

No. A-12025/5/2020-SA
Government of India

Ministry of Consumer Affairs, Food & Public Distribution
Department of Food & Public Distribution

18 SEP 2020

18 SEP 2020

Krishi Bhawan, New Delhi
Dated : 15th September, 2020

INDICATIVE VACANCY CIRCULAR

Sub: Filling up one anticipated vacancy to the post of **Assistant Director (Official Language)** at National Sugar Institute, Kanpur, by Deputation.

The undersigned is directed to invite applications from eligible and suitable officers for filling up one anticipated vacancy to the post of **Assistant Director (Official Language)**, a General Central Service, Group 'A' Gazetted, Non-Ministerial post in Level-10 of the Pay Matrix at National Sugar Institute, Kanpur – a subordinate office of the Department of Food & Public Distribution, by Deputation.

2. Details of the post, eligibility conditions etc. may be accessed from the Department's website: www.dfpd.nic.in

3. Applications of only such officers/ candidates will be considered as are routed through proper channel and are accompanied by:-

(i) * Bio-data – Certification part to be filled up and countersigned by the Employer/ Cadre Controlling Authority. Each page of the Bio-Data and all supporting documents to be attested by an officer not below the rank of Under Secretary.

(ii) Photocopies of APARs for the last five (5) years, duly attested on each page by an officer not below the rank of Under Secretary.

(*) as per prescribed proforma available on the website.

4. It is, therefore, requested that the applications of suitable and eligible officers for the post may please be sent to the Under Secretary (SA), Department of Food & Public Distribution, Ministry of Consumer Affairs, Food & Public Distribution, Room No. 291, Krishi Bhawan, New Delhi – 110001, within **60 days** from the date of publication of this advertisement in the Employment News. Unsigned/ incomplete applications, not submitted through proper channel or those received after the last date, shall not be considered.

(Mahender Singh)

Under Secretary to the Government of India

Tel. No.: 2338 8544

Distribution:-

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

For information:-

Director, National Sugar Institute, Kalyanpur, Kanpur – 208 017.

अण्डमान तथा निकोबार प्रशासन
Andaman and Nicobar Administration
सचिवालय/Secretariat.

Diary No.

SAD/2020/23826

Port Blair, dated the 24th July 2020.

CIRCULAR

Subject: Vacancy Circular for appointment of Superintending Engineer (Civil) in Andaman Public Works Department, A&N Administration on deputation (ISTC) basis.

It is proposed to fill up two (02) post of Superintending Engineer (Civil), (General Central Service) Group 'A' Gazetted (Ministerial) carrying the Pay Level - 13 (₹ 123100-215900) in the Andaman Public Works Department under A&N Administration on deputation (ISTC) basis from the officers under the Central Govt./State Government/Public Sector undertakings/Semi Govt./autonomous or statutory organization and possessing experience and other eligibility conditions of appointment.

The last date for receipt of applications for appointment of Superintending Engineer (Civil) in the Andaman Public Works Department under A&N Administration on deputation (Including Short Term Contract) earlier circulated vide Administration's Circular dated 28.02.2020 is hereby extended. Copy of Circular dated 28.02.2020 is enclosed.

Details of the post, eligibility conditions etc. are available on website of the APWD (www.apwd.and.nic.in) and Administration (www.and.nic.in). The application form for this purpose can be obtained from the Office of CE, APWD, Nirman Bhawan, Port Blair, A&N Islands, Pin-744101 and the websites. Applications complete in all respects of suitable and eligible officers may be sent through proper channel to the Office of CE, APWD within a period of 60 days from the date of issue/publishing of this Vacancy Circular.

Applications received after the prescribed closing date or not accompanied with the required certificates/ documents are liable to be rejected.

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

[Signature]
24/07/2020
उप सचिव (लो.नि.वि.)
Deputy Secretary (PWD)
A&N Administration
(F.No.2-62/2019-PWD)/825

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PROFORMA OF BIO-DATA

1.	Name and address in BLOCK letters	
2.	Date of birth (in Christian era)	
3.	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 for the post, state the authority for the same)	

			Qualifications / Experience required	Qualifications / Experience possessed by the officer
Essential	(a)	(i)		
		(ii)		
	(b)	(i)		
		(ii)		

6.	Please state clearly whether in the lights of entries made by you above, you meet the requirements of the post	
7.	Details of past service in chronological order (please enclosed separate sheet, authenticated by your signature, if required)	

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Name of the Office/Organization	Post held	Period for which post held		Scale of pay	Nature of duties in brief
		From	To		
8.	Nature of present employment i.e. whether adhoc or regular				
9.	In case the present Employment is held on deputation / contract basis, please states:				
	a) The date from which on deputation / contract				
	b) Period of appointment on deputation / contract				
	c) Name of the parent office / organization to which candidate belongs				
	d) Scale of pay in the parent department				
	e) Date from which drawing that scale in the parent department against regular appointment				
10.	Additional details about present employment Please State whether working under: -				
	f) Central Government				
	g) State Government				
	h) Autonomous Organizations				
	i) Government undertakings				
	j) Universities				
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.	Total emoluments per month drawn				
13.	Additional information, if any which candidate would like to mention in support of one's suitability for the post. Enclose a separate sheet, if required.				
14.	Whether belongs to SC / ST				
15.	Remarks				

Date:

Signature of the candidate
Address:

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VERIFICATION / CERTIFICATE TO BE FURNISHED BY THE EMPLOYER

It is certified that the information furnished by Mr. / Ms. has been checked as per the service record of the individual and found correct.

Records of service of Mr. / Ms. who has applied for post of Superintending Engineer (Civil), APWD, A & N Administration has been carefully examined and it is certified that there is no doubt about his / her integrity.

Neither any disciplinary proceedings are pending nor a decision has been taken to initiate disciplinary proceedings against Mr./ Ms. who has applied for the post of Superintending Engineer (Civil), APWD, A & N Administration.

