

No.A.12025/1/2012-Ad.I
Government of India
Ministry of Personnel, P.G. and Pensions
(Department of Personnel and Training)

.....
New Delhi, the 27th June, 2012

OFFICE MEMORANDUM

Sub: Filling up of one post of Secretary (PB-3 Rs.15600-39100+Rs.6600) in Central Civil Services Cultural & Sports Board in the Department of Personnel and Training on deputation basis.

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It is proposed to fill up one post of Secretary, Central Civil Services Cultural & Sports Board (General central service Group 'A' Gazetted) in the Department of Personnel and Training in the (PB-3 Rs.15600-39100) plus Grade Pay(Rs.6600/-) on deputation basis. 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/department of the Central Government shall not ordinarily exceed three years. The pay of the officer selected for the post will be regulated in accordance with this Department's OM No.2/29/91-Estt (Pay.II) dated 5.1.94 as amended from time to time.

2. Officers under the Central Government or State Governments or Union Territories holding analogous posts on regular basis in the parent cadre/Department or with five years' regular service in the grade rendered after appointment thereto on a regular basis in posts in PB-3; Rs.15600-39100 plus Grade Pay of Rs. 5400 or equivalent in the parent cadre/Department and possessing the following educational qualifications and experience may apply for appointment to the post:-

Essential

- (i) Graduate in any discipline from a recognized University;
- (ii) five years' experience in organizing sports meets/Tournaments, maintaining sports facilities.

Desirable

Possessing knowledge of accounts and aptitude as well as experience in organizing cultural activities like drama and music

3. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.

4. Applications of willing and eligible officers who can be spared immediately may be sent through proper channel alongwith (i) bio-data (in triplicate) as in proforma at Annexure-I (ii) photocopies of upto date CR dossiers of the officer for the last five years, duly attested (iii) cadre clearance (iv) Vigilance clearance /Integrity certificate and (v) statement giving details of major or minor penalties imposed on the officer, if any to Under Secretary (Admn.), Department of Personnel and Training, Room No.3A/II, Ground Floor, North Block, New Delhi, so as to reach her within 60 days from the date of issue of this vacancy circular.



(Priya Mahadevan)

Under Secretary to the Government of India

To

All Ministries/Departments of Government of India (with request to circulate the post to their attached and subordinate offices).

All attached/subordinate offices of the Ministry of Personnel, P.G. and Pensions.

All Sections/Desks in the Department of Personnel and Training

NIC for placing the circular on website

PROFORMA

1.	Name	
2.	Designation and scale of pay	
3.	Date of birth	
4.	Whether belongs to SC/ST/OBC	
5.	Educational qualification	
6.	Whether holding analogous post in the parent cadre/department on regular basis and if so details	
7.	Date of regular appointment in the PB-3 Rs.1560039100 plus Grade Pay Rs.5400/-	
8.	Date of return from the last ex-cadre post, if any	
9.	Whether possess following qualification (i)Essential: five years experience in organizing sports meets/Tournaments, maintaining sports facilities (ii)Desirable: knowledge of accounts and aptitude as well as experience in organizing cultural activities like drama and music	
10.	Complete official address of the candidate including telephone number/Mobile No, if any, on which he/she can be contacted.	(Signature of the applicant)

CERTIFICATE

(To be filled in by the Authority forwarding the application)

1. Certified that the particulars furnished by the applicant have been checked from available records and found correct.
2. Certified that the candidate is eligible for the post as per conditions mentioned in the circular.
3. Certified also that no vigilance case is either pending or being contemplated against the applicant. Integrity of the applicant is certified.
4. Photocopies of upto date CR dossier of the officer for the last five years, duly attested, enclosed.

Signature

Name & Designation of the forwarding officer with seal