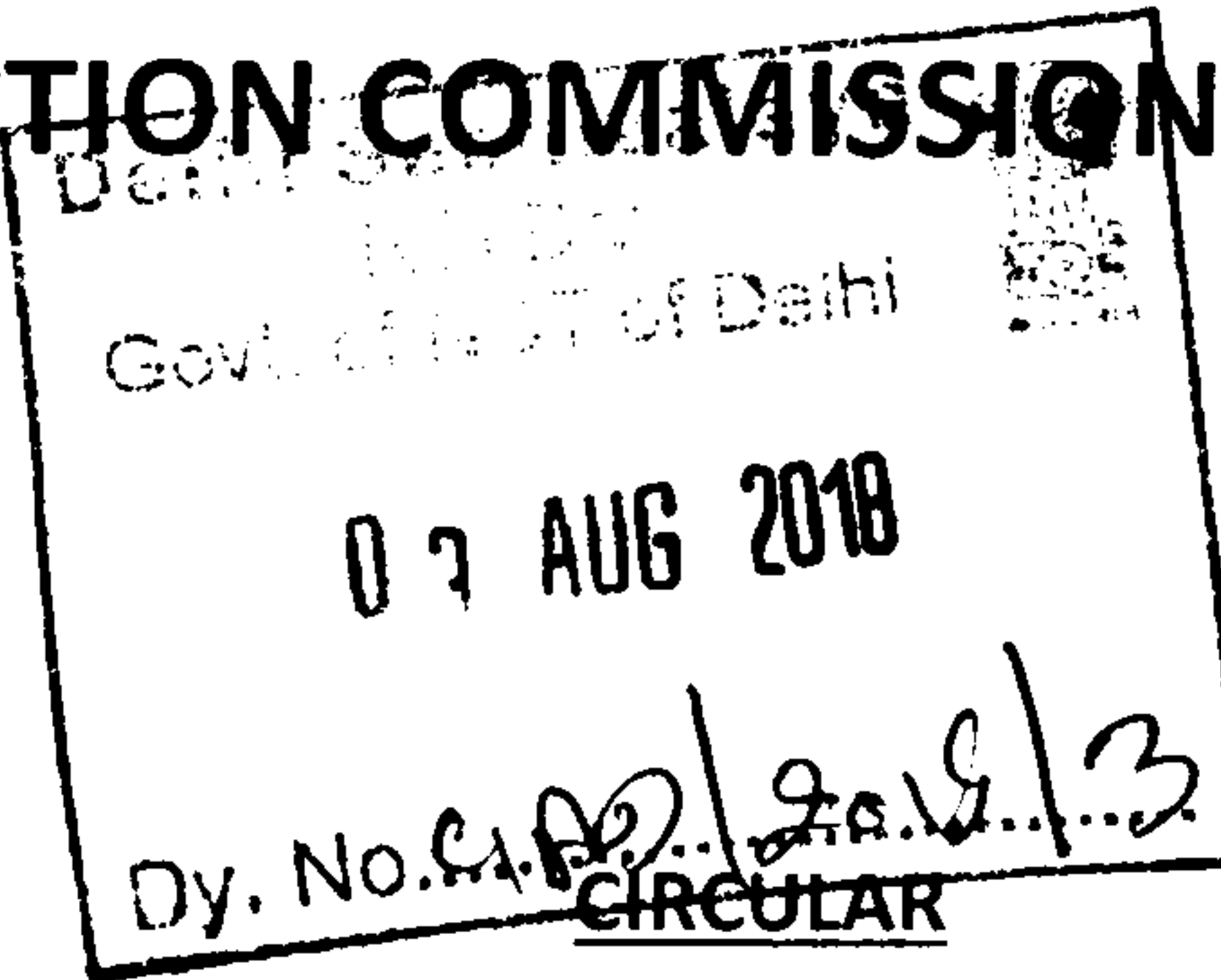
भारत निर्वाचन आयोग सचिवालय
**SECRETARIAT OF
ELECTION COMMISSION OF INDIA**

SS4
7/8/18

निर्वाचन सदन,
अशोक रोड, नई दिल्ली-110001

Nirvachan Sadan,
Ashoka Road, New Delhi-110001

No. 182/12/1/2016



Dated: 30.07.2018

Sub: Filling up of 01 (One) posts of Assistant Director (Official Language) in the Election Commission of India in the Level 10 of the Pay Matrix {Pay Band-3, Rs. 15600-39100/- with corresponding Grade Pay of Rs. 5,400/- in pre-revised scale} in the Secretariat of the Election Commission of India on deputation basis.