In the event of his / her selection Mr./Ms. will be relieved of his / her duties in this office.

(Signature with office seal)

Name:

Designation:

Tele. No.

Date :

Note: Incomplete applications or applications not in accordance with the format / particulars will not be entertained.

STATEMENT OF PENALTIES FOR THE LAST TEN YEARS IN RESPECT OF

Mr. / Ms.

Sl. No.	Name of the penalty	Details of penalty	Period	Remarks

(Signature with office seal)

Name:

Designation:

Tele. No.

Dated:

Note: Kindly furnish 'Nil' statement if no penalty has been imposed.

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TERMS AND CONDITIONS OF APPOINTMENT

1. In addition to pay the selected persons will be entitled to DA as admissible.
2. Special compensatory allowance and Island Special Allowance as admissible under rules.
3. Rent free unfurnished accommodation subject to general review from time to time.
4. Free sea passage once in a year for self and family members while proceeding / returning from leave in accordance with the orders in force from time to time.
5. Deputation allowance as admissible under rules.
6. Tenure: Initially for a period of 1 (one) year, which may be extended in accordance with the rules.
7. They shall be governed by the relevant rules and order in force from time to time in respect of the Government servants of their category serving under the Andaman & Nicobar Administration.
8. The officer selected for appointment on deputation basis will have the option either to get his pay fixed in the depositions post or to draw pay of the post held by him in his parent department plus deputation allowances in accordance with and, subject to the condition, as modified from time to time and such other general or special orders issued by the Ministry of Finance.
9. The period of deputation / contract of official shall not ordinarily exceed four years. The maximum age limit for appointment by transfer on deputation shall not be exceeding 56 years, as on the closing date of receipt of application.
10. The officer once selected shall not be allowed to withdraw or refused to join and it shall be responsibility of sponsoring authority to release the selected officers within a month of the issue of appointment letter / order.

ANNEXURE - A

To

The Chief Secretaries / all State Governments to circulate the vacancies among all State Department autonomous / statutory organization public undertaking department.

1. Andhra Pradesh (Hyderabad)
2. Arunachal Pradesh (Itanagar)
3. Assam (Guwahati)
4. Bihar (Patna)
5. Chattisgarh (Raipur)
- ✓ 6. ~~Delhi~~
7. Goa (Panaji)
8. Gujarat (Ahmedabad)
9. Haryana (Chandigarh)
10. Himachal Pradesh (Shimla)
11. Jammu & Kashmir (Srinagar)
12. Jharkhand (Ranchi)
13. Karnataka (Bangalore)
14. Kerala (Trivandrum)
15. Madhya Pradesh (Bhopal)
16. Maharashtra (Mumbai)
17. Manipur (Imphal)
18. Meghalaya (Shilong)
19. Mizoram (Aizwal)
20. Nagaland (Kohima)
21. Orissa (Cuttack)
22. Punjab (Chandigarh)
23. Rajasthan (Jaipur)
24. Sikkim (Gangtok)
25. Tamil Nadu (Chennai)
26. Tirpura (Agartala)
27. Utter Pradesh (Luckhnow)
28. West Bengal (Kolkata)
29. Chandigarh
30. Pondicherry
31. Daman & Diu
32. Dadara Nagar Haveli & Daman and Diu
33. Lakshadweep
34. Ladakh
35. Telengana
36. Uttarakhand

The Secretary to the Government of India under various Ministries to circulate the vacancies amongst the eligible candidate for filling up the post of Superintending Engineer (Civil), APWD, A & N Administration.

1.	The Secretary Minister of External Affairs, Room No. South Block, New Delhi - 110 011	2.	The Secretary Minister of Rural Development Room No. 48, Krishi Bhawan New Delhi - 110 001
3.	The Secretary Minister of Defence, Room No. 104 South Block, New Delhi - 110 011	4.	The Secretary Information & Broadcasting, Parliamentary Affairs, Room No. 210, Shram Shakti Bhawan, New Delhi - 110 001.
5.	The Secretary Minister of Human Resource Development Room No. 30, 1C-Wing, Shastri Bhawan, New Delhi - 110 001.	6.	The Secretary, Development of North - Eastern Region, Minister of Panchayati Raj, Youth Affairs & Sports, Room No. 201, Shastri Bhawan, New Delhi - 110 001.
7.	The Secretary Minister of Agriculture and Minister of Consumer Affairs, Food & Public Distribution, Room No. 120, Krishi Bhawan, New Delhi - 110 001	8.	The Secretary Minister of Coal, Room No. 353- Wing, Shastri Bhawan, New Delhi - 110 003.
9.	The Secretary Minister of Railways, Room No. 239, Rail Bhawan, New Delhi - 110 001.	10.	The Secretary Minister of Social Justice & Empowerment, Room No. 120, Shram Shakti Bhawan, New Delhi - 110001
11.	The Secretary Minister of Home Affairs, Room No. 104, North Block, New Delhi - 110 001.	12.	The Secretary Minister of Labour & Employment Room No. 120, Shram Shakti Bhawan, New Delhi - 110 001.
13.	The Secretary Minister of Chemicals & Fertilizers and Minister of Steel, Room No. 192, Udyog Bhawan, New Delhi - 110 011.	14.	The Secretary Minister of Environment & Forests Room No. 423, Paryavaran Bhawan, New Delhi - 110 003.
15.	The Secretary Minister of Urban Development, Room No. 106, C-Wing, Nirman Bhawan, New Delhi - 110 011.	16.	The Secretary Minister of Communications & Information Technology, Electronic Niketan Lodhi Road. New Delhi - 110 003
17.	The Secretary Minister of Mines, Room No. 101C, C- Wing, Shastri Bhawan, New Delhi.	18.	The Secretary Minister of Health & Family Welfare, Room No. 150-A Nirman Bhawan, New Delhi - 110 003.
19.	The Secretary Minister of Finance, Room No. 134	20.	The Secretary Minister of Overseas Indian Affairs,

