

**F.No-21/12/2018-CS.I (P)**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**(Department of Personnel & Training)**  
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2<sup>nd</sup> Floor, A Wing, Lok Nayak Bhawan,  
Khan Market, New Delhi  
Dated 18<sup>th</sup> March, 2019

**OFFICE MEMORANDUM**


Subject:- Filling up of posts in Dr. Ambedkar International Centre, New Delhi and Government e Marketplace (GeM) on deputation basis.

The undersigned is directed to circulate herewith under mentioned two vacancy circulars received from Dr. Ambedkar International Centre, New Delhi and Government e Marketplace along with its enclosures for the information of all eligible CSS officers.

S.No.	Department/Ministry	Name of Post
1.	Dr. Ambedkar International Centre, Ministry of Social Justice And Empowerment, New Delhi	Director
2.	Government e Marketplace (GeM), Ministry of commerce & Industry	Financial Control Head

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.

3. In case of any further clarifications, applicants are advised to contact concerned Ministry/Department.

  
(George D. Toppo)  
Under Secretary to the Government of India  
Tel : 24642705

To

All Ministries/Departments (through website of DoP&T)

F.No.17020/09/2015-SCD-VI  
Government of India  
Ministry of Social Justice and Empowerment  
(Department of Social Justice and Empowerment)

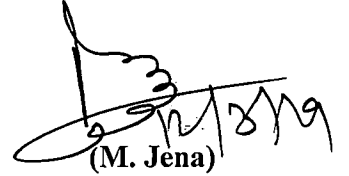
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Shastri Bhawan, New Delhi-110001  
Dated the 12th March, 2019

OFFICE MEMORANDUM

**Subject: Filling up the post of Director in Dr. Ambedkar International Centre, Ministry of Social Justice and Empowerment, New Delhi on deputation basis in the Pay Scale of Rs.37400-67000/- (PB-4) with Grade Pay of Rs.8700/-, -reg.**

The undersigned is directed to enclose herewith a copy of circular No.17020/09/2015-SCD-VI dated 08.03.2019 on the above cited subject with a request to upload it on DOPT's website for wider circulation so that suitable candidates are able to send their applications through proper channel within the stipulated time.

  
(M. Jena)

Under Secretary to the Government of India  
Tel.No.23385171

To,

✓ The Director (CS),  
Department of Personnel and Training,  
Lok Nayak Bhawan, Khan Market, New Delhi.

13263193/2019/CS  
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7/19/13

Sh. Kartar

No. 17020/09/2015-SCD-VI  
Government of India  
Ministry of Social Justice and Empowerment  
(Department of Social Justice and Empowerment)

Shastri Bhawan New Delhi  
Dated- 08-03.2019

**CIRCULAR**

Dr. Ambedkar International Centre, Ministry of Social Justice and Empowerment, Government of India, invites applications for filling up of the following post on deputation basis. Suitable candidates who fulfill the eligibility conditions as shown below may download the application form given below and send the complete form through proper channel to the **Director, Dr. Ambedkar International Centre, 15 Janpath, New Delhi-110001** within 45 days of publication of this advertisement in the Employment news:

S.No.	Name of Post	No. of Posts	Pay Scale (Rs.)	Eligibility Conditions
1.	Director	01	Rs. 37400-67000/- (PB-4) with G.P. of Rs. 8700/-	Officers under the Central Government or State Government or Union territories or Universities or Recognized Research Institutions or Public Sector Undertaking or Semi Government or Statutory or Autonomous organization and holding: - (i) An analogous post on regular basis (or) (ii) A post in the scale of pay of Rs. 15600-39100/- (PB-3) with Grade pay of Rs. 6600/- from any organized service having ten years of regular Service in the Grade. (or) (iii) A [post in the scale of pay of Rs. 15600-39100/- (PB-3) with Grade Pay of Rs. 7600/- from any organized service having five years of regular Service in the Grade. (or) (iv) The officers eligible to be appointed as Deputy Secretary or equivalent level in the Government of India may also apply. In this case the post will be operated in pay scale of Deputy Secretary. <b><u>Desirable</u></b> Persons having good academic record and having experience of personnel, administrative and accounts matters.

Dr. Devender Singh  
Associate Professor, DAIC

Copy to-

1. All Ministries/Department Government of India.
2. All Chief Secretaries States/UTs,
3. All Central/State Universities/Institutions.
8. Director(CS), DOPT, Lok Nayak Bhawan, Khan Market, New Delhi- with the kind request to upload this circular on DoPT's website for wider circulation.
9. Employment News, Ministry of Information and Broadcasting, East Block IV, Level-5, RX, Puram, New Delhi to publish the circular in Employment News at an early date.

