

No. 21/12/2018-CS.I(P) / Computer No.: 3142551  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
(CS.I Division)  
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2<sup>nd</sup> Floor, 'A' Wing, Lok Nayak Bhawan,  
Khan Market, New Delhi  
Dated the 23<sup>rd</sup> May, 2019

**OFFICE MEMORANDUM**

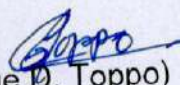
**Sub: Filling up of the post of General Manager, Deputy General Manager and Manager-cum-Accountant on deputation basis in the Departmental Canteen of DOPT (New Delhi) – Regarding.**

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The undersigned is directed to circulate herewith vacancy circular dated 15<sup>th</sup> May 2019 on the above mentioned subject, alongwith enclosure, for information to staff working under the respective administrative control of all Ministries/ Departments:

S. No.	Ministry/ Department	Name of the Post	Location	Application deadline
(i)	DOPT	General Manager (1)	Non-statutory Departmental Canteen, DOPT, New Delhi	15 <sup>th</sup> July 2019
(ii)		Deputy General Manager (1)		
(iii)		Manager-cum-Accountant (1)		

2. In case of any further clarifications, applicants are requested to contact the concerned Ministry/ Department.

  
(George D. Toppo)  
Under Secretary to the Govt. of India  
Tel: 2464 2705

To:

All Ministries/ Departments (through DOPT's website)

No. 32016/1/2019-Ad.III  
Government of India  
Ministry of Personnel PG and Pensions  
(Department of Personnel & Training)

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North Block, New Delhi  
Dated: the 15<sup>th</sup> May, 2019

**VACANCY CIRCULAR**

Subject: Filling up of the post of General Manager, Deputy General Manager and Manager – cum-Accountant on deputation basis in the Departmental Canteen of Department of Personnel & Training, New Delhi.

Department of Personnel & Training, Government of India, requires the services of suitable officials for one post each of General Manager, Deputy General Manager and Manager – cum-Accountant in the Non-statutory Departmental Canteen of Department of Personnel & Training on deputation basis. The particulars of the posts, eligibility conditions etc. are as shown in the table below:-

Sl. No.	Name of the Post and Pay Scale	No. of Vacancies	Eligibility Criteria for Deputation
1.	<b>General Manager</b> General Central Service, (Group 'B'), Non-Gazetted, Non-Ministerial, Level 6 in the Pay Matrix (Rs.35,400-1,12,400) (Pre-revised Pay Band-2, Rs. 9,300-34,800 with grade pay of Rs. 4200/-).	01	Officers under the Central Government: (i) holding analogous post on regular basis in the parent cadre or department in level 6 (Rs. 35,400 – 1,12,400) in the pay matrix with three years of regular service in the grade; and (ii) possessing the educational qualifications and experience as: 1. Bachelor's Degree in Commerce or Business Studies or Economics or Public Administration of a recognized University or Institute. 2. Three years experience in Administration and Management of Departmental Canteen.
2.	<b>Deputy General Manager</b> General Central Service, (Group 'B'), Non-Gazetted, Non-Ministerial, Level 6 in the Pay Matrix (Rs.35,400-1,12,400) (Pre-revised Pay Band-2, Rs. 9,300-34,800 with grade pay of Rs. 4200/-).	01	Officers of the Central Government: (a) (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with 6 years service in the grade rendered after appointment thereto on a regular basis in posts in level 5 (Rs. 29,200 – 92,300) in the pay matrix or equivalent in the parent cadre or department; or (iii) with 10 years service in the grade rendered after appointment thereto on a regular basis posts in level 4 (Rs. 25,500 – 81,100) in the pay matrix or equivalent in the parent cadre or department; and (b) Possessing the following educational qualifications and experience: (i) Bachelor's Degree in Commerce or Business Studies or Economics or Public Administration of a recognized University or Institute.

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			(ii) Two years experience in Accounts work in any Government office or public sector undertaking or autonomous or statutory organization.
3.	Manager-cum-Accountant General Central Service, (Group 'B'), Non-Gazetted, Non-Ministerial, Level 6 in the Pay Matrix (Rs.35,400-1,12,400) (Pre-revised Pay Band-2 , Rs. 9,300-34,800 with grade pay of Rs. 4200/-).	01	Officers of the Central Government: (a) (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with 6 years service in the grade rendered after appointment thereto on a regular basis in posts in level 5 (Rs. 29,200 – 92,300) in the pay matrix or equivalent in the parent cadre or department; or (iii) with 10 years service in the grade rendered after appointment thereto on a regular basis posts in level 4 (Rs. 25,500 – 81,100) in the pay matrix or equivalent in the parent cadre or department; and (b) Possessing the following educational qualifications and experience: (i) Bachelor's Degree in Commerce or Business Studies or Economics or Public Administration of a recognized University or Institute. (ii) Two years experience in Accounts work in any Government office or public sector undertaking or autonomous or statutory organization.

