

**F.No-21/6/2017-CS.I (P)**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**(Department of Personnel & Training)**  
\*\*\*\*\*

2<sup>nd</sup> Floor, A Wing, Lok Nayak Bhawan,  
Khan Market, New Delhi  
Dated 2<sup>nd</sup> August, 2018  
3m

**OFFICE MEMORANDUM**

Subject:- Filling up of posts in various Ministry/Department on deputation basis.

The undersigned is directed to circulate herewith under mention four vacancy circulars received from various Ministries/Departments along with its enclosures for the information of all CSS officers.

S.No.	Department/Ministry	Name of Post
1.	National Authority, Chemical Weapons, Cabinet Secretariat	Joint Director
2.	Debts Recovery Tribunals (DRTs), Department of Financial Services	Recovery Officer
3.	Ministry of Social Justice and Empowerment	Deputy Director
4.	Ministry of Civil Aviation	Deputy Director Airworthiness, Assistant Director Airworthiness (Revise new amended circular)

2. It may be noted that cadre clearance from CS-I Division will be required in case of Under Secretary and above level officers of CSS applying for deputation. The cadre units while granting clearance to SO/ ASOs may do so, in terms of the guidelines used by CS-I Division vide O.M. No. 7.10.2016. dated 13.04.18.

3. In case of any further clarifications, applicants are advised to contact concerned Ministry/Department.

  
(K. Srinivasan)

Under Secretary to the Government of India  
Tel : 24642705

To

All Ministries/Departments (through website of DoP&T)

No. A.12026/1/2015-NA (Pt. 2)  
Government of India  
Cabinet Secretariat  
**National Authority, Chemical Weapons convention**  
\*\*\*\*\*

1<sup>st</sup> Floor, Chanakya Bhavan,  
Chanakyapuri, New Delhi - 21  
Dated the 6<sup>th</sup> July, 2018  
9/11

To,

- (1) All Ministries/ Departments of the Govt. of India (including Ministry of Railways and Ministry of Defence).
- (2) Chief Secretaries of all State Governments and Union Territories.

**Subject: Filling up the post of Joint Director in National Authority, Chemical Weapons Convention, Cabinet Secretariat - regarding.**

Sir/ Madam,

I am directed to say that the National Authority, Chemical Weapons Convention in the Cabinet Secretariat invites applications for one post of Joint Director, General Central Services, Group A, Gazetted, Non-Ministerial, Pay Band Rs. 15600-39100, Grade Pay Rs.7600/- (Pre-revised). The said post will be filled up by deputation of officers from among the Central Government Officers under the Central Government failing which from officers of the Public Sector Undertakings or State or Universities or officers of the Public Sector Undertakings or Union Territories or Universities or recognized Research Institutes or Autonomous Bodies or Statutory organizations. The details of post i.e. scale of pay and allowances admissible, duties and responsibilities, field of selection, place of posting, qualifications and experience required for the post are at **Annexure I**. The officer selected for appointment on deputation may either retain their grade pay in the pay band applicable to him plus deputation allowance and other allowances as admissible in the parent cadre, or draw his grade pay in the appropriate pay band indicated against the post. The period and terms of deputation will be governed by the Recruitment Rules and the standard terms of deputation as prescribed by Government of India from time to time.

2. Applications in the prescribed proforma (**Annexure II**) of interested and eligible officers, who are working on regular basis and have completed their period of probation, may be forwarded, through proper channel, to the Under Secretary & Head of Office, National Authority, Chemical Weapons Convention, 1<sup>st</sup> Floor, Chanakya Bhavan, Chanakyapuri, New Delhi - 110021, **within 45 days of the date of this advertisement in the Employment News**, for consideration for appointment on deputation against the post mentioned in Annexure I. Advance copies of the applications will not be entertained.

3. While forwarding the application, the following documents may also be sent to this office along with the application:

A certificate to the effect that the concerned forwarding/ parent Department/Ministry has "NO OBJECTION" to the appointment of the application to the post applied for in the National Authority.

