

**No. 25/48/2022-CS.II(B)**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel & Training**

3rd Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi-110 003  
Dated: 14<sup>th</sup> October, 2022

**OFFICE MEMORANDUM**

**Subject: Filling up of the post of Committee Officer (Gazetted) Ministerial in the Zonal Council Secretariat (Ministry of Home Affairs) by transfer on deputation basis-reg.**

The undersigned is directed to circulate the Inter-State Council Secretariat (MHA) OM No. A-11011/1/2021-ISC(A) dated 27.07.2022 regarding filling up of one post of Committee Officer (Group 'B' Gazetted) in Pay Level-7 to be filled up by transfer on deputation basis. The vacancy has also been published in Employment News dated 1-7 October 2022.

2. In case of any further clarification, applicants are requested to contact the concerned Department at:

**Shri Om Prakash Kumar, Under Secretary, Inter-State Council Secretariat (Ministry of Home Affairs), Vigyan Bhawan Annexe, New Delhi. Tel: 23022150.**

Encl: (1)

*Jayashree*  
14/10/22  
(Jayashree Chellamani)  
Under Secretary to the Govt. of India  
Tel. 24623157

To:

All Ministries/Departments (through DOPT's website).

No. A-11011/1/2021-ISC(A)  
Government of India  
Inter-State Council Secretariat  
Zonal Council Secretariat  
(Ministry of Home Affairs)  
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Vigyan Bhawan Annexe, New Delhi  
Dated the 27 July, 2022

**OFFICE MEMORANDUM**

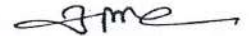
**Subject: Filling up the post of Committee Officer (Gazetted) Ministerial in the Zonal Council Secretariat (Ministry of Home Affairs) by transfer on deputation basis.**

The undersigned is directed to state that one post of Committee Officer (Group 'B' Gazetted) Ministerial in this Secretariat in the Pay Level – 7 (Rs. 44900-142400) of the Pay Matrix Table of 7<sup>th</sup> CPC is required to be filled up by transfer on deputation basis from amongst the eligible employees. The details of the post and necessary terms and conditions are given in Annexure – I.

2. This vacancy may be circulated among the eligible employees and their applications, in duplicate in the format enclosed in Annexure-II, may be forwarded to the undersigned along with the following certificates/documents **within 60 days of publication of the Employment Notice in Employment News.**

- i. Attested copies of the ACRs/APARs for the preceding 5 years. The ACRs/ APARs should be attested by an officer not below the rank of Under Secretary. In case there is some period less than 5 years, the CR/APARs of the previous year(s) may be sent so as to make APARs of 5 complete years.
- ii. Vigilance Clearance
- iii. Integrity certificate signed by an officer not below the rank of Under Secretary
- iv. Details regarding imposition of any major or minor penalties on the officials during the last 10 years. The certificates should be signed by an officer not below the rank of Under Secretary.

3. The applications not received through proper channel and without the complete certificates/documents and after the stipulated date as stated in **Para '2' above** shall not be considered. Applications once received through proper channel shall not be allowed to be withdrawn.



(Om Prakash Kumar)

Under Secretary to the Govt. of India  
Tel. 23022150

To

- i. All Ministries/Department of the Govt. of India
- ii. Ministry of Home Affairs, Ad.II section. It is requested that vacancy may be circulated amongst the eligible and interested employees of various units of Ministry of Home Affairs.
- iii. DOPT's website.
- iv. Notice Board, ISCS

No. A-11011/1/2021-ISC(A)  
Government of India  
Inter-State Council Secretariat  
Zonal Council Secretariat  
(Ministry of Home Affairs)

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Filling up the post of Committee Officer in the Zonal Council Secretariat on transfer on deputation basis.

One post of Committee Officer in the Zonal Council Secretariat, Ministry of Home Affairs is required to be filled up on transfer on deputation basis. The details of the post eligibility criteria and necessary terms and conditions are given below:-

1.	Name of the Post	Committee Officer
2.	No. of Post	One
3.	Classification of the Post	General Central Service Group 'B' Gazetted Ministerial
4.	Pay for the post	Pay Level – 7 (Rs. 44900-142400) of the Pay Matrix Table of 7 <sup>th</sup> CPC.
5.	Eligibility Criteria	<p>Officers of the Central Government</p> <p>(a) (i) holding analogous posts on regular basis;</p> <p style="text-align: center;"><b>OR</b></p> <p>(ii) with 3 years regular service in the posts in the Pay Level -6 Rs. 35400-112400/- of the pay matrix table of 7<sup>th</sup> CPC (pay band-I Rs. 5500-9000/- with Grade Pay of Rs. 4200/- of the pre-revised scales).</p> <p style="text-align: center;"><b>AND</b></p> <p>(b) Possessing two years experience of doing coordination work, preparation of agenda, briefs, proceedings etc. relating to meeting/conference and also follow up action on the decisions/ recommendations arrived at in such meeting /conferences.</p>
6.	Period of deputation	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 ordinarily not to exceed three years or as amendment from time to time.
7.	Maximum Age limit	The maximum age limit for appointment by transfer on deputation shall not be exceeding 56 years as on last date of submission of Application.
8.	Other conditions	The departmental officers in the 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.
9.	Mode of Application	<p>The application, along with the following documents, in respect of the candidates who fulfill the eligibility conditions and who can be spared for taking up the assignment within one month of the intimation of selection, may be forwarded, through proper channel, in the prescribed proforma duly signed by the candidate and countersigned by the Head of Office or any other officer authorized to to 'The Under Secretary (Admn), Inter State Council Secretariat, Ministry of Home Affairs, Vigyan Bhawan Annexe, New Delhi-110011'</p> <p>i. Up-to-date Confidential Report/ APAR Dossier of the candidate concerned or photocopies of the Annual Confidential/ Annual Performance Appraisal Reports of the candidates for the last available five years (upto</p>

		<p>2019-20) duly attested by the officer not below the rank of the Under Secretary to the Govt. of India.</p> <p>ii. Vigilance Clearance</p> <p>iii. Integrity certificate signed by an office not below the rank of Under Secretary</p> <p>iv. Details regarding imposition of any major or minor penalties on the officials during the last 10 years. The certificates should be signed by an officer not below the rank of Under Secretary.</p>
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10. Additional information, if any, which you would like to mention in support of your suitability for the post, enclose a separate sheet, if the space is insufficient.

11. Whether belong to SC/ST/OBC.

12. Remarks

Signature of the Candidate

Date.....

Address.....

Email:

Mobile No.

Countersigned by the Head of Office

**BIO-DATA PROFORMA**

1. Name and address ( in block letters)
2. Date of Birth
3. Date of retirement
4. Educational qualifications
5. Experience possessed by the applicant
6. Details of employment, in chronological order. A separate sheet, duly authenticated by applicant's signature, if the space below is insufficient
  - i. Office/Institution/Organization
  - ii. Post Held
  - iii. From
  - iv. To
  - v. Pay Level
  - vi. Nature of duties
7. Nature of present employment i.e. whether ad-hoc or temporary or quasi-permanent
8. If the present employment is held on Deputation/contract basis, specify;
  - a. The date of initial appointment
  - b. Period of appointment on Deputation/contract
  - c. Name of the parent office/  
Organization to which you belong
9. Details of work experience
10. Additional information if any which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.
11. Whether belong to SC/ST/OBC
12. Remarks

Signature of the Candidate

Date.....