It is proposed to fill up 01 (One) post of Assistant Director (Official Language) in the Election Commission of India in the Level 10 of the Pay Matrix {Pay Band-3, Rs. 15600-39100/- with corresponding Grade Pay of Rs. 5,400/- in pre-revised scale} in the Secretariat of the Election Commission of India on deputation basis.

2. Officers holding analogous posts in Government of India/State Governments who are below 56 years of age as on closing date i.e. 15.09.2018 fulfilling the eligibility criteria and possessing qualifications/experience laid down as under are eligible to apply for the post: -

(A) (i) holding analogous post on a regular basis in the parent cadre or Department,

OR

(ii) With two years service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs. 9300-34800 plus grade pay of Rs. 4800 in pay band-2 in the parent cadre or Department;

OR

(iii) With three years service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs. 9300-34800 plus grade pay of Rs. 4600 in pay band-2 in the parent cadre or Department;

OR

(iv) With eight years service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs. 9300-34800 plus grade pay of Rs. 4200 in pay band-2 in the parent cadre or Department; and

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Aug
21-18
Sr. Sanjay

(B) Possessing the following educational qualifications and experience:

- (i) Masters Degree of a recognized University in Hindi with English as a subject at the Bachelor Degree level;

OR

Masters degree of a recognized University in English with Hindi as subject at the Bachelor Degree level;

OR

Masters degree of a recognized University in any subject with Hindi and English as a subject at the Bachelor Degree level;

OR

Masters degree of a recognized University in any subject with Hindi medium and English as a subject at the Bachelor Degree level;

OR

Masters degree of a recognized University in any subject with English medium and Hindi as a subject at the Bachelor Degree level; and

- (ii) Five years experience of Terminological work in Hindi and /or translation work from English to Hindi or vice-versa, preferably of technical or scientific literature in the Central Government Organisation;

OR

Five years experience of teaching, research, writing or journalism in Hindi in Central Government Organization.

3. The job profile for the post is as under: -

- (i) The translation work from English to Hindi and vice-versa and vetting thereof.
- (ii) To acquaint the officers and staff of the concerned departments with the provisions of the O.L Act, Government rules & orders relating to official language and Hindi training and to help them in implementing the same.
- (iii) To ensure proper compliance of the provisions of the Official Languages Act and the orders pertaining to Hindi Teaching Scheme and Official Language Policy in their departments and subordinate offices, sections, companies and corporations etc.
- (iv) To make suggestions from time to time for promoting the progressive use of Hindi and to keep liaison with the Department of Official Language through proper channel.
- (v) To prepare reference and help literature to organize Hindi workshops and to assist the officers and staff in learning Hindi and using Hindi in official business.

(vi) The services of the Hindi Officers/Translators should, as far as possible, be utilized for translation and Official Language Implementation work only for which these posts have been created. In case in any office the required Hindi work is completed in accordance with the targets of the Annual programme only then the officers/employees working against Hindi posts should, provided they get time, be entrusted any other work in addition to the work pertaining to translation and implementation of Official Language Policy.

4. The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the Election Commission of India or some other organization/ department of the Central Govt. shall not ordinarily exceed three years.

5. The applications in the enclosed proforma (Annexure-I), along with attested copies of ACR/APAR for the last 3 years of the officers who could be spared within 15 days in the event of his/her selection, may be forwarded to the Principal Secretary (Admn.), Election Commission of India, Nirvachan Sadan, Ashoka Road, New Delhi-110001 on or before **15.09.2018**, strictly through proper channel. Applications received after the last date, not received through proper channel or otherwise found incomplete will not be considered.

6. The pay and terms of deputation of the Officer selected on deputation will be regulated under the provisions contained in the Deptt. of Personnel and Training O.M. No.6/8/2009-Estt. (PayII) dated 17.06.2010 as amended from time to time.

7. The officers who apply for the post will not be allowed to withdraw their candidature subsequently.

8. The Commission reserves the right to withdraw the circular/cancel the appointment process at any time without assigning any reason.



(B. C. PATRA)
SECRETARY
Tel: 23052079

To :

- (i) All Ministries/Departments of Govt. of India with the request to circulate among subordinate offices/PSUs under them.
- (ii) Chief Secretaries to all states/UTs

Bio-Data Proforma**Annexure-I**

1. Name and Address (in Block letters)
2. Date of Birth (in Christian era)
3. Date of Retirement
4. Educational Qualifications
5. Service to which belong
6. Whether belongs to SC/ST
7. Details of Employment (in chronological order). Enclose a separate sheet, duly authenticated by your signature if the space below is insufficient.

