

**F.No. 21/4/2012-CS.I(D)**  
**GOVERNMENT OF INDIA**  
**Ministry of Personnel, Public Grievances & Pensions**  
**( Department of Personnel & Training )**

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Lok Nayak Bhawan, New Delhi.  
Dated 4<sup>th</sup> June 2012.

**Subject :- Filling up of vacancy in the Grades of Deputy Secretary and Under Secretary on lateral induction basis as also Direct Recruitment to the post of Attache (Junior Time Scale) in the office of Cabinet Secretariat (Group 'A' – Research & Analysis Service).**

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The undersigned is directed to enclose a copy of Cabinet Secretariat's communication No.DO.6/SPS/2010(1)-4477 dated 18<sup>th</sup> May 2012 alongwith a copy of the advertisement in the Employment News dated 12/05/2012 on the subject mentioned above.

2. It is requested that this may be given wide publicity amongst the eligible officers.



( **Vidyadhar Jha** )

Under Secretary to the Govt. of India

☎ 24629414

All Ministries/Departments ....



**RAGHAV P. BHATNAGAR**  
**DIRECTOR**

6/SPS/2010(1)- 4477  
DO No. ....

भारत सरकार  
GOVERNMENT OF INDIA  
मंत्रिमंडल सचिवालय  
CABINET SECRETARIAT  
ROOM NO. 7,  
BIKANER HOUSE (ANNEXE)  
SHAHJAHAN ROAD,  
NEW DELHI - 110011.

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Dated: 18 MAY 2012

Dear Shri Joshi,

We are in the process of making direct/ special recruitment in the Group 'A' Research & Analysis Service (RAS) of Cabinet Secretariat in the grades of Deputy Secretary and Under Secretary on lateral induction basis as also direct recruitment to the post of Attache (Junior Time Scale) for the year 2006, 2007, 2008, 2009 and 2010. Lateral induction in the grades of Deputy Secretary and Under Secretary is proposed from officers of All India Services/ Central Group 'A' Services/ other Services participating in the Central Staffing Scheme belonging to and who have joined in the years 2002, 2003, 2004 and 2005 batch. Appointment in the grade of Attache (Junior Time Scale) to fill the slots in the years 2006 to 2010 will also be from qualifiers of All India Services, Group 'A' Central Services and other Group 'A' Services participating under the Central Staffing Scheme.

2. In this connection, we have given an advertisement in the Employment News dated 12.05.2012. A photocopy of the same is enclosed for ready reference.

3. So as to give wider publicity to the recruitment drive, we shall be grateful if the attached advertisement published in the Employment News is kindly uploaded on the DoP&T website, for easy reference by all those interested.

4. This has the approval of Secretary (R).

Yours sincerely,  
*Raghu*  
(Raghav P. Bhatnagar)

Shri Manoj Joshi,  
Joint Secretary (Admn),  
DoP&T, North Block,  
New Delhi

*Manoj Joshi*  
24.5.12

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21/5  
Does it pertain to US?  
22/5  
US/00

*DH (as I) Regards,*

**CABINET SECRETARIAT**

Advertisement No.

Closing Date: 15/06/2012

Applications are invited for filling up the following posts in Cabinet Secretariat on lateral induction basis/direct recruitment on transfer basis:

S. No.	Post	Pay
1.	Deputy Secretary	*Rs.15600-39100 with Grade Pay of Rs. 7600/- in PB-3
2.	Under Secretary	*Rs.15600-39100 with Grade Pay of Rs. 6600/- in PB-3
3.	Attache (Junior Time Scale)	*Rs.15600-39100 with Grade Pay of Rs. 5400/- in PB-3

\* All the posts carry 15% Special Allowance on basic pay drawn (including Grade Pay) of the post.

**Eligibility**

**For post at S.No.1 :** Officers belonging to 2002 and 2003 batch (year of joining service) in the All India Services or Central Group 'A' Services participating under the Central Staffing Scheme and selected through Combined Civil Services Examination (CSE) or respective Group 'A' Service examination conducted by the UPSC.

**For post at S.No.2 :** Officers belonging to 2004 and 2005 batch (year of joining service) in the All India Services or Central Group 'A' Services participating under the Central Staffing Scheme and selected through Combined Civil Services Examination (CSE) or respective Group 'A' Service examination conducted by the UPSC.