2. The departmental officers in 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 appointment by promotion.

3. The Period of deputation including period of deputation in any other 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.

4. For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the date 1<sup>st</sup> January, 2016 (the date from which the revised pay structure based on the recommendations of the Seventh Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendation of the said 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.

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

6. Pay and allowances of the officer selected will be regulated in accordance with the Department of Personnel & Training's O.M. No.2/29/91Estt(Pay-II) dated 05.01.1994 as amended from time to time.

7. Nomination of the officials who volunteer for the post once accepted by this Ministry will not be permitted to be withdrawn.

8. Applications in the given proforma at Annexure-I from suitable officials who are eligible and who can be spared, may be forwarded to the undersigned alongwith duly filled in Annexure-II in duplicate, attaching therewith Xerox copies of their CR/APAR dossiers of last 5 years and the vigilance clearance certificate **by 15.07.2019(Monday)**. Application received after the prescribed date or without Xerox copies of CR dossiers will not be entertained.

Encl: Annexure-I & Annexure-II

*Jai Narain*  
15/7/2019

(Jai Narain)

Under Secretary to the Government of India

Tel.23040495

To

1. JS (Admn.) to all Ministries/ Departments of Govt. of India (as per list attached) with the request to give wide publicity to the Vacancy circular amongst staff working under their respective administrative control.
2. Director Generals of all CAPFs and other attached/Subordinate Offices under MHA.
3. Director of Canteen, DOPT, Khan Market, New delhi-110001.
4. Director (Admin), D/o P&PG
5. Director (Admin), AR & PG
6. All Officers/Sections/Desks of Department of Personnel & Training.
7. Notice Boards of North Block, Lok Nayak Bhawan, New Delhi.
8. NIC for uploading on DoPT website.

**PROFORMA TO BE FILLED UP FOR THE POST OF GENERAL MANAGER,  
DEPUTY GENERAL MANAGER & MANAGER-CUM-ACCOUNTANT IN THE  
DEPARTMENTAL CANTEEN OF DEPARTMENT OF PERSONNEL & TRAINING.**

Name of the post: \_\_\_\_\_

1. Name and Address (in Block letters):
2. Date of Birth (in Christian era):
3. Date of retirement under Central/State Govt. Rules:
4. Educational Qualification:
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):

S.No.	Qualifications/Experience required	Qualifications/Experience possessed by the officer

6. Please state clearly whether you meet the requirement of the post:
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	From	To	Level in Pay Matrix with present Basic Pay	Nature of duties (in brief)

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 you belong:

10. 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 Organization
- d) Government Undertaking      e) Universities      f) Others

11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade:

12. 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:

13. Total emoluments per month now drawn:

14. Additional information, if any, which you would like to mention in support of your suitability for the post (This among other things may include 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):

15. Whether belongs to SC/ST:

16. Telephone/Mobile No.:

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection committee at the time of selection for the post

Signature of the candidate

Date \_\_\_\_\_

Address \_\_\_\_\_

**(CERTIFICATE TO BE FURNISHED BY THE EMPLOYER/HEAD OF  
OFFICE/FORWARDING AUTHORITY)**

Certified that the particulars furnished by \_\_\_\_\_ are correct and he/she possesses educational qualification, experience and eligibility conditions mentioned in the vacancy circular.

2. Also certified that:-

- (i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt./Kum. \_\_\_\_\_
- (ii) His/Her integrity is certified.
- (iii) Photocopies of the ACRs/ APARs for the last 5 years duly attested by a Gazetted officer are enclosed.
- (iv) \*No major/ minor penalty has been imposed on him/her during the last 10 years.
- (v) A list of major/minor penalties imposed on him/her during the last 10 years is enclosed\*.

Place:

Signature \_\_\_\_\_

Date:

Designation \_\_\_\_\_

Office Seal with contact No. \_\_\_\_\_

List of enclosures:-

\*Strike out which is not applicable.