

**No. 24011/02/2011-Estt.(B)**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**(Department of Personnel & Training)**

North Block, New Delhi, 09<sup>th</sup> May, 2011

**OFFICE MEMORANDUM**


**Subject:-Filling up of the post of Member, Staff Selection Commission (Joint Secretary level) in the pay scale PB-4, Rs. 37,400-67,000+ Grade Pay-Rs. 10,000/-, New Delhi on deputation basis.**

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It is proposed to fill up the post of Member, Staff Selection Commission with Headquarters at New Delhi in the pay scale of Rs. PB-4, Rs. 37,400-67,000+ GP+Rs.10,000/- (Joint Secretary level). The eligibility criteria as per Recruitment Rules for the post are given in the **Annexure-I**. Applications from eligible officers are being invited through this OM. 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-Estt (Pay-II) dated 05<sup>th</sup> January, 94, 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) the CR dossier of the officer with CRs up to 2009-2010 or clear photocopies of the CRs of the officer containing CRs of at least last five years, duly attested by a Group 'A' officer; (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 and (vi) a certificate that in the event of selection, the officer would be relieved to join the duties of the post.

3. All Ministries/Departments are requested to forward the applications of willing and eligible officer in the prescribed proforma to: **Shri Rakesh Moza, Under Secretary to the Government of India, Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training), Room.No. 222-B, North Block, New Delhi-110001**, so as to reach this office **latest by 04<sup>th</sup> July, 2011**. Applications not accompanied by the required certificates/ documents stated in para 2 above or received beyond the above due date will not be entertained.

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

To

**All Ministries/Departments of Government of India**

Copy to:-

1. All Cadre Authorities.
2. All Chief Secretaries all States/UTs Governments (By Name).
3. All officers, Department of Personnel and Training and subordinate office.
4. Technical Director, NIC, Department of Personnel and Training for up-loading the circular under the heading –“what is new” this Department's web-site, immediately.

ANNEXURE-IEligibility criterion for the post of Member, Staff Selection Commission (Hqrs), New Delhi.

1. Name of Post : Member, Staff Selection Commission (Hqrs), New Delhi.
2. Scale of Pay : PB-4, Rs. 37,400-67,000 + Grade Pay of Rs.10,000/- p.m.
2. Eligibility : Officers of the Central Government (including officers of All India Services and Central Group 'A' Services)
  - (a) (i) Holding analogous post on regular basis in the parent cadre/Department; or
    - (ii) with five years service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs. 14,300-18,300/- (pre-revised) revised to PB-4 with GP of Rs. 8700/-or, equivalent in the parent cadre/Department;

and
  - (b) Possessing the following educational qualification and experience:-
    - (i) Post Graduate Degree in any discipline;
    - (ii) 10 years' experience in dealing with Service, Administrative, Vigilance, Establishment and Financial Matters.
4. Period of Deputation: The tenure of Member, Staff Selection Commission is for a period of five years or till he/she attains the age of 62 years, whichever is earlier. In case an officer appointed as Member, Staff Selection Commission retires on superannuation before completing the tenure of five years, he/she shall be deemed to be on re-employment terms for the remaining period of tenure subject to the upper age limit for 62 years or until further orders, whichever is earlier.
5. 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.

**Annexure-II****PROFORMA**

1. Name and address (in block letters) :
2. Service :
3. Date of Birth :
4. Date of retirement under the Central Government rules:
5. Educational Qualifications (i) Graduate level  
(ii) Post Graduate level
6. Whether belong to SC/ST/OBC/Minority Community:
7. Details of the present post held:
  - a. Date from which held:
  - b. Pay scale:
  - c. Whether on regular/ad-hoc/deputation basis:
  - d. If the present post is held on 'deputation' basis, since when:
  - e. If the post held is on deputation, the regular post held in the cadre with pay scale and from which date:
8. 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 in brief:<br>(a) Service matters<br>(b) Administrative:<br>(c) Vigilance:<br>(d) Establishment and<br>(e) Financial Matters:<br>(To be indicated separately in each appointment held during the preceding 10 years). |
|------|--|---|------|----|-----------|---|
| 1    | 2  | 3   | 4    | 5  | 6         | 7   |
|      |  |   |      |    |           |   |

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

(Signature of the candidate)

Telephone No (STD Code)/Mobile No. ....

Office address .....

Residential Address.....

Date.....

(Check list )

- (1) Certified that the particulars furnished by the applicant have been checked from available records and found correct.
- (2) Certified that no disciplinary proceeding/Vigilance case is 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 dossier of the officer for the last five years, duly attested, attached.
- (6) Certified that in the event of selection, the officer will be relieved of his duties immediately and he/she shall not be allowed to withdraw the candidature.

Signature.....

Name and Designation of the  
forwarding officer with seal and  
Telephone No with STD Code and  
Mobile Number.