Office/Institution/Orgn. Post held From To Scale of pay & Basic Pay Nature of Duties

8. Nature of present employment i.e. ad-hoc or (Temporary) 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
10. Additional details about present employment. Please state whether working under:
 - a. Central Government
 - b. State Government
 - c. Autonomous Organization
 - d. Government Undertaking
11. 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.
12. Existing total emoluments drawn per month
13. 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.
14. Remarks

Signature of the candidate

Address:

Forwarding Note by the Employer:

It is certified that:

- (i) Information given in the above proforma is correct as per the service record of the applicant.
- (ii) The applicant is clear from vigilance angle.
- (iii) The integrity of the applicant is beyond doubt.
- (iv) That no major/minor penalty has been imposed on the applicant in last 10 years.
- (v) The cadre controlling authority of the applicant has given its clearance for his applying for the above post.
- (vi) The ACR Dossier of the applicant is enclosed with the application.

(Signature with seal of the authorized signatory
On behalf of the employer)

भारत निर्वाचन आयोग सचिवालय
**SECRETARIAT OF
ELECTION COMMISSION OF INDIA**

निर्वाचन सदन,
अशोक रोड, नई दिल्ली-110001
Nirvachan Sadan,
Ashoka Road, New Delhi-110001

No. 182/12/1/2016

Dated: 30.07.2018

CIRCULAR

Sub: Filling up of 01 (One) post of Senior Hindi Translator in the Election Commission of India in Level 07 of the Pay Matrix {Pay Band-2, Rs. 9300-34800/- with corresponding Grade Pay of Rs. 4,600/- in pre-revised scale} in the Secretariat of the Election Commission of India on deputation basis.

It is proposed to fill up 01 (one) post of Senior Hindi Translator in the Election Commission of India in Level 07 of the Pay Matrix {Pay Band-2, Rs. 9300-34800/- with corresponding Grade Pay of Rs. 4,600/- in pre-revised scale} in the Secretariat of the Election Commission of India on deputation basis.

2. Officers holding analogous posts in Government of India/State Governments who are below 56 years of age as on closing date i.e. **15.09.2018** fulfilling eligibility criteria and possessing qualifications/experience laid down as under are eligible to apply for the post:-

(a) (i) Holding analogous posts on regular basis; or

(ii) With three years' regular service in posts in the pre-revised scale of PB-2 Rs. 9,300-34,800 and Grade Pay Rs. 4200/- or equivalent or

(iii) With six years' regular service in posts in the pre-revised scale of PB-1, Rs. 5200-20200 with grade pay of Rs. 2800/- or equivalent

AND

(b) Possessing the following educational qualification and experience prescribed as under:

Essential:

A. (i) Master's degree of recognized University or equivalent in Hindi with English as a subject at the degree level or

(ii) Master's degree of recognized University or equivalent in English with Hindi as a subject at the degree level or

(iii) Master's degree of recognized University or equivalent in any subject with Hindi and English as subject at degree level or

(iv) Master's degree of a recognized University or equivalent in any subject with English medium and Hindi as a subject at degree level or

(v) Master's degree of recognized University or equivalent in any subject with Hindi Medium and English as a subject at degree level

(i) Three years experience of Terminological work in Hindi and /or Translation work from English to Hindi or vice-versa, preferably of Technical or Scientific literature or

(ii) Three years experience of Teaching, Research, Writing or Journalism in Hindi.

The job profile for the post is as under: -

(i) The translation work from English to Hindi and vice-versa and vetting thereof.

(ii) To acquaint the officers and staff of the concerned departments with the provisions of the O.L Act, Government rules & orders relating to official language and Hindi training and to help them in implementing the same.

(iii) To make suggestions from time to time for promoting the progressive use of Hindi and to keep liaison with the Department of Official Language through proper channel.

(iv) To prepare reference and help literature to organize Hindi workshops and to assist the officers and staff in learning Hindi and using Hindi in official business.

4. The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the Election Commission of India or some other organization/ department of the Central Govt. shall not ordinarily exceed three years.

5. The applications in the enclosed proforma (Annexure-I), along with attested copies of ACR/APAR for the last 3 years of the officers who could be spared within 15 days in the event of his/her selection, may be forwarded to the Principal Secretary (Admn.), Election Commission of India, Nirvachan Sadan, Ashoka Road, New Delhi-110001 on or before **15.09.2018**, strictly through proper channel. Applications received after the last date, not received through proper channel or otherwise found incomplete will not be considered.

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7. The officers who apply for the post will not be allowed to withdraw their candidature subsequently.

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(B. C. PATRA)

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 - a. The date of initial appointment
 - b. Period of appointment on deputation/contract
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 - a. Central Government
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- (v) The cadre controlling authority of the applicant has given its clearance for his applying for the above post.
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(Signature with seal of the authorized signatory
On behalf of the employer)