- (ii) Complete ACRs dossier/ attested copies of the ACRs of the applicant.
- (iii) A certificate about the integrity as well as statement of minor/ major penalty with regard to the officer recommended for appointment on deputation.
- (iv) Vigilance Clearance in respect of the applicant duly signed by the officer of the appropriate status.
- (v) A statement indicating the Vigilance Cases, if any, pending or contemplated against the applicant during the last ten years/ service period, whichever is less.

Contd ... P-2/-

4. The candidates who apply for the posts mentioned in Annexure I **will not be allowed to withdraw their candidature subsequently.**

5. It is requested that the vacancy notice may kindly be widely circulated in your Ministry/Department and also to the concerned Public Sector Undertakings, Statutory Bodies, Autonomous Bodies, Attached/ Subordinate and Field Offices, Universities/Research Institutions under the Central and State Governments/ Union Territories.

6. The circular and other terms and conditions are also available on the website of the National Authority Chemical Weapons Convention, Cabinet Secretariat i.e. [www.nacwc.nic.in](http://www.nacwc.nic.in).

Yours faithfully,



(S. R. Meena)

Under Secretary & Head of Office  
Tel.: 2467 5528  
Fax: 2467 5767

**Copy to:-**

- 1 ✓ **Director (CS), DoPT**, Lok Nayak Bhawan, Khan Market, New Delhi with a request to upload this circular on the website of the DoPT for wider publicity.
2. **Under Secretary (Admn.1)**, Cabinet Secretariat, Rashtrapati Bhawan, New Delhi.

## Recruitment Rules

<p><b>Name and scale of the Post</b></p>	<p><b>Joint Director</b>, General Central Services, Group A, Gazetted, Non-Ministerial, Pay Band Rs. 15600-39100, Grade Pay Rs.7600/- (Pre-revised) Allowances like DA, HRA, CCA will admissible as per rules and orders of the Central Government as amended from time to time.</p>
<p><b>Duties and responsibilities</b></p>	<p>(i) To function as the Escort Officer for purposes of international inspections and enforcement officer under the CWC Act. (ii) To Coordinate and file various statutory declarations to the OPCW, as required under the Conventions. (iii) Implementation of the declaration regime for chemical units under CWC Act: (iv) Technical inputs on all policy matters relating to the Convention; (v) Providing training to concerned officers and staff of the Central / state Governments; (vi) Management of data base of declarable facilities under CWC Act, (vii) Coordination of all technical issues relating to the Convention.</p>
<p><b>Method of recruitment, Field of selection, qualifications and experience</b></p>	<p><b>Deputation (including short term contract)</b></p> <p>Officers under the Central Government failing which from officers of the public sector undertakings or State or Union territories or Universities or recognized research institutes or autonomous bodies or statutory organizations:-</p> <p>(a) (i) Holding analogous post on regular basis in the parent cadre or Department; or (ii) with five years' service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs. 15600-39100, Grade Pay Rs. 6600/- or equivalent in the parent cadre or Department; <b>and</b> (b) Possessing the following educational qualification and experience:-</p> <p><b>ESSENTIAL:</b></p> <p>(i) Masters degree in Chemistry or Industrial Chemistry or Degree in Chemical Technology or Chemical Engineering from a recognized University or Institute or equivalent. (ii) Ten years' experience in a managerial technical position in a technical or research organization or industrial concern engaged in the field of organic chemicals and organic chemical industry.</p> <p>(Period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding to this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not exceed four years. The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 56 years as on the closing date of the receipt of applications).</p>

BIO-DATA PROFORMA

Affixed  
Latest Passport  
size photograph

1. Name and Address in Block letters :
2. Date of birth (in Christian era) :
3. Date of retirement under Central/ State Government/ Parent Office Rules :
4. Educational Qualifications :
5. Post for which application is being submitted :
6. Whether Educational and other qualifications required for the post are satisfied. (If any qualifications have been treated as equivalent to be the one prescribed in the rules, state the authority for the same) :

	Qualifications / Experience required	Qualifications / Experience possessed by the officer
(i)		
(ii)		
(iii)		
(iv)		

7. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post :
8. Details of employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the same below is insufficient :

Sl. No.	Office / Institute/Organization	Post held	From	To	Scale of pay and Basic Pay	Nature of duties

9. (i) Nature of present employment, i.e., adhoc or temporary or permanent (Regular) :
- (ii) Designation :
- (iii) Scale of pay :
- (iv) Basic pay :
- (v) Date of regular appointment to present post :
10. 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 :
11. Additional details about present employment. Please state whether working under. :
- (a) Central Government
- (b) State Government
- (c) Public Sector Undertaking of Central Government
- (d) Public Sector Undertaking of State Government (s) / UT(s).
- (e) University
- (f) Statutory body
- (g) Autonomous body under Central Government
- (h) Autonomous body under State Government(s) / UT(s).
12. Are you in the Revised Scale of Pay? If you are substantively in a post of this scale of pay or its equivalent, give the date from which 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. Enclose separate sheet, if the space is insufficient :
15. Whether belongs to SC/ST/OBC :
16. Remarks, if any

Date .....

Address .....

Tel: .....

Fax: .....

e-mail ID .....

Countersigned .....

Employer

F. N. 8/8/2018-DRT  
Government of India  
Ministry of Finance  
Department of Financial Services

Jeevan Deep Building,  
10, Sansad Marg, New Delhi,  
Dated 27<sup>th</sup> July, 2018.

Office Memorandum

**Subject: Filling up existing vacancies and anticipated vacancies (upto 31.12.2018) of the post of Recovery Officer on deputation basis in Debts Recovery Tribunals (DRTs) under Department of Financial Services, Ministry of Finance.**

The undersigned is directed to forward herewith a vacancy circular inviting applications for filling up vacancies of Recovery Officer in level 11 (Rs. 67700-208700) of the pay matrix on deputation basis in various Debts Recovery Tribunals (DRTs) under Department of Financial Services.

2. The enclosed vacancy circular may be uploaded on the official website of Department of Personnel and Training for wide publicity. It is further requested that applications of eligible and willing officers of Ministries/Departments, who can be spared, may be forwarded so as to reach this Department within the stipulated last date i.e. **on or before 7<sup>th</sup> September 2018**.



(Sanjay Kumar)

Deputy Secretary to the Government of India  
Tel. No. – 23364063

To,

The Director, CS-I (D),  
Department of Personnel & Training,  
Lok Nayak Bhawan,  
New Delhi.

Copy to:

1. The Joint Secretary (Establishment) of all Ministries/Departments of Government of India.
2. The Chief Secretaries of State Governments and Administrators of UTs.
3. The Controller General of Accounts, Ministry of Finance, Department of Expenditure, 8<sup>th</sup> Floor, Lok Nayak Bhawan Khan Market, New Delhi.
4. The Chairman/MD & CEO of all PSBs.
5. Registrars of all High Courts.
6. The NIC Cell, 2<sup>nd</sup> Floor, Jeevan Deep Building, New Delhi- with a request to upload the vacancy circular immediately on the official website of DFS.

With a request to kindly forward the application of eligible and willing officers of these Ministries/Departments/Organizations, who can be spared immediately, as to reach this Department before the last date.

2018/07/27  
US(A)  
A. P. Singh  
31/07/18  
C. P. Singh  
31/07/18  
1324117/US/CS.IA/P  
31/07/18

**Recovery Officer total vacancies:- 36**

**Existing:- 16 vacancies** in DRTs at, Aurangabad (2 vacancies), Bengaluru (1 vacancy), Chandigarh (2 vacancies), Chennai (1 vacancy), Ernakulam (2 vacancies), Guwahati (1 vacancy), Hyderabad (2 vacancies), Kolkata (2 vacancies), Madurai (1 vacancy), Mumbai (1 vacancy) and Nagpur (1 vacancy).

**Anticipated:- 20 vacancies** in DRTs at Ahmedabad (1 vacancy), Bangalore (1 vacancy), Chennai (2 vacancies), Coimbatore (1 vacancy), Deharadun (1 vacancy), Ernakulam (2 vacancies), Kolkata (3 vacancies), Lucknow (2 vacancies), Mumbai (3 vacancies), Patna (1 vacancy), Pune (1 vacancy), Ranchi (1 vacancy) and Visakhapatnam (1 vacancy).

