

**No. 24011/01/2007-Estt.(B)**  
**Government of India**  
**Ministry of Personnel, Public Grievances and Pensions**  
**(Department of Personnel & Training)**

....  
New Delhi, the 15<sup>th</sup> October, 2007

**OFFICE MEMORANDUM**


**Subject:-** Filling up of the post of Member, Staff Selection Commission (Rs. 18,400-22,400), on deputation basis.

It is proposed to fill up the post of Member, Staff Selection Commission with Headquarters at New Delhi in the Pay Scale of Rs. 18400-22400/- (Joint Secretary level). The eligibility criterion is given in **Annexure-I**. The pay and other conditions of service of the selected officer will be regulated in accordance with this Department's OM No. 2/29/91-(Pay-II) dated 05.01.1994, as amended from time to time.

2. Application of only such officers will be considered as are routed through proper channel and are accompanied with (i) bio-data in the proforma at **Annexure-II**; (ii) clear photocopies of the up-to-date CR dossier of the officer containing CRs of at least 5 years, duly attested by a Group 'A' officer (if original ACRs could not be sent); (iii) cadre clearance; (iv) clearance from vigilance and disciplinary angle; and (v) statement giving details of major or minor penalties, if any, imposed on the officer during the last ten years.

3. All the Ministries/Departments are requested to forward the applications of willing and eligible officer in the prescribed proforma to: **Shri Suneel K. Arora, Under Secretary to the Government of India, Department of Personnel & Training, Room No. 215-A II, North Block, New Delhi- 110001**, so as to reach this office **latest by 30<sup>th</sup> November, 2007**.

4. The applications of only those officers may be forwarded who, in the event of their selection, would immediately join the duties of the post, and whom the concerned authorities would be in a position to relieve immediately. The applications once forwarded would not be allowed to be withdrawn. Applications received after the prescribed date or not accompanied with the required certificates/documents will not be entertained.

  
**(C.A. Subramanian)**  
Director

To

- 1) All the Ministries/Departments of Government of India
- 2) All Cadre Authorities
- 3) Chief Secretaries All State/UT Governments

Copy to: Technical Director, NIC, DOPT for uploading the circular on this Department's web-site, immediately.

**Annexure-I**

**Eligibility criterion for the post of Member, Staff Selection Commission**

**I. Name of Post:** Member, Staff Selection Commission

**II. Scale of Pay:** Rs. 18400-22400/-

**III. Eligibility:** Officers of the Central Government (including officers of All India Services and Central Group 'A' Services):

(a) (i) holding analogous posts on a regular basis in the parent cadre/department; or

(ii) with five years service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs. 14300-18300 or equivalent in the parent cadre/department; and

(b) possessing the following educational qualifications and experience:-

(i) Post Graduate Degree in any discipline;

(ii) 10 years' experience in dealing with Service, Administrative, Vigilance, Establishment and Financial matters.

**IV. Period of Deputation:** The tenure of Member of the Staff Selection Commission is for a period of five years or till he attains the age of sixty-two years, whichever is earlier. In case an officer appointed as Member of the Staff Selection Commission retires on superannuation before completing the tenure of five years, he shall be deemed to be on re-employment terms for the remaining period of tenure subject to the upper age limit of 62 years.

**V. Age limit:** The maximum age limit for appointment by deputation shall be not exceeding 59 years as on the closing date of the receipt of applications.

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**PROFORMA**

1. Name and address (in block letters):
2. Date of Birth:
3. Date of retirement under central government rules:
4. Educational qualifications:
5. Experience possessed in:-
  - (a) Service
  - (b) Administrative:
  - (c) Vigilance:
  - (d) Establishment:
  - (e) Financial matters:
6. Please indicate the following particulars of the present post held
  - (a) Present post held with date:
  - (b) Whether regular/ad-hoc
  - (c) Scale of pay:
  - (d) Present basic pay:

7. Positions held during the preceding ten years:-

S. No.	Name of office/organization where employed	Post held and service/cadre to which it belongs	From	To	Pay scale	Nature of duties
(1)	(2)	(3)	(4)	(5)	(6)	(7)

8. Additional information, if any, which you would like to mention in support of your application for the post.

(Signature of the candidate)  
Telephone No. \_\_\_\_\_  
Address \_\_\_\_\_  
Date \_\_\_\_\_

Contd.../-

**(To be filled by the employer)**

- (1) Certified that the particulars furnished by the applicant have been checked from available records and found correct.
- (2) Certified that no disciplinary proceedings are either pending or contemplated against the officer.
- (3) List of punishments awarded, if any, during the last 10 years attached.
- (4) Integrity certificate is attached.
- (5) CR Dossier attached or Photocopies of up-to-date CR dossiers of the officer for the last five years, duly attested, attached.
- (6) In the event of selection, he will be relieved of his duties immediately.

Signature \_\_\_\_\_

Name & Designation of the  
forwarding officer with seal  
and Telephone No.