	North Block, New Delhi - 110 001		Akbar Bhawan, 10 th Floor, Chanakyapuri, New Delhi.
21.	The Secretary Minister of Small Scale Industries and Minister of Agro & Rural Industries, Room No. 168, Udyog Bhawan, New Delhi - 110 011.	22.	The Secretary Minister of Petroleum, Room No. 201 Shastri Bhawan, New Delhi - 110 001.
23.	The Secretary Minister of Shipping, Road Transport & Highways, Room No.504, Transport Bhawan, New Delhi- 110 001.	24.	The Secretary Minister of Water Resources, Room No. 210, Shram Shakti Bhawan, New Delhi - 110 001.
25.	The Secretary Minister of Textiles, Room No. 130 A, Udyog Bhawan, New Delhi - 110 011.	26.	The Secretary Heavy Industries & Public Enterprises, Udyog Bhawan, New Delhi.
27.	The Secretary Minister of Commerce & Industry, Udyog Bhawan, New Delhi - 110 011.	28.	The Secretary Company Affairs, Room No. 437, C- Wing, New Delhi.
29.	The Secretary Minister of Law & Justice, Room No. 401, Shastri Bhawan, New Delhi - 110 001	30.	The Secretary Science & Technology, Ocean Development, CSIR Building, Rafi Marg, New Delhi.
31.	The Secretary Minister of Power, Room No. 201, Shram Shakti Bhawan, New Delhi - 110 001.		

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ANNEXURE - C

Sl. No.	Department
1.	Chief Engineer, APWD, Nirman Bhawan, A & N Administration, Port Blair.
2.	CEO, Zilla Parishad, South Andaman, Port Blair
3.	Chief Engineer-cum-Chief Administrative Officer, ALHW, Port Blair.
4.	Executive Director (P), Regional Office, NHIDCL, 2 nd Floor, Near Karpagam Dream Hotel, Birdline, Calicut (PO), Port Blair.
5.	Commander Work Engineer, Military Engineering Services, Minniebay, Junglighat (PO), Port Blair - 744103.

(54) u/c

अण्डमान तथा निकोबार प्रशासन
Andaman and Nicobar Administration
सचिवालय/Secretariat.

Port Blair, dated the 28 February 2020.

CIRCULAR

Subject: Vacancy Circular for appointment of Superintending Engineer (Civil) in Andaman Public Works Department, A&N Administration on deputation (ISTC) basis.

It is proposed to fill up two (02) post of Superintending Engineer (Civil), (General Central Service) Group 'A' Gazetted (Ministerial) carrying the Pay Level - 13 (₹ 123100-215900) in the Andaman Public Works Department under A&N Administration on deputation (ISTC) basis from the officers under the Central Govt./State Government/Public Sector undertakings/Semi Govt./autonomous or statutory organization and possessing the following experience and other eligibility conditions of appointment.

Deputation (Including short term contract):

Officers under the Central Government/State Govt./UT Administration/PSUs/Universities/recognized Research Institutions/Semi-Government or Autonomous Bodies or Statutory Organization.

(a)

(i) holding analogous posts on regular basis in the parent cadre/department.

OR

(ii) with five years service in the grade rendered after appointment thereto on a regular basis in Level-12 (Rs.78800-209200) in the Pay Matrix or equivalent in the parent cadre or department; OR

(iii) with ten years service in the grade rendered after appointment thereto on a regular basis in Level-11 (Rs.67700-208700) in the Pay Matrix or equivalent in the parent cadre or department; AND

(b) Possessing the following educational qualification and experience

(i) Degree in Civil Engineering of a recognized University/Institute

OR

Having passed Part 'A & 'B' Examination of the institution of Engineers (India) in Civil Engineering.

(ii) 10 years experience in Planning or Execution or Maintenance of Civil Engineering Projects.

The departmental officer 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.

(Period of Deputation (ISTC) including 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 Govt. shall ordinarily not to exceed five years. The maximum age limit for appointment by Deputation (ISTC) shall be not exceeding 56 years as on the closing date of receipt of applications).

Note: for the purpose of appointment on Deputation basis, the service rendered on regular basis by an officer, prior to 01.01.2016, the date from which the revised pay structures based on the VIIth CPC recommendation has been extended, shall be deemed to be the 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 Pay 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 the Grade Pay/Pay scale is the normal replacement grade without any upgradation.

It is requested that the Circular may be given wide publicity by circulating it to eligible officers and applications of such eligible candidate as are desirous of being consider for the aforesaid post and who can be relieved immediately on selection may be forwarded alongwith the bio-data (in duplicate) in the prescribed application form together with the following documents within 15.04.2020.

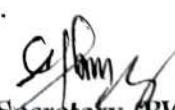
List of documents to be attached with the nomination:

- i. Statement of Bio-data in the prescribed Profoma (as per Annexure-I) in duplicate duly signed by the Volunteering Officer and forwarded through proper channel.
- ii. Vigilance clearance certificate.
- iii. Integrity certificate.
- iv. Statement of penalty (Major/Minor) imposed if any.
- v. ACR dossier of ACRs for the last five years (it may kindly be noted that in case of photo of ACRs the same should be attested one each page by an officer not below the rank of Under Secretary or equivalent rank).

The application form for this purpose can be obtained from the Office of the Chief Engineer, APWD, Nirman Bhawan, Port Blair, A&N Islands, Pin-744101 upto 31.03.2020. Applications can also be downloaded from the website of the A&N Administration as well as APWD viz. www.and.nic.in or www.apwd.and.nic.in.

The application and the bio-data duly specifying (i) the name (ii) address (iii) date of birth (iv) education qualifications (v) detail of present employees (vi) the details of post presently held (vii) present pay scale (viii) present salary (ix) details of experiences (x) vigilance clearance certificate (xi) Integrity certificate (xii) Statement of penalty (Major/minor) imposes, if any and (xiii) ACRs dossier or ACRs for the last five years and forwarded by the employer should reach the office of the CE, APWD by 15.04.2020.