2. Willing and eligible officers may submit their applications, duly filled in the prescribed proforma **through proper channel only** (i.e. their Cadre Controlling Authority) so as to reach the undersigned **on or before 7<sup>th</sup> September, 2018**.
3. No applicant will be permitted to withdraw his/her application after selection. Doing so will attract one year debarment of such candidates for deputation in DRTs.
4. The Cadre Controlling Authority of all Ministries/Departments/Attached and Subordinate offices of the Central Government, State Governments, High Courts, Public Sector Banks are requested to forward the applications of eligible and willing officers, whose services can be spared, by duly filling up Annexure-II of the application form, along with attested/certified copies of Annual Confidential Reports (ACRs)/Annual Performance Appraisal Reports (APARs)/Grading of the officer for five years i.e. from 2012-13 to 2016-17. If the report for 2017-18 is available, it may be provided. It may also be noted that, if any ACR/APAR/Grading for a period of more than 3 months is not recorded, then ACR/APAR/Grading prior to 2012-13 for the matching period may be forwarded along with 'No Report Certificate' (NRC) for such period(s). If no report is available for a financial year, a report for the year/s prior to 2012-13 is to be provided.
5. The crucial date for determining the eligibility in respect of existing vacancies will be the last date for receipt of application, while in respect of anticipated vacancies, it will be the date on which these vacancies are expected to arise.
6. The terms and condition for deputation to these posts (Annexure I) and the application form (Annexure-II) are attached and available on this Department's website at: <http://financialservices.gov.in/ncapp/Vacancycircularsindex.aspx>:
7. The Department reserves the right to relax the conditions in the interest of administrative exigencies for any class or category of persons applying for the aforesaid post.
8. **The applications received after the last date or received with incomplete documents or not received through proper channel will not be considered.**
9. The candidates applying for the post on deputation basis must be below 56 years of age on the last date for receipt of application i.e. on 7<sup>th</sup> September, 2018.
10. The selected candidates will be appointed on deputation basis for a period of four years, which may be curtailed or extended further in the interest of administrative exigencies. The pay and other terms and conditions of deputation will be governed by the Department of Personnel and Training Office Memorandum No. 6/8/2009-Estt. (Pay II) dated 17.06.2010, as amended from time to time.



(Sanjay Kumar)

Deputy Secretary to the Government of India  
Department of Financial Services  
Ministry of Finance  
3<sup>rd</sup> Floor, Jeevan Deep Building  
10, Parliament Street, New Delhi  
Ph. 011-23364063



Terms and conditions of deputation for the post of Recovery Officer in DRTs:

1. Eligibility Conditions

(A) Officers under the Central Government or State Governments or Courts or Tribunals;

- (j) holding analogous post on regular basis in the parent cadre or department; or
- (ii) with five years service in the grade rendered after appointment thereto on a regular basis in the post of Section Officer in level 9 in the pay matrix (Rs. 53100-167800) or equivalent in the parent cadre or department; or
- (iii) with six years service in the grade rendered after appointment thereto on a regular basis in the post of Section Officer in level 8 in the pay matrix (Rs. 47600-151100) or equivalent in the parent cadre or department; or
- (iv) with seven years service in the grade rendered after appointment thereto on a regular basis in the post of Section Officer in level 7 in the pay matrix (Rs. 44900-142400) or equivalent in the parent cadre or department;

(B) Officers of the Public Sector Banks;

- (i) Scale IV Officers holding analogous post on regular basis in the parent cadre or department; or
- ii) Scale-III Officers with five years service in the grade rendered after appointment thereto on a regular basis in the post.

2. Desirable qualifications

Degree in law or having legal experience.

3. The period of deputation, including the period of deputation to another post held immediately preceding this appointment in the same or some other Organization or Department of the Central Government, shall ordinarily not exceed four years.

