

No.A.12026/2/2007-Ad.1

Government of India

Ministry of Personnel, P.G. and Pensions  
(Department of Personnel and Training)

New Delhi, the 15<sup>th</sup> June, 2009.

**OFFICE MEMORANDUM**

Sub: Filling up of one post of Assistant Secretary (PB-2 Rs.9300-34800+Rs.4200) in Central Civil Services Cultural & Sports Board in the Department of Personnel and Training on deputation basis.

It is proposed to fill up one post of Assistant Secretary, Central Civil Services Cultural & Sports Board (General central services Group 'B' Gazetted) in the Department of Personnel and Training in the scale of pay of (PB-2 Rs.9300-34800+Rs.4200) 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 holding analogous posts on regular basis or equivalent and possessing three years administrative experience including one year's experience of organizing sports meets/tournaments and cultural programmes/competitions in drama music and dance etc. and experience of maintenance of playgrounds, tennis courts and other sports facilities are eligible for being considered for appointment to the post.

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-A (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 him within 60 days from the date of issue of this vacancy circular.



(Harish Chander)

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 pay scale of (PB-2 Rs.9300-34800+Rs.4200)	
8.	Date of return from the last ex-cadre post, if any	
9.	Whether possess three years administrative experience in organizing of sports meets and cultural activities Whether posses experience in maintenance of playgrounds, tennis courts and other sports facilities	
10.	Complete official address of the candidate including telephone/Mobile number, if any, on which he 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