Incomplete applications and applications forwarded without the complete set of essential documents listed above, shall be rejected. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.


Joint Secretary (PWD)
A&N Administration
(F.No.2-62/2019-PWD)

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PROFORMA OF BIO-DATA

1.	Name and address in BLOCK letters	
2.	Date of birth (in Christian era)	
3.	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 for the post, state the authority for the same)	

		Qualifications / Experience required	Qualifications / Experience possessed by the officer
Essential	(a)	(i)	
		(ii)	
	(b)	(i)	
		(ii)	

6.	Please state clearly whether in the lights of entries made by you above, you meet the requirements of the post	
7.	Details of past service in chronological order (please enclosed separate sheet, authenticated by your signature, if required)	

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Name of the Office/Organization	Post held	Period for which post held		Scale of pay	Nature of duties in brief
		From	To		
8.	Nature of present employment i.e. whether adhoc or regular				
9.	In case the present Employment is held on deputation / contract basis, please states:				
	a) The date from which on deputation / contract				
	b) Period of appointment on deputation / contract				
	c) Name of the parent office / organization to which candidate belongs				
	d) Scale of pay in the parent department				
	e) Date from which drawing that scale in the parent department against regular appointment				
10.	Additional details about present employment Please State whether working under: -				
	a) Central Government				
	b) State Government				
	c) Autonomous Organizations				
	d) Government undertakings				
	e) Universities				
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.	Total emoluments per month drawn				
13.	Additional information, if any which candidate would like to mention in support of one's suitability for the post. Enclose a separate sheet, if required.				
14.	Whether belongs to SC / ST				
15.	Remarks				

Dated:

Signature of the candidate
Address:

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VERIFICATION / CERTIFICATE TO BE FURNISHED BY THE EMPLOYER

It is certified that the information furnished by Mr. /Ms. has been checked as per the service record of the individual and found correct.

Records of service of Mr. / Ms. who has applied for post of Superintending Engineer (Civil), APWD, A & N Administration has been carefully examined and it is certified that there is no doubt about his / her integrity.

Neither any disciplinary proceedings are pending nor a decision has been taken to initiate disciplinary proceedings against Mr./ Ms. who has applied for the post of Superintending Engineer (Civil), APWD, A & N Administration.

In the event of his / her selection Mr./Ms. will be relieved of his / her duties in this office.

(Signature with office seal)

Name:

Designation:

Tele. No.

Date :

Note: Incomplete applications or applications not in accordance with the format / particulars will not be entertained.

STATEMENT OF PENALTIES FOR THE LAST TEN YEARS IN RESPECT OF

Mr. / Ms.

Sl. No.	Name of the penalty	Details of penalty	Period	Remarks

(Signature with office seal)

Name:

Designation:

Tele. No.

Dated:

Note: Kindly furnish 'Nil' statement if no penalty has been imposed.

(54)
36/C

TERMS AND CONDITIONS OF APPOINTMENT

1. In addition to pay the selected persons will be entitled to DA as admissible.
2. Special compensatory allowance and Island Special Allowance as admissible under rules.
3. Rent free unfurnished accommodation subject to general review from time to time.
4. Free sea passage once in a year for self and family members while proceeding / returning from leave in accordance with the orders in force from time to time.
5. Deputation allowance as admissible under rules.
6. Tenure: Initially for a period of 1 (one) year, which may be extended in accordance with the rules.
7. They shall be governed by the relevant rules and order in force from time to time in respect of the Government servants of their category serving under the Andaman & Nicobar Administration.
8. The officer selected for appointment on deputation basis will have the option either to get his pay fixed in the deputations post or to draw pay of the post held by him in his parent department plus deputation allowances in accordance with and, subject to the condition, as modified from time to time and such other general or special orders issued by the Ministry of Finance.
9. The period of deputation / contract of official shall not ordinarily exceed four years. The maximum age limit for appointment by transfer on deputation shall not be exceeding 56 years, as on the closing date of receipt of application.
10. The officer once selected shall not be allowed to withdraw or refused to join and it shall be responsibility of sponsoring authority to release the selected officers within a month of the issue of appointment letter / order.

Government of India
Ministry of Law & Justice
Legislative Department

16r
60 day 27/c
(5)

Shastri Bhawan, New Delhi,
Dated the 07th August, 2020

16 SEP 2020

Diary No. 540/2020/23370

VACANCY CIRCULAR

Subject: Filling up two vacancies in the grade of Assistant (Legal) in the Legislative Department, Ministry of Law & Justice on deputation/absorption basis - reg.

It is proposed to fill up two vacancies in the grade of Assistant (Legal) in the Legislative Department, Ministry of Law & Justice in Level 7(Rs.44900-142400/-) in Pay Matrix on deputation/absorption basis. The post belongs to General Central Service, Group "B" (Non-Gazetted, Non-Ministerial).

2. The eligibility criteria for the posts are as under :

Deputation/absorption:

Officials of the Central Government or State Governments or Union Territories-

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

(ii) with five years' regular service in post in Level 6 (Rs.35400-112400/-) in the Pay Matrix or equivalent in the parent cadre or Department; and

(B) Possessing the following educational qualifications and experience prescribed :-

i) Bachelor's Degree in Law of a recognised University established or incorporated by or under a Central Act or Provincial Act, or a State Act, or any institution for higher education deemed to be a University by the Central Government or any other institution or foreign University approved by the Central Government; and

(ii) Two year experience in legal matters in Central or State Government or Public Sector Undertakings or listed Private Sector Organisations

Note : The officials of the Central and State Government shall only be considered for absorption.

3. The pay and other terms and conditions of the official selected will be governed by the instructions/orders of the Government of India, on the subject and as amended from time to time.

4. The applications of the interested and eligible officials, whose services can be spared immediately on selection, may please be forwarded in the prescribed proforma (Annexure-I), to Shri R. K. Sharma, Under Secretary (Admn.I), Legislative Department, Room No. 412-B, A-Wing, Shastri Bhawan, New Delhi alongwith attested

Contd...

