

F.No-21/4/2015-CS.I (P)  
Government of India  
Ministry of personnel, Public Grievances & Pension  
Department of Personnel & Training  
\*\*\*\*\*

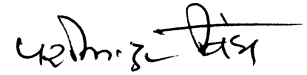
Lok Nayak Bhawan, New Delhi  
Dated 12<sup>th</sup> July 2016

**Office Memorandum**

**Subject:- Filling up of posts of Chief Operating Officer in Central Registry of Securitisation Asset Reconstruction and Security Interest of India on deputation basis -reg.**

Vacancy Circular No.- 3/3/2013 dated 06.07.2016 received from Department of Financial Services under Ministry of Finance on the subject cited above is circulated for information of all CSS officers.

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.



(Parminder Singh)

Under Secretary to the Government of India

Tel:-24642705

To

All Ministries/Departments (through Website of DOP&T)

**F. No.3/3/2013 Recovery**  
**Department of Financial Services**  
**Recovery Section**  
**Vacancy Circular**

**Filling up of the posts of Chief Operating Officer in Central Registry of Securitisation Asset Reconstruction and Security Interest of India on deputation basis.**

1. Central Registry of Securitisation Asset Reconstruction and Security Interest of India (CERSAI) is a company licensed under section 25 of the Companies Act, 1956 and registered by the Registrar of Companies, New Delhi.
2. The Company established on 31.03.2011 is a Government Company with a shareholding of 51% by the Central Government and select Public Sector Banks and the National Housing Bank are also shareholders of the company.
3. The organizational structure of CERSAI was approved by the Department of Financial Services, Ministry of Finance, Government of India on March 31, 2011 and it was decided by the Government that initially the staff will be on deputation basis. It is proposed to fill up an existing vacancy of Chief Operating Officer on deputation basis from the eligible officers of all PSBs/ Government Departments/ PSUs/ RBI / NABARD / SIDBI / IIFCL / EXIM Bank of India, NHB/ Public Sector Insurance Companies.
4. The details of post and eligibility criteria/ qualifications for the post are as under

**Chief Operating Officer**

**Pay Scale: Applicable pay scale equal to the rank of Scale VII officers of public sector banks**

- I. General Managers/ Dy. General Managers of Public Sector Banks and equivalent level officers from Reserve Bank of India (RBI) / National Bank for Agriculture and Rural Development (NABARD) / Small Industries Development Bank of India (SIDBI) / India Infrastructure Finance Company Ltd. (IIFCL) / EXIM Bank of India, National Housing Bank (NHB)/ Public Sector Insurance Companies.
- II. Officers in the rank of Deputy Secretary in Government of India in the scale of pay of Rs.15,600-39,100 + Grade Pay of Rs.7600 (PB-3) having five years of experience in banking related matters. Officers with MBA degree will be preferred.

- III. Officers in the rank of Under Secretary in Government of India in the scale of pay of Rs.15,600-39,100 + Grade Pay of Rs.6600 (PB-3) with five years' service in the grade rendered after appointment thereto having five years experience in banking related matters. Officers with MBA degree will be preferred.

310

**Age:**

The maximum age limit for deputation shall be 56 years as on the last date of receipt of applications.

5. 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 27<sup>th</sup> July, 2016.

**6. No applicant will be permitted to withdraw his/her name after selection. Doing so will attract blacklisting of such candidates for future deputation in CERSAI.**

7. The Cadre Controlling Authority of all PSBs/PSUs/ NABARD / SIDBI / IIFCL / EXIM Bank of India/ NHB/ RBI/ Public Sector Insurance Companies/ Ministries/ Departments/ Attached and Subordinate offices of the Central Government, are requested to forward the applications of the interested officers, whose services can be spared immediately, by duly filling up Part-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 the last five years i.e. from 2011-12 to 2015-16. It may also be noted that, if any ACR/APAR/Grading for a period more than 3 months is not recorded then ACR/APAR/Grading prior to 2011-12 for the matching period may be forwarded along with 'No Report Certificate' (NRC) for such period(s).

8. The crucial date for determining the eligibility in respect of existing vacancies will be the last date for receipt of application.

9. The Department reserves the right to relax the conditions in the interest of administrative exigencies for any class or category of persons applying for any of the aforesaid post.

**10. The applications received after the last date or received with incomplete documents or not received through proper channel will not be considered.**

11. The candidates applying for the deputation post must be below 56 years of age on the last date receipt of application i.e. on 27<sup>th</sup> July, 2016.

12. The selected candidates will be appointed on deputation basis for a period of three years, which may be curtailed or extended further in the interest of administrative exigencies. The pay and other terms and conditions of deputation in respect of officers of central government's departments 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 and officers from PSBs/ PSUs/ RBI / NABARD / SIDBI / IIFCL / EXIM Bank of India, NHB/ Public Sector Insurance Companies will be governed by the policy of their respective parent organization.



(Tirth Ram)

Under Secretary to Government of India  
Department of Financial Services  
Ministry of Finance  
3<sup>rd</sup> Floor, Jeevan Deep Building  
10, Parliament Street,  
New Delhi  
Tel. No.011- 23748750

PROFORMA

APPLICATION FOR SELECTION  
TO THE POST OF CHIEF OPERATING OFFICER OF CENTRAL REGISTRY  
OF SECURITIZATION ASSET RECONSTRUCTION AND SECURITY  
INTEREST OF INDIA (CERSAI)

1. Name in Full (in Block Letters) :
2. (a) Date of Birth:  
(b) Age as on 27.07.2016
3. (c) Date of Retirement in present service.
4. Father's/ Husband's name :
5. Present Address:  
(i) Office (Address with Tel./Mobile No., e-mail ID):  
  
(ii) Residence (Address with Tel. /Mobile No., e-mail ID):
6. Parent Office's/ organisation's complete Address:  
(with Telephone No. and FAX No.)
7. Educational qualifications :
8. (a) Date of entry in the service:  
  
(b) Name of service :
9. Details of postings (in last 10 years):

Recent  
passport size  
photograph  
duly signed  
by the  
applicant

S. No.	Post held on regular basis	Scale of Pay & Basic Pay	Office/Organisation	Nature of duties	Experience in the field of Finance/ Banking, etc	Period	
						From	To

10. (a) Present post held:  
  
(b) Whether selection to the post is approved by the Appointments Committee of the Cabinet:  
  
(c) Date of appointment in present post, on regular basis:  
  
(d) Present pay and Scale of pay of Present post held:  
  
(e) Duties and responsibilities of the post

- 11. (a) Whether any penalty imposed upon the applicant during the last ten years.  
If yes, the details thereof:
- (b) Whether any Disciplinary action/ charge sheet  
is pending/contemplated:
- (c) If yes, the details thereof:
- 12. How qualified for the post applied for :  
(Please give full details)
- 13. Whether belong to SC/ ST/OBC :
- 14. Any other Qualifications/ Experience  
not covered above :
- 15. I certify that the above details furnished by me are true to the best of my  
knowledge and belief and I am eligible for the post.

(Name & Signature of Candidate)

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

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

**OFFICE OF .....**  
**(Cadre Controlling Authority)**

Certified that the particulars given above are correct as per records available in the  
Office of .....

It is also certified that Shri/Smt. .... is clear from  
vigilance angle and no disciplinary proceeding are pending or contemplated against  
the officer. The Integrity Certificate is enclosed.

The Annual Confidential Reports / Annual Performance Appraisal Reports for last 5  
years i.e. 20011-12 to 2015-16 are enclosed.

**(Name & Signature of Officer**  
**with Official Stamp)**

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

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