

**OFFICE MEMORANDUM**

**Sub:- Filling up of one vacant post of Assistant on deputation or promotion basis in the Vice-President's Secretariat.**

Applications are invited from eligible officers of Central Government Ministries/Departments for filling up of one vacant post of Assistant (level-7 in the Pay Matrix) on deputation or promotion basis. The details of the post, pay scale, age limit, qualifications, experience and eligibility criteria etc. are given in the enclosed **Annexure-I**.

2. The pay and allowances attached to the posts will be as admissible to the Assistant of the Central Government 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-II** 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 issue of this Office Memorandum or from the date of publication of Advertisement of said vacancy 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 immediately.

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

**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 <b>(Bachelor's Degree from a recognized university)</b> 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><b>Note 1:</b> 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.

**BIO DATA/CURRICULUM VITAE PROFORMA**

1. Name and Address (in Block Letters) (Mob. No. and E-mail Id)	
2. Date of Birth (in Christian era)	
3. (i) Date of entry into service	
(ii) Date of retirement under Central 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
<b>Essential</b>	<b>Essential</b>
(E) Qualification	(A) Qualification
(F) Experience	(B) Experience
<b>Desirable</b>	<b>Desirable</b>
(E) Qualification	(A) Qualification
(F) Experience	(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 In the case of Degree and post Graduate Qualifications, Elective/main subject and subsidiary subjects may be indicated by the candidates.</p>	
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.	
<p>6.1 <b>Note:</b> Borrowing Departments are to provide their specific comments/views confirming the relevant essential qualification/work experience possess by the Candidate (as indicated in the Bio data) with reference to the post applied.</p>	



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

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Level 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

\*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/Level in the new pay matrix of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay/Level in case pay has been fixed in the new pay matrix where such benefits have been drawn by the Candidate, may be indicated as below:

Office/Institution	Pay in Pay Band and Grade/Level in case pay has been fixed in the new pay matrix drawn under ACP/MACP Scheme.	From	To

8. Nature of present employment <i>i.e.</i> 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 substantive capacity in the parent organization.
9.1 <b>Note:</b> In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and integrity Certificate.			

9.2 <b>Note:</b> 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. Please clearly state whether working under (indicate the name of your employer) Central Government.		
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 Band/Level in case pay has been fixed in the new pay matrix	Grade Pay/Leven 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. (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: Enclosed 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: Enclosed 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  
Address with 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)