4. The maximum age limit for appointment on deputation shall be not exceeding fifty-six years as on the closing last date of receipt of application.

**Form of Application****Part-I** : (To be filled by the Applicant): (No column should be left blank)

1.	Name of the applicant (in block letters):							Recent Passport size Photograph signed across by the candidate should be pasted here		
2.	Post applied for:									
	Names of places/stations in order of preference (in block letters): 1. 2. 3.									
3.	(a) Date of Birth									
	(b) Age as on last date for receipt of application i.e. as on-----2018			_____years _____months		_____days				
	(c) Date of Retirement/superannuation									
4.	a) Date of Joining Service									
	b) Name of the Service									
5.	Details of postings in last 10 years, starting with present post held: (Note: To be filled by all Applicants)									
	Sl	Designation	Deptt./ Office/ Org.	Whether post held on Regular/adhoc/ officiating/ deputation basis	Whether Group 'A' / 'B' / 'C' / or ('Scale' in respect of officer from PSBs)	Whether Gazetted / Non-Gazetted (Not Applicable in respect of officers from PSBs)	Scale of pay / Pay Band + Grade Pay	Period		
								From	To	
1.										
6.	POST HELD ON REGULAR BASIS									
	a) Name of the post									
	b) Whether Group 'A'/'B' Gazetted									
	c) Scale of pay / Pay Band + Grade Pay									
	d) Date of appointment on regular basis in Group 'A' (Gazetted)/ Group 'B' (Gazetted) post									
	e) Whether employed under Central Government / State Government / Court / Tribunal or Public Sector bank									
7.	Present Basic Pay									
8.	For Officers of Public Sector Banks (PSBs) only :									
	a) Present Scale-III/IV/ V									
	b) Date of appointment in present scale on regular basis									
9.	a) Educational Qualifications									
	b) Professional qualifications, if any									
10.	Experience, particularly relating to legal matters									
11.	Date of return from last ex-cadre post or deputation, if any									

12	Whether belongs to SC/ST/OBC/PH		
13	Whether all eligibility conditions are fulfilled.		
14	a) Whether worked in the DRT/ DRAT earlier. If so, give name of DRAT/DRT(s) and period of deputation		
	b) Whether attended interview for the posts in DRT/DRAT earlier. If so, years of appearance and the number of attempts.		
15	a) Postal Address for communication with PIN Code and /Fax Number (in block letters) Telephone No. Mobile No. E-mail ID		
	b) Postal address of parent department with PIN Code and Telephone/Fax Numbers/E-mail ID. (in block letters)		

I certified that the information furnished above by me is correct.

Signature of the Applicant with date

**Part-II :**

(To be filled by Cadre Controlling Authority of the applicant)

**OFFICE OF .....**

1. Certified that the particulars given above by the applicant are correct as per records available in the Department/ Office of .....

2. It is also certified that Shri/Smt/Ms ..... is clear from vigilance angle and no disciplinary proceedings are pending or contemplated against him/her.

3. It is also certified that Integrity of Shri/Smt/Ms ..... is beyond doubt.

4. It is certified that No Major/Minor penalty has been imposed on Shri/Smt/Ms ..... During the last 10 years.

5. The attested copies of the Annual Confidential Reports (ACRs)/Annual Performance Appraisal Reports (APARs)/ Gradings for the last 5 years i.e.2012-13 to 2016-17 are enclosed along with NRC for the period(s) ..... [if ACR/APAR/ Grading for a period more than 3 months is not recorded then ACRs/APARs/ Grading prior to 2012-2013 for the matching period need to be forwarded along with No Report Certificate (NRC)]. If no report is available for a financial year, a report for the year/s prior to 2012-13 is to be provided. If the report for 2017-18 is available, it may be provided.

6. It is hereby certified further that this Department/Office shall have no objection to the relieving of the said officer immediately, in case Shri/Smt/Ms ..... is selected for the post of ..... in Debts Recovery Tribunal.

(Name, Signature & Telephone No.  
of Officer with Official Stamp)

Place: \_\_\_\_\_  
Date: \_\_\_\_\_