SP
Smt. W
16.09.2020
ACS(Ser.)

SS(S-11)
on leave
18/9/2020

DS-11
SO(CDN)
21/9/20

Mr. Xogee

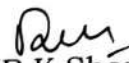
22.9.20

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attested photocopies of APARs of last five years, Integrity Certificate, vigilance clearance and statement showing major/minor penalties, if any, imposed on the candidate during the last ten years. The applications should reach the undersigned within 60 days from the date of publication of the vacancy circular in the Employment News.

5. The applications received after the last date or incomplete in any respect will not be entertained.

Encl:- As above.


(R K Sharma)
Under Secretary to the Govt. of India
Tel.: 011-23385023

To

1. All Ministries/Departments of the Government of India.
2. The Chief Secretaries of all States and UTs.
3. Director (OL Wing) / US (VSP) [for giving wide publicity].
4. The Editor, Employment News, VII Floor, Soochna Bhavan, C.G.O. Complex, Lodhi Road, New Delhi-110003.

[It is requested that the vacancy may kindly be published in the Employment News in the forthcoming issue. A copy of the advertisement may kindly be sent to this Department at an early date. The bill for payment may also be sent to this Department at the address of US (Admn.I), Legislative Department, Ministry of Law and Justice immediately.]

5. OL Section for Hindi version.

Email

csdelhi@nic.in

Filling up the post of Controller of Publications in the Department of Publication on deputation (including short-term contract) basis - reg.

From : ABBIRAMI G <abbirami.g@gov.in>

Thu, Sep 24, 2020 02:47 PM

Subject : Filling up the post of Controller of Publications in the Department of Publication on deputation (including short-term contract) basis - reg.

CS/2020/2377 1 attachment

To : CS AP <cs@ap.gov.in>, Naresh Kumar <cs-arunachal@nic.in>, Kumar Sanjay Krishna IAS <cs-assam@nic.in>, Chief Secretary Bihar <cs-bihar@nic.in>, Chief Secretary Office <csoffice.cg@gov.in>, Chief Secretary <cs-go@nic.in>, cs@guj@gujarat.gov.in, cs-haryana@nic.in, Anil Khachi <cs-hp@nic.in>, Shri Sukhdev Singh <cs-jharkhand@nic.in>, cs@karnataka.gov.in, Dr(Mr) Dr. Vishwas Mehta Mehta <chiefsecy@kerala.gov.in>, Iqbal Singh Bains <cs@mp.nic.in>, chiefsecy@maharashtra.gov.in, cs-manipur <cs-manipur@nic.in>, cso-meg <cso-meg@nic.in>, cs-mizoram <cs-mizoram@nic.in>, Mr TALI TOY <csnsl@nic.in>, Asit Kumar Tripathy <csori@nic.in>, Chief Secretary Punjab <cs@punjab.gov.in>, csraj@rajasthan.gov.in, Prakash <cs-skm@hub.nic.in>, cs@tn.gov.in, Somesh Kumar IAS <cs@telangana.gov.in>, cs-tripura <cs-tripura@nic.in>, CHIEF SECRETARY GoUP <csup@nic.in>, chief secretary <cs-uttaranchal@nic.in>, cs-westbengal <cs-westbengal@nic.in>, Chief Secretary Andamans <cs-andaman@nic.in>, admn-chandigarh@nic.in, administrator-dd-dng@nic.in, Shri Vijay Kumar Dev <csdelhi@nic.in>, Shri. Dineshwar Sharma IPS <lk-admin@nic.in>, cs-pondicherry@nic.in, admr adranagar <admr.adranagar@nic.in>, cs-jandk <cs-jandk@nic.in>, adviser-lg-ladkah@gov.in

Cc : Vijaya Sarada Chikkala <vs.chikkala@nic.in>

CS/2020/2377
24.09.2020
ACS (Sec.)

SS(S-11)
on leave
25/09/2020
PS-II
17/9/2020
SO(CDN)

Dear Sirs / Madam,

Please find attached an advertisement / vacancy circular for filling up the post of Controller of Publications, a subordinate office of Ministry of Housing and Urban Affairs, New Delhi. The post is to be filled up on deputation basis.

You are requested to give wider publicity for the advertisement / vacancy circular.

With regards,

Yours sincerely,

C. V. Sarada
Under Secretary to Government of India,

Mr. Yogesh
28.9.20

9/24/2020

Email

18/c

Ministry of Housing and Urban Affairs,
Room No. 217-C, Nirman Bhawan,
New Delhi-110011.
Telephone: 011-23061828.
Email: vs.chikkala@nic.in



— **vacancy-Circular-CoP-2020-RR.pdf**
14 MB

17/c

No. A-12025/1/2012-PBN
Government of India
Ministry of Housing and Urban Affairs
(PSP-II Division)

217-C, Nirman Bhawan, New Delhi
Dated: 23/09/2020.

To

1. The Secretaries of all the Ministries and Departments of Government of India (through email)
2. The Chief Secretaries of all State Governments / UT Administrations (through email)

Subject:- Filling up the post of Controller of Publications in the Department of Publication on deputation (including short-term contract) basis-reg.

Sir,

I am directed to state that the post of Controller of Publications in the Department of Publication under this Ministry has been lying vacant since 01/06/2015. It is proposed to fill up the post on deputation basis (Including Short Term Contract) (ISTC). The post of Controller of Publications is a Group 'A' post in Level 12 in the Pay Matrix as per the 7th CPC [pre revised Pay Band-3 Rs.15600-39100/- (+) Grade Pay Rs.7600/-].

2. The Controller of Publications functions as a Head of the Department under the control of this Ministry and is vested with all statutory powers in that post on the matters related to finance, legal, disciplinary and administration. He would also be responsible for managing the work of stocking, distribution and sale of all official publications. The Headquarters is situated at Civil Lines, Delhi-110054.