ANNEXURE-A  
CURRICULAM VITAE PROFORMA

1. Name and address (In BLOCK LETTER)
2. Applied for the post of
3. Date of Birth (in Christian era)
4. Date of retirement under Central/State Government rule
5. Educational Qualifications
6. Whether belong to SC/ST
7. Education qualifications and Experience possessed

Qualifications/ Experience Required	Qualifications/ Experience possessed by the Officer
Essential	
Desirable	

8. Details of employment, in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

OFFICE/ INSTITUTE/ ORGANISATION	POST HELD AND SERVICE/ CADRE TO WHICH IT BELONGS	FROM	TO	PAY IN THE PAY BAND AND CLASSIFICATIO N OF POST	NATURE OF DUTIES
(1)	(2)	(3)	(4)	(5)	(6)

9. Nature of Present employment, i.e.

- (i) Ad-hoc basis
- (ii) Regular/on temporary basis
- (iii) Pay in the Pay band
- (ii) Grade Pay drawn

10.	In case the present employment is held on deputation/contract basis, please state: (a) The date of initial appointment (b) Period of appointment on deputation/contract (c) Name of the parent office/organization to which you belong	
11.	Additional details about present employment, please state whether working under: (a) Central Government (b) State Government (c) Autonomous Organization (d) Government Undertaking (e) Universities	
12.	Are you in Revised Pay Structure? If yes, give the date from which the revision took place and also indicate the pre-revised scale.	
13.	Total emoluments per month now drawn	
14.	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.	
15.	Whether belonging to SC/ST	
16.	Remarks	

Signature of the candidate

Date:-

Address

Countersigned with office seal by the authorized signatory of the parent office

VIGILANCE CLEARANCE CERTIFICATE

Certified that no Vigilance case of disciplinary proceedings or criminal proceedings is either pending or contemplated against ..... who has applied for the post of ..... in the Dr. Ambedkar International Center on deputation basis.

(Authorised Signatory)

Name & office Seal:

Date:

— 11 —  
NO PENALTY CERTIFICATE

ANNEXURE-2

Certified that no minor/major penalty has been imposed during the last 10 years on ..... who has applied for the post of ..... in the Dr. Ambedkar International Center on deputation basis.

(Authorised Signatory)

Name & office Seal:

Date:

ANNEXURE-3

INTEGRITY CERTIFICATE

After scrutinizing Annual Confidential Report/ Annual Performance Appraisal Reports of ..... who has applied for the post of ..... in the Dr. Ambedkar International Center on deputation basis, it is certified that his/her integrity is beyond doubt.

(Authorised Signatory)

Name & office Seal:

Date:

(Not below the rank of Deputy Secretary)



Government e Marketplace (GeM)  
Ministry of Commerce & Industry  
Department of Commerce  
2<sup>nd</sup> floor, Jeevan Tara Building,  
5, Sansad Marg, New Delhi-110001

No.A-12011/1/2018-HR-GeM

Dated : 18 -March 2019.

Vacancy Notice

Government E Marketplace (GeM), New Delhi, is a Section 8 company under the Department of Commerce, Government of India.

2. The organization proposes to fill up of the post of (i) **Finance Control Head** at its Headquarter, New Delhi on deputation on Foreign Service terms, initially for a period of two years. The details of qualification / key responsibility areas etc. are as per Annexure I.

3. The appointment will be made on deputation on foreign service terms and will be governed by the instructions issued by the DoP&Trg. OM No. 6/8/2009-Estt. (Pay II) dated 17th June, 2010, as amended from time to time. The maximum age for appointment on deputation shall in no case exceed 56 years on the date of closing of applications in GeM. The selected officer shall be eligible for all such allowances as admissible by DoPT rules and by GeM HR policy and would also be eligible for higher scale than what they would be drawing currently.

4. The willing officers are requested to forward applications in the prescribed format along with updated copy of **their bio-data / resume**, attested copies of ACRs/ APARs for the last five years and vigilance/ disciplinary clearance of eligible candidates whose services could be placed at the disposal of the GeM immediately in the event of their selection. The application should be sent in an envelope super scribing the post applied for to the details given below on or before 18 April, 2019.

