

IMMEDIATE

No. 1/4/2009-Welfare
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

3rd Floor, Lok Nayak Bhawan, Khan Market,
New Delhi, Dated **18.05.2016**

OFFICE MEMORANDUM

Subject: Filling up of the post of General Manager, Civil Services Officers' Institute (CSOI):- reg.

Civil Services Officers' Institute (CSOI), a society registered under the Societies Registration Act, 1860 and functioning under the aegis of Ministry of Personnel, Public Grievances and Pensions proposes to fill up the vacancy in the post of General Manager on deputation/contract basis from amongst the serving or retired Government/PSUs/Autonomous Bodies officials. The terms and conditions and eligibility requirements of the post are given in the Annexure, enclosed.

2. Application on plain paper, of the officials fulfilling eligibility criteria, duly completed in all respects (through proper channel in case of serving officers) alongwith a copy of the recent passport size photograph, vigilance clearance, complete and up-to-date CR dossier or photocopies of ACRs for the last 5 years duly attested on each page by Gazetted Officer, statement giving details of major/minor penalties imposed on the officer, if any, may be addressed to the Under Secretary(Welfare), Department of Personnel and Training, Room No.321, Lok Nayak Bhawan, New Delhi-110003 so as to reach him on or before **20.06.2016**. Applications received after the last date or without the CRs or attested photocopies of the CRs or otherwise found incomplete will not be considered.



(Chirabrata Sarkar)

Under Secretary to the Government of India

☎ 24625562

To

All Ministries/Departments of the Government of India

CIVIL SERVICES OFFICERS' INSTITUTE(CSOI)
Vinay Marg, Chanakyapuri, New Delhi-110021

Applications are invited from the officers (serving/retired) of Central Government/State Governments/Union Territories/PSUs/Autonomous Organisations for post of General Manager, Civil Services Officers' Institute (CSOI), **Vinay Marg, Chanakyapuri, New Delhi-110021**. Detailed terms and conditions and other eligibility criteria i.e. age limit, educational qualification, method of recruitment etc. are given below:

Name of post	General Manager, CSOI
Number of posts	1 (One)
Salary / Pay Scale	<p>(i) Rs 37400-67000 with grade pay of Rs 8700/- (CDA) UNDER PB-4 / Rs 43200- 66000/- (IDA) for appointment on deputation basis. Allowance and other terms and conditions etc shall be as per the extant instruction prescribed by Government of India under DOPT's O.M No.6/2/2009-Estt (pay-II) dated 17.6.2010 and amended from time to time</p> <p>ii) For retired Deputy Secretary/Director of Central Government/ State government/Union Territories organisations or Colonel or equivalent from Armed forces or persons with similar status from Public Sector/ autonomous organisations appointed on contract basis the compensation shall be pay minus pension. Dearness pay on pension will not permissible. Other terms and conditions as stipulated.</p> <p>iii) Rs 70,000/- p.m (consolidated) for appointment made on contract basis in respect of persons from private sector.</p>
Age limit for direct recruits	<p>Upper Age limit :</p> <p>i) 56 years for persons on deputation from Government/ PSUs/ autonomous Organisation.</p> <p>ii) Below 50 years for direct recruitment of persons from private sector</p> <p>iii) 62 Years for retired Government Officers of the level of Deputy Secretary to Government of India or equivalent from Armed forces or persons with similar status from Public Sector/ autonomous organisation.</p>

Deputation basis including short term contract basis/ contract basis

A. For appointment on deputation basis:

i) The officers of Central government servants /state government/Union Territories/PSUs/Autonomous organisations holding analogous post on regular basis or holding the post of Deputy Secretary and equivalent in the scale of 15600-39100 with grade pay of Rs 7600/- (CDA)) or Rs 36,000-62,000/- (IDA) on regular basis with 5 years experience for appointment on deputation/ Short term contract basis as the case may be and possessing the following educational qualification and experience:

Essential:

Educational qualification: Degree in any discipline from recognized University.

Desirable

(a) Diploma in Hospitality Management & Hotel Administration from a recognized Institute.

(b) Degree in Law or Diploma in Personal Management

Experience:

10 years experience in Personnel Management or General Administration or Hospitality Sector and Hotel/Club/Mess administration in Government/PSUs/ Autonomous Organisation/ any other institution of repute.

Note:

The period of deputation including the period deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation department of the Central Government shall ordinarily not exceed three years.

The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the last date of receipt of applications.

B. On Contract basis:

(i) Retired Central government servants /state government/Union Territories/PSUs/Autonomous organisations/ possessing educational qualifications and experience as specified in A (i) above.

	<p>(ii) other persons possessing following educational qualifications and experience :</p> <p><u>Essential:</u></p> <p><u>Educational qualification:</u></p> <ul style="list-style-type: none"> i. Degree in any discipline from recognized University. ii. Diploma in Hospitality Management & Hotel Administration from a recognized Institute. <p><u>Desirable</u></p> <p>Degree in Law or Diploma in Personal Management</p> <p><u>Experience:</u></p> <p>10 years experience in Personnel Management or General Administration or Hospitality Sector and Hotel/Club/Mess administration in Government/PSUs/ Autonomous Organisation/ any other institution of repute.</p> <p><u>Desirable for (A) and (B) above:</u></p> <p>Degree in Law or Diploma in Personal Management</p>
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APPLICATION FORM

PHOTOGRAPH

1. Name of the post applied for: **General Manager, Civil Services Officers' Institute (CSOI).**
2. Name & address (in block letters):
3. Mobile Tel Nos. and e-mail address:
4. Date of birth:
5. Present Post held:
6. If retired, date of retirement:
7. Pay drawn at the time of retirement:
8. If retired, whether receiving pension,
if so mention the amount of pension:
9. Whether educational and other qualifications required
for the post are satisfied:

Qualifications/ Experience required	Qualifications/ Experience possessed by the Officer

10. Details of employment in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient:

Office/Inst./ Organisation	Post held	From	To	Scale of Pay	Nature of Duties

DECLARATION

I do hereby declare that the particulars furnished above me are correct to the best of my knowledge and belief and nothing has been concealed/ distorted. If any time, I am found to have concealed/ distorted any material information my contract shall be liable to be summarily terminated without notice/ compensation. I further undertake that I shall not withdraw my candidature for the post applied for.

Place:

Dated:

Signature of the applicant