3. Officers under Central / State Governments / Union Territories / Universities / recognized Research Institutions / Public Sector Undertakings / Semi-Government or Autonomous and Statutory Organizations:-

- (a) (i) Holding analogous posts on regular basis in the parent Cadre or Department;
OR
(ii) With five years of regular service in the grade rendered after appointment thereto on a regular basis in Level 11 in the Pay Matrix as per the 7th CPC [pre-revised Pay-Band 3 of Rs.15600-39100/- (+) Grade pay Rs.6600/-] or equivalent in the parent Cadre / Department; and
- (b) Possessing the following educational qualifications and experience:
 - (i) Graduate Degree from recognized University / Institutions;
 - (ii) Master of Business Administration / Post Graduate Diploma in Management / Post Graduate Degree in Printing Technology from a recognized University / Institution; and
 - (iii) Possessing eight years experience in the field of Publication.
- (c) Deputation / Re-employment of Armed Force Personnel:
 - (i) The Armed Forces personnel of the rank of Lt. Colonel or equivalent who are to be transferred to reserve within a period of one year and having the

16/c

qualifications and experience prescribed for deputation shall also be considered. Such persons would be given deputation terms up to the date on which they are due for release from the Armed Forces; thereafter they may be continued on re-employment.

4. Period of deputation (ISTC) including period of deputation (ISTC) in another ex-cadre post held immediately preceding this appointment in the same or some other Organization or Department of the Central Government shall ordinarily not exceed four years. The maximum age limit for appointment by deputation (ISTC) shall be not exceeding 56 years' as on the closing date of the receipt of applications.

5. The pay of the selected candidates will be regulated in accordance with the Government of India Rules on the subject as amended from time to time. Applications of willing and eligible officers with their bio-data in the enclosed Proforma may either be forwarded to this Ministry (through proper channel) in triplicate through postal services or through email <vs.chikkala@nic.in> within two months from the date of publishing of Vacancy Notice in the Employment News / Rojgar Samachar along with following documents:

- (i) Up-to date CR / APAR for the last five years in original or Photocopies attested by an officer not below the rank of Under Secretary to the Government of India.
- (ii) Integrity Certificate signed by an officer not below the rank of Deputy Secretary to the Government of India.
- (iii) Vigilance Clearance Certificate.
- (iv) Statement of major / minor penalties imposed on the applicant during the last ten years.
- (v) Documents (self-attested) in support of requisite educational qualification including mark-sheet.
- (vi) Documents (self-attested) in support of requisite experience for the post.

6. The vacancy circular may also be accessed on the website of Ministry of Housing and Urban Affairs i.e. <http://moud.gov.in/publication.php?sa=circulars.php> and website of Department of Publication i.e. <http://deptpub.nic.in/vacancy>.

Yours faithfully,

Encl: As above.


(C.V. SARADA)

Under Secretary to the Government of India
e-mail: vs.chikkala@nic.in
Telephone: 011-23061828

Copy to:-

- All Attached / Subordinate Offices under the Ministry of Housing & Urban Affairs.
- All Deputy Secretaries / Under Secretaries in the Ministry of Housing & Urban Affairs.
- The Section Officer, IT Cell -- for uploading in e-office.

23 SEP 2020

Diary No.

SAD/2020/2420

DEPARTMENT OF DELHI ARCHIVES
GOVERNMENT OF NCT OF DELHI
18-A, SATSANG VIHAR MARG,
SPL. INSTITUTIONAL AREA, NEW DELHI-110067
E-mail- ddarchives@ncl.in
PHONE NO. :-26535611, 26962800

Dated 18.9.20

F.No. DA-A012/1/2020-Administration/ 1163

VACANCY CIRCULAR

SUBJECT : Filling up of the post of Deputy Director (Archives) In Level 11 (Rs. 67700-208700) In the Pay Matrix as per the 7th CPC in Department of Delhi Archives, Govt. of NCT of Delhi on Deputation (ISTC) plus Promotion basis.

Sir,

It is proposed to fill up One (1) post of Deputy Director (Archives) on Deputation (Including short-term contract) plus Promotion basis. The post of Deputy Director (Archives) is a **Government Central Service Group 'A' Gazetted, Ex-Cadre, Non-Ministerial** post in Level 11 (Rs. 67700-208700) in the Pay Matrix as per the 7th CPC in Department of Delhi Archives, Govt. of NCT of Delhi.

2. The Deputy Director (Archives) functions as a Head of Office and would be responsible for supervising, managing & controlling the Archives along with administrative work. It is also the responsibility of the Deputy Director (Archives) to assist Director of Archives in the various activities, in the planning process, in organizing the different training courses in Archival Science, supervising the acquisition and custody of non-current permanent records of Delhi Government, archival awareness programmes and any other work that may be assigned.

3. Applications are invited from Officers from the Central Government/ State Governments/ Union Territory Administrations / Public Sector Undertakings / Statutory or Autonomous Bodies/ Recognized Universities/ Recognized Research Institutes:

- a. (i) holding analogous posts on regular basis in the parent cadre/department; or
(ii) with five years service in the grade rendered after appointment thereto on a regular basis in posts in Level-10 /Level-9 in the Pay Matrix or equivalent in the parent cadre/department; or
(iii) with six years regular service in the grade rendered after appointment thereto on a regular basis in posts in Level-8 in the Pay Matrix or equivalent in the parent cadre/department; or
(iv) with seven years regular service in the grade rendered after appointment thereto on a regular basis in posts in Level-7 in the Pay Matrix or equivalent in the parent cadre/department;

AND

- b. possessing the following educational qualifications and experience:

Essential -

- (i) Diploma in Archives Keeping from the National Archives of India.
(ii) Five years experience in maintenance and management of record in an Archival Institution/Organization.

Desirable -

Certificate Course in Micro-soft Office from Recognized Institution.