**For post at S.No.3 :** Officers who have joined All India Services or Central Group 'A' Services participating under Central Staffing Scheme and selected through Combined Civil Services Examination (CSE) or respective Group 'A' Service examination conducted by the UPSC with the allotment year (year of joining service) 2006, 2007, 2008, 2009 & 2010 are eligible to apply for the post. Pay protection will be admissible to those who have been placed in the Grade Pay of Rs. 6600/- (List of eligible Services is given below (Annexure 'A'))

The final selection will be made on the basis of an Interview by a Selection Committee duly constituted by the Government of India. Those who are selected to join the Service on lateral induction basis (S.No.1 & 2) or direct recruitment on transfer basis (S.No.3) will be allotted the same year of allotment as held by them in their respective services in the year in which they joined Central Service. They will retain lien in their own cadre for a period of one year from the date of joining the post in Cabinet Secretariat, with the option of reverting to their parent service, in case they so desire.

The employment entails transfers all over India and abroad.

Promotional prospects are comparable to those in other All India Services with time bound career progression at the level of Joint Secretary and above.

Interested candidates may submit their application duly filled in the prescribed format (Annexure 'B') addressed to Post Bag No.001, Lodhi Road Head Post Office, New Delhi - 110003. The envelope containing the application should be superscribed as "Application for the post of Deputy Secretary / Under Secretary / Attache" in Cabinet Secretariat, as the case may be. The last date of receipt of application is 15/06/2012.

The application should be sent by ordinary post.

The applicants should also intimate their cadre controlling authority requesting them to formally forward the application addressed to Shri Vinod Kumar, Deputy Secretary, Room No.7, Bikaner House (Annexe), Shahjahan Road, New Delhi - 110011.

## LIST OF ELIGIBLE SERVICES

S.No.	Service	S.No.	Service
1.	Indian Administrative Service	22.	Indian Ordnance Factory Service
2.	Indian Foreign Service	23.	Indian Civil Accounts Service
3.	Indian Police Service	24.	Indian Defence Accounts Service
4.	Indian Forest Service	25.	Indian Trade Service
5.	Indian Revenue Service – Income Tax	26.	Indian Inspection Service
6.	Indian Revenue Service – Custom & Central Excise	27.	Indian Supply Service
7.	Indian Post & Telegraph Finance Accounts Service	28.	Indian Economic Service
8.	Indian Information Service	29.	Central Engineering Service – CPWD
9.	Indian Broadcasting Engineering Service	30.	Central Roads Engineering Service
10.	Indian Broadcasting Programme Service	31.	Central Power Engineering Service
11.	Indian Railway Traffic Service	32.	Central Water Engineering Service
12.	Indian Railway Personnel Service	33.	Indian Defence Service Engineers
13.	Indian Railway Accounts Service	34.	Indian Company Law Service
14.	Indian Railway Service of Engineers	35.	Indian Cost Account Service
15.	Indian Railway Service of Electrical Engineers	36.	Indian Telecom service
16.	Indian Railway Service of Mechanical Engineers	37.	Indian Statistical Service
17.	Indian Railway Store Service		
18.	Indian Railway Service of Signal Engineers		
19.	Indian Audit & Account Service		
20.	Indian Postal Service		
21.	Indian Defence Estate Service		

## ANNEXURE 'B'

## FORMAT FOR APPLICATION

- Name of the Candidate :
- Service/Cadre/Year of allotment :
- Date of joining the Service and present posting :
- Grade pay and date from which drawing :
- Sex : Male/ Female
- Date of birth :
- Nationality :
- Whether SC/ST/OBC :
- Religion :
- Whether married, if yes, name of spouse/nationality/country of origin and occupation:
- Name of father, occupation, office address, Tele. number:
- Name of mother, occupation, office address, Tele. number:
- Residential address with Telephone/Mobile numbers. (A) Present (B) Permanent
- Educational Qualification :  
(Matriculation onwards):

Sl. No.	Exam Passed	Board/University	Subjects	Percentage of marks

- Language(s) known :
- Extra-curricular activities & interests:
- Any other details, including previous selection and training:

Date:

Signature of the Candidate

Place:

Mobile No.

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