

OFFICE MEMORANDUM

Sub:- Filling up of one post of Section Officer, one post of Assistant and one post of PA to Secretary on deputation basis in the Vice-President's Secretariat.

Applications are invited from eligible officers of Central Government Ministries/Departments for filling up of one post of Section Officer (level-8 in the Pay Matrix), one post of Assistant (level-7 in the Pay Matrix) and one post of PA to Secretary (Level-6 in the Pay Matrix) on deputation/absorption, deputation or promotion and deputation basis respectively. The details of the posts, pay scale, age limit, qualifications, experience and eligibility criteria etc. are given in the enclosed **Annexure-I, Annexure-II and Annexure-III.**

2. The pay and allowances attached to the posts will be as admissible to the Section Officer and Assistant of the Central Government and for PA to Secretary the pay and allowances attached will be as admissible to the Stenographer Grade-I in the Non-Secretariat Organization and will be regulated in accordance with orders issued by DoPT and Deptt. of Expenditure in this regard and as further being amended from time to time.

3. Applications in the enclosed proforma **Annexure-IV** of suitable, willing and eligible officers and who can be spared immediately on selection may be sent through proper channel within the period of 45 days from the date of publication of Advertisement of said vacancies in the Employment News/Rozgar Samachar whichever is later along with following documents:-

- a) Clear photo copies of their ACR/APAR for the last 5 years duly attested by a Group 'A' officer.
- b) Cadre Clearance in respect of the applicant.
- c) Integrity certificate.
- d) Certificate confirming that no disciplinary/vigilance case is either pending or being contemplated against the officer.
- e) A statement showing major or minor penalties, if any, imposed on the applicant during the last 10 years.

4. Applications received after the closing date or without the Photostat copies of ACR/APAR duly attested by a Group 'A' officer or without recommendation of the concerned office or otherwise found incomplete are liable to be rejected. Officers who apply for the post will not be allowed to withdraw their candidature subsequently. While forwarding the applications, it may be verified and certified that particulars furnished by the officer are correct. It may also be confirmed that in the event of selection for appointment, the officer concerned will be relieved of his duties.

5. Applications may be forwarded to the Under Secretary (Admn.), Vice-President's Secretariat, No.6, Maulana Azad Road, New Delhi-110011.


(ARVIND KAPOOR)
Under Secretary
Tel: 23018684

To,

1. All Ministries/Departments of Govt. of India.
2. The President's Secretariat, New Delhi.
3. The Prime Minister's Office, New Delhi.
4. The Cabinet Secretariat, New Delhi.
5. Election Commission of India, New Delhi.
6. Union Public Service Commission, New Delhi.
7. Central Vigilance Commission, New Delhi.
8. Office of the Director General of Audit, AGCR Building, I.P. Estate, New Delhi
9. The Comptroller General of Accounts, 7th Floor, Loknaya Bhavan, New Delhi
10. University Grants Commission, New Delhi

Qualifications, experience and other details required for the post of Section Officer in the Vice-President's Secretariat, New Delhi.

1.	Name of the Post	Section Officer
2.	No. of Post(s)	01 (One)
3.	Classification of Post	General Central Service Group 'B' Gazetted
4.	Scale of Pay	PB2 Rs.9300-34800 with Grade Pay of Rs.4800/- (Level-8 in the new pay matrix as per CCS (Revised) Pay Rules, 2016
5.	Mode of Recruitment	By deputation/absorption
6.	Eligibility	<p>The officers of the Central Govt. holding the post of Assistant with two years of regular service in the Grade Pay of Rs.4600/- (Level-7 in the new pay matrix as per CCS (Revised) Pay Rules, 2016 and having experience of Administration, Establishment, Budget and Accounts.</p> <p>Note 1: The Departmental Officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p>
7.	Period of deputation	The period of deputation including period of deputation 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 three years.
8.	Age Limit	The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of the receipt of applications.

Qualifications, experience and other details required for the post of Assistant in the Vice-President's Secretariat, New Delhi.

1.	Name of the Post	Assistant
2.	No. of Post(s)	01 (One)
3.	Classification of Post	General Central Service Group 'B' Non-Gazetted
4.	Scale of Pay	PB2 Rs.9300-34800 with Grade Pay of Rs.4600/- (Level-7 in the new pay matrix as per CCS (Revised) Pay Rules, 2016
5.	Mode of Recruitment	By deputation or promotion
6.	Eligibility	<p>Officers of Central Government holding analogous post with five years of regular service in the Grade Pay of Rs.4200/- (Level-6 in the new pay matrix as per CCS (Revised) Pay Rules, 2016 and possessing the qualification (Bachelor's Degree from a recognized university) required for DR. The Departmental Reception Officer meets the eligible requirement shall also be considered along with outsiders. In case the officer is selected, the same will be treated as promotion.</p> <p>Note 1: The Departmental Officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p>
7.	Period of deputation	The period of deputation including period of deputation 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 three years.
8.	Age Limit	The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of the receipt of applications.

Qualifications, experience and other details required for the post of PA to Secretary in the Vice-President's Secretariat, New Delhi.

1.	Name of the Post	PA to Secretary
2.	No. of Post(s)	01 (One)
3.	Classification of Post	General Central Service Group 'B' Non-Gazetted
4.	Scale of Pay	PB2 Rs.9300-34800 with Grade Pay of Rs.4200/- (Level-6 in the new pay matrix as per CCS (Revised) Pay Rules, 2016
5.	Mode of Recruitment	By deputation
6.	Eligibility	Officers of Central Government who belongs to Stenographer' Service and holding analogous post in the parent cadre or department.
7.	Period of deputation	The period of deputation including period of deputation 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 three years.
8.	Age Limit	The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of the receipt of applications.