**HR Head-GeM**  
**3<sup>rd</sup> Floor, Tower -2, Jeeven Bharti Building ,**  
**Connaught Circus , N. Delhi 110001.**

**Job Profile for: Financial Control Head**

**Key Responsibilities Areas**

- Responsible for day to day financial related matters in the organization and the development and implementation of financial policies and procedures for the organization
- Budgeting, bill processing, operational cash flow and forecasting, tax planning and compliance, payroll and financial reporting of revenue/expense and balance sheet preparation
- Finance modelling, Revenue modelling and forecasting. Management accounting, Assignment of Cost/Profit Centres, Strategic Business Units (SBU) wise GMV/ revenue assessment
- Responsible for the financial health of the organization and monitoring the day to day financial operations in the organization
- Coordination with individual department heads on budgeting and implementation of the budget
- Development of risk mitigation plans and minimizing financial risk of the organization
- Develop and document business processes and accounting policies to maintain and strengthen internal controls
- Ensure record keeping to meets the requirements of auditors and government agencies
- Track the organization's financial status and performance to identify areas for potential improvement
- Any other responsibility as assigned by the competent authority from time to time

**Key Shared Accountabilities**

- Coordinate the issuance of financial information and reporting of financial results to the board of directors
- Support HR in the design of wage incentives, commissions, and salaries for the staff
- Development and monitoring of control systems to report accurate financial reports and results
- Coordinate the preparation of regulatory reporting
- Support decision making regarding prioritization of new projects basis financial analysis and planning

**Eligibility criteria & Pay level:**

Officers of the Central Government, State Government, Central Public Sector Undertakings and Statutory and Autonomous Bodies:-  
Holding equivalent Level 13 post on regular basis, **OR** Officers holding Level 12 post for at least 3 years.

Pay Level-13 in the Pay Matrix under 7th CPC [Pre-revised PB-3, Rs. 15600-39100+ GP Rs. 6600] with allowances such as DA, HRA etc. as per Govt. Rules.

**Qualification:**

A Master / Bachelors Degree in Business Administration/ Economics / CA/ CS from a recognized University / institution or, Membership of the Institute of Chartered Accountants of India/ Institute of Cost and Works Accountants of India and possessing requisite experience in the relevant field.

## PART 1

**Application for Deputation in Government e Marketplace (GeM) .**

1. Post Applied For (Post Code) :

2. Name in Full :

3. Father's Name :

4. Sex – Male/Female :

5. Nationality :

6. Date of Birth (dd/mm/yyyy) :

7. Age As on closing date of receipt :

Of application (Should be below-  
56 years) for submission of application

8. Date of retirement under central/  
State Government Rules

9. Marital Status :

10. Address for Correspondence :

Phone Nos. Office :

Residence :

Email ID :

11. Academic &amp; Professional Qualification:

Name of the Institute/Board/ University	Year of Passing	Exam/ Degree	Aggregate percentage of marks & division	Remarks

12. Total Experience in number of Years and Months \_\_\_\_\_ Years \_\_\_\_\_ Months Employment

History, in chronological order

Sl.No.	Office/Org.	Post held	Duration	Pay Band & Grade Pay with present pay	Nature of duties / responsibilities	Specific achievement if any

13. Relevant Training programmes attended :

14. Special Achievements (Please give details) :

15. Details of present post held :

16. Designation :

17. Date from which held :

18. Scale of pay - Pay Band & Grade Pay :

19. (Revised) with present pay drawn :

20. Whether present post is held on regular/ :

tenure/deputation/temporary/permanent/

officiating or ad-hoc basis and since when :

21. If on deputation, please provide following additional details :

i. Details of post held on regular basis :

ii. Scale of pay :

iii. Since when is the regular post held :

iv. Period of appointment on deputation/contract :

v. Name of the parent office/organization :

to which you belong:

b. Name of the Ministry/Department/ :

Organization where presently employed with

full address indicating name and designation

of contact officer and Telephone/Fax Numbers :

22. Additional details about present employment Please state whether working under

a) Central Government

b) State Government

c) PSU

d) Autonomous Bodies

**23. Remarks - The candidates may indicate information with regard to:**

- a) Research publications and reports and special projects
- b) Awards /Scholarships/Official appreciation
- c) Affiliation with the professional bodies/institution/societies and
- d) Any other information.

I hereby solemnly declare and undertake that all information furnished by me is true, correct and complete to the best of my knowledge and belief. I undertake that, if at any stage of selection or even after selection, any of the information furnished by me is found to be false, incorrect or misleading, then my candidature / appointment / services will stand cancelled / terminated without assigning any reasons thereof.

Date: .....

Signature: .....

Place: .....

Address.....