SO (Coord)

Mr

Yogur

28.9.20

14/10

Note:- The Departmental Archivist in Level-7 (Rs. 44900-142400) in pay matrix with seven years regular service in the grade and possessing educational qualifications and experience prescribed for deputationist will also be considered along with the outsiders and in case he/she is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

(Period of deputation including period of deputation 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. The maximum age limit for appointment by deputation (ISTC) shall be not exceeding 56 years, as on the closing date of receipt of applications).


4. 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 or Department of the Central Government shall ordinarily not exceed four years. The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding 56 years as on the closing date of the receipt of applications.

5. Applications of willing eligible officers with their bio-data in the enclosed Proforma may please be forwarded to this Ministry (through proper channel), **in triplicate, within 45 days from the date of publishing of Vacancy Notice in the Employment News/ Rojgar Samachar** along with following documents :

- i. Up-to date CR/APAR for the last five years in original or Photocopies attested by an officer not below the rank of Under Secretary to the Government of India.
- ii. Cadre Clearance, Integrity Certificate and Vigilance Clearance and details of major/minor penalties imposed on the applicant during the last ten years in original duly signed and stamped by not below the rank of the Competent Authority/Deputy Secretary to the Government of India.

6. The vacancy circular/advertisement may also be accessed on the website of Department of Delhi Archives i.e. <http://archives.delhi.gov.in> under the link "What's New".

Yours faithfully,


10.9.2020

(Manisha Saxena)

Secretary (Archives/ACL)

Encl : As Above

To:-

1. The Secretary, Ministry of HRD, Govt. of India with request for circulation of post in all concerned departments.
2. The Secretary, Ministry of Culture, Govt. of India with request for circulation of post in all concerned departments.
3. The Secretary, Ministry of Defence, Govt. of India with request for circulation of post in all concerned departments.
4. The Chief Secretaries of all the State Government/ Union Territories Administration for Circulation in all Archives under the Jurisdiction of the State/ UTs.
5. The Director General, National Archives of India, Govt. of India.
6. Pr. Secretary/ Secretary/ HOD of all State/ UT Archives of India.
7. Registrar of all Central/State Universities of India.
8. The Governor, Reserve Bank of India for circulation to all the archives running by banks thereunder.
9. The Director, Central Secretariat Library, New Delhi.
10. The Director, Nehru Memorial Museum and Library.
11. The Secretary, Indira Gandhi National Centre for Arts and Culture.

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	
<u>Essential</u>					<u>Essential</u>	
	(A)	Qualification			(A)	Qualification
	(B)	Experience			(B)	Experience
<u>Desirable</u>					<u>Desirable</u>	
	(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	*Level in the Pay Matrix or pre- revised 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

	<p>*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.</p>			
	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 organization.
9.1	Note : In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and integrity certificate.			
9.2	Note : Information under Column 9(c) & (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/ organization.			
10.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
11.	<p>Additional details about present employment:</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others</p>			
12.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.			

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		
	Basic Pay in the Pay Matrix	Level in the Pay Matrix	Total Emoluments
15.	In case, the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization 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.	<p>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)</p> <p>(Note : Enclose a separate sheet, if the space is insufficient)</p>		
16 B.	<p>Achievements:</p> <p>The candidates are requested to indicate information with regard to;</p> <p>(i) Research publications and reports and special projects</p> <p>(ii) Awards/ Scholarships/ Official Appreciation</p> <p>(iii) Affiliation with the professional bodies/ institutions/ societies and;</p> <p>(iv) Patents registered in own name or achieved for the organization</p> <p>(v) Any research/ Innovative measure involving official recognition</p> <p>(vi) Any other information.</p> <p>(Note : Enclose a separate sheet if the space is insufficient)</p>		

18C

17.	<p>Please state whether you are applying for deputation (ISTC)/ Absorption/ Re-employment Basis.</p> <p>#{Officers under Central/ State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)</p>	
	<p>#{The option of "ISTC" / Absorption/ Re-employment are available only if the vacancy circular specially mentioned recruitment by "ISTC" or "Absorption" or "Re-employment").</p>	
18.	Whether belongs to SC/ ST	

Declaration : I have carefully gone through the vacancy circular/ advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the Candidate)

Address :

Date :

Contact No. :

E-mail ID :

9/6

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.

Also certified that;

1. There is no vigilance or disciplinary case pending/ contemplated against Shri/ Smt._____.
2. His / her integrity is duly certified by an officer not below the rank of Deputy Secretary to the Government of India.
3. 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 Government of India or above are enclosed.
4. 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)

Date : _____

Sachivalaya
Branch
Delhi

23 SEP 2020

FILLING UP ONE POST OF JOINT DIRECTOR (COORDINATION) AT DEFENCE SERVICES STAFF COLLEGE, WELLINGTON, NILGIRIS BY COMPOSITE METHOD (DEPUTATION (INCLUDING SHORT TERM CONTRACT) PLUS PROMOTION).

Diary No.

One post of Joint Director (Coordination) (General Central Services, Group 'A' Gazetted, Non-Ministerial) in Pay Band-3 of Rs.15,600-39,100/- plus Grade Pay of Rs.6,600/- (Level 11 in the Pay Matrix as per 7th CPC) at Defence Services Staff College, Wellington, Nilgiris is required to be filled up by Composite Method (Deputation (Including Short Term Contract) Plus Promotion) from officers under the Central or State Governments or Union territories or Public Sector Undertakings or Recognized Research Institutions or Universities or Semi-Government or Statutory or Autonomous Organizations. The eligibility conditions for the applicants are as under -

- (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 the pay band-3 of Rs.15,600-39,100/- plus grade pay of Rs.5,400/- (Level 10 in the Pay Matrix as per 7th CPC) or equivalent in the parent cadre or 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.9,300-34,800/- plus grade pay of Rs.4,800/- (Level 08 in the Pay Matrix as per 7th CPC) or equivalent in the parent cadre or department; or
- (iv) with seven years' service in the grade rendered after appointment thereto on a regular basis in posts in the pay band -2, Rs.9,300-34,800 plus grade pay of Rs.4,600/- (Level 07 in the Pay Matrix as per 7th CPC) or equivalent in the parent cadre or department; and
- (B) Possessing the following educational qualifications and experience, namely:-
- (i) Bachelor's degree from a recognized University.
- (ii) Five years' experience in Administration & Establishment work.

