



No.VPS-01/16/2025/Admn.

05th April, 2025

Office Memorandum

Subject: Filling up of two vacant posts of Assistant on promotion/deputation basis in the Vice-President's Secretariat.

Applications are invited from eligible officers of Central/State Government and UTs for filling up two vacant posts of Assistant in the pay scale of Level-7 on promotion/deputation basis. The details of the post, pay scale, age limit, qualifications, experience, and eligibility criteria are provided in Annexure-I.

2. Pay and Allowances: The pay and allowances attached to the post will be as admissible to the Assistant in the Central Government and will be regulated as per orders issued by the Government of India in this regard and as further amended from time to time.

3. Application Submission: Applications in the enclosed proforma (**Annexure-II**) from suitable and eligible officers who can be spared immediately upon selection should be sent through proper channels within 30 days from the date of publication of the advertisement of the said vacancy in Employment News. Applications must include:

- Attested photocopies of ACR/APAR for the last 5 years duly attested by a Group 'A' officer.
- Cadre clearance in respect of the applicant.
- Integrity certificate.
- Certificate confirming that no disciplinary/vigilance case is pending or being contemplated against the official.
- A statement showing major or minor penalties, if any, imposed on the applicant during the last 10 years.

4. **Incomplete Applications:** Applications received after the closing date or without the Photostat copies of ACR/APAR duly attested by a Group 'A' officer or without recommendations of the concerned office or otherwise found incomplete are liable to be rejected. While forwarding the applications, it may be verified and certified that in the event of selection for appointment, the official concerned will be relieved of his duties immediately.

5. **Forwarding Address:** Applications should be forwarded to: Under Secretary (Admn.), Vice-President's Secretariat, 108, Church Road, New Delhi-110001.


(Chandan Deekshith Goli)

Under Secretary
011-23094948

To: All ministries/departments

Copy to :

1. President's Secretariat/NITI Aayog/Union Public Service Commission/ Prime Minister's Office/ Cabinet Secretariat/ Central Vigilance commission/ Election Commission/Lok Sabha Secretariat/ Rajya Sabha Secretariat.
2. Ministry of Personnel, Public Grievances & Pension, Department of Personnel and Training, North Block, New Delhi (*With a request to upload the present O.M. on the website of DoPT*)
3. Chief Secretaries to State Governments.
4. Chief Secretaries/Secretaries of UTs.
5. Office of the Director General of Audit, AGCR building, I.P. state, New Delhi.
6. The Comptroller General of Accounts, 7th Floor, Loknayak Bhavan, New Delhi.
7. The Chairman, University Grants Commission, New Delhi.
8. The Registrar (Admn.), Supreme Court of India, New Delhi.

Annexure-I:

Post Details

Details	Information
Name of Post	Assistant
Number of Posts	02 (Two)
Classification	General Central Service Group 'B' Non-Gazetted
Scale of Pay	Level-7
Mode of Recruitment	Promotion/Deputation
Eligibility Criteria	<p>Officials of Central/State Government and UTs holding analogous post with 5 years of regular service in the pay scale of level 6 and possessing the qualification (bachelor's Degree from a recognized university) required for DR. The Departmental Reception Officer 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, Deputationist shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006, the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations</p>

	<p>has been extended, shall be deemed to be service rendered in the corresponding Pay or Pay scale extended based on the recommendations of the Pay Commission.</p> <p>Note 3: For the purposes of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2006, 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 Pay or Pay scale extended based on the recommendation of the Pay Commission</p>
<p>Period of Deputation</p>	<p>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/State government and UTs shall not ordinarily exceed three years.</p>
<p>Age Limit</p>	<p>Maximum age limit: 56 years as on closing date for applications.</p>

Annexure-II

Bio Data/Curriculum Vitae Proforma for the post of Assistant on promotion/deputation basis in the Vice-President's Secretariat.

S.No.		
1.	Name and Address (in Block Letters) (Mob. No. and E-mail Id)	
2.	Date of Birth (in Common Era)	
3.	i. Date of Entry into Service	
	ii. Date of retirement under Central/State/UT Government Rules	
4.	Educational Qualifications	
5.	Whether Educational and any other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)	
	Qualifications/Experience required as mentioned in the advertisement / Vacancy circular.	Qualifications/Experience possessed by the officer
	Essential	Essential
	A. Qualification : Bachelors degree.	A. Qualification
	B. Experience : 5 years.	B. Experience
6.	Please state whether in the light of entries made by you above, you meet the requisite qualifications and work experience of the post.	

7. Details of Employment, in Chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is not sufficient.

Office/ Institution	Post held on regular basis	From	To	Pay band and grade in the new pay matrix of the post held on regular basis	Nature of duties (in detail) highlighting experience required for the post applied for

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 basis, please state.		
	a. The date of initial appointment	b. Period of appointment on deputation	c. Name of the parent office/organization to which the applicant belongs
			d. Name of the post and pay of the post held in the parent 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 along with cadre clearance, Vigilance Clearance and integrity Certificate.</p> <p>9.2 Note- Information under column 9 (C) and (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 the 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.	Please clearly state whether working under (indicate the name of your employer) Central/State Government or UT.		
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 being drawn.		
	Basic Pay in the Pay Band/Level in case pay has been fixed in the new pay matrix	Grade Pay/Level in case pay has been fixed in the new pay matrix	Total Emoluments
15A.	Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (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)	
15b. Achievements: The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards/Scholarship/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)	
16. Whether belongs to SC/ST	

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

Signature of the Candidate

E-mail Id.....

Date:

Place:

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 possess 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 ACR/APAR Dossier in original is enclosed/photocopies of the ACR/APARS 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)