Note 1: The departmental Establishment Officer of Defence Services Staff College under Headquarter Integrated Defence Staff in the Pay Band-2 of Rs.9,300-34,800/- plus grade pay of Rs.4600/- (Level 07 in the Pay Matrix as per 7th CPC) with seven years regular service in the grade will also be considered and in case he or she is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

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 or department of the Central Government shall ordinarily not to exceed four years. The maximum age limit for appointment by deputation (Including Short Term Contract) shall be not exceeding fifty six years, as on the closing date of receipt of applications).

Note 2: For the purpose of appointment on deputation basis, the service rendered on a regular basis by any officer prior to 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or 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 or pay scale, and where this benefit will extend only for the post (s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.

Mr. Yogas

28.9.20

Bhargava

SS-I
23.09.2020
ACS (Sec)

SS-I
24/9
DS-II

25/9/2020
SO (Coord)

71c
2. The terms and conditions of deputation will be governed by the DOF&T's OM No.6/8/2009 Estt(Pay-II) dated 17.06.2010, amended from time to time.

3. The Job description/Charter of duties for the post of Joint Director (Coordination) at Defence Staff College, Wellington is annexed as **Annexure-I**

4. It is requested that the applications (in duplicate) in the enclosed Proforma alongwith the complete and upto date Confidential Reports/APARs of the officers, who could be spared in the event of their selection duly countersigned by the employer may be sent to the office of the **Principal Director (Pers), Headquarters Integrated Defence Staff, Ministry of Defence, Room No.33, Kashmir House, Rajaji Marg, New Delhi - 110 011, within 60 days** of the issue of this O.M. Applications received after the last date or without the Confidential Reports or otherwise found incomplete will not be considered. While forwarding the applications, it may be verified and certified that the particulars furnished by the officer are correct and that no disciplinary and vigilance case is pending. The details of major/minor penalties imposed on the officer during the last 10 years may also be furnished.



(Devendra Kumar)
Under Secretary to Govt of India

Distribution (As per standard list)

All Ministries/Departments of Government of India (Attn: Under Secretary Admin)

JOB DESCRIPTION/CHARTER OF DUTIES FOR THE POST OF JOINT DIRECTOR
(COORDINATION) AT DSSC, WELLINGTON

- (a) Personnel administration of Civilian Staff posted at Defence Services Staff College, Wellington, including maintenance of records of Civilian Staff.
- (b) Establishment matters and Co-Ordination functions as assigned by Superior Officer.
- (c) Budgeting, procurement, accounting and distribution of training stores and all other expenditure from the training grant and the incidental and miscellaneous grant.
- (d) Assisting Col 'A' in dealing with the functions of Administrative division of DSSC.
- (e) Immediate and complete actions required by guest speakers.
- (f) Expenditure of IIM Grants and College Funds.
- (g) Preparation of Bulletin and various Joint presentations.
- (h) Formulation of PE and concerned correspondence in consultation with Army, Navy and Air wings.
- (j) Procurement and presentation of memento and Gift items for foreign delegations/dignitaries visiting DSSC, Wellington.
- (k) Media Coverage of DSSC events.
- (l) Member of the College Coordination Committee.
- (m) To interface between MG-IC-Adm/Brig-IC-Adm/Col 'A' and Establishment Officer for dealing with Civilian staff.
- (n) Represent on behalf of the college in all Court cases up to the level of High court.
- (o) Member of Departmental Appointment Committee.
- (p) Member of Departmental Promotional committee.
- (q) Member of Civilian employee Welfare Committee.
- (r) Overall in-charge of the personnel management, administration, logistics, planning and quartering
- (s) Responsible for Official Language Implementation.
- (t) Drawal of pay and allowances of Group B Gazetted Officers.
- (u) Publication of Part II Orders in respect of Group B Gazetted Officers.
- (v) Total man-management and budgeting of Outsourced personnel.

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BIO DATA-PROFORMA

POST APPLIED FOR _____

1.	Name and address (in block letters)	:	
2.	Date of Birth (in Christian era)	:	
3.	(i) Date of entry into service	:	
	(ii) Date of retirement under Central /State Government Rules:	:	
4.	Educational qualifications (enclose copy of Degree Certificate)	:	
5.	Whether educational and other qualifications required for the post are satisfied. (If any, qualifications have 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
	<u>Essential</u> (a) Qualification (b) Experience		<u>Essential</u> (a) Qualification (b) Experience
	Qualifications/Experience required as mentioned in the advertisement /vacancy circular		Qualifications/Experience possessed by the officer
	<u>Desirable</u> (a) Qualification (b) Experience		<u>Desirable</u> (a) Qualification (b) Experience
	<p>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.</p> <p>5.2 NOTE – In the case of Degree and Postgraduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.</p>		
6.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience for the post.	:	
	<p>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.</p>		

Contd....2

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

Office /Instt.	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 /Instt.	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/Organisation to which the applicant belongs		
	(d) Name of the post and Pay of the post held in substantive capacity in the present organization		
<p>9.1 Note – In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department alongwith Cadre Clearance, Vigilance Clearance and Integrity Certificate.</p> <p>9.2 Note – Information under Columns 9(c) and 9(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/organization.</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 Organisation	:	
	(d) Government Undertakings	:	
	(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.	:	Basic 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 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).		

16-B	Achievements: 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 Organisations are eligible only for Short Term Contract" # (The option of 'STC'/'Absorption'/'Re-employment' are available only if the vacancy circular are specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
18.	Whether belongs to SC / ST	
19.	Contact Telephone/Mobile No.	

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 documents in respect of Essential Qualifications/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 Government 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)