

No. 24011/02/ 2012-Estt (B)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

North Block, New Delhi, 06th July 2012

OFFICE MEMORANDUM

Subject:- Filling up of the post of Chairman, Staff Selection Commission, New Delhi (Additional Secretary level) in the Pay Band/Scale (HAG Rs. 67,000/-annual increment @3%- 79,000/-) on deputation basis.

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It is proposed to fill up the post of Chairman, Staff Selection Commission Headquarters at New Delhi in the Pay Band/Scale (HAG Rs. 67,000/-annual increment @3%- 79,000/-) {Additional Secretary level}. The eligibility criterion is given in **Annexure-I**.

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 last five 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 Ministries/Departments and the State Governments/UTs are requested to forward the applications of willing and eligible officer in the prescribed proforma to: **Shri U.S. Chattopadhyay, Under Secretary to the Government of India, Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training), Room. No. 222-D, North Block, New Delhi-110001**, so as to reach this office latest by 07th September, 2012.

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 The applications once forwarded would not be allowed to be withdrawn.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.


(P. Prabhakaran)
Director

To

- (i) Secretaries all the Ministries/Departments of Government of India (By Name)
- (ii) Chief Secretaries of all State Governments (by Name)
- (iii) All Cadre Authorities
- (iv) 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-I

Eligibility criterion for the post of Chairman, Staff Selection Commission, New Delhi

- I. Name of Post : Chairman, Staff Selection Commission, New Delhi.
- II. Scale of Pay/Pay Band/Scale: HAG Rs. 67,000/-annual increment @3%- 79,000/-).
- 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 three years' service in the grade rendered after appointment thereto on a regular basis in the scale of PB-4 Rs.37,400-67,000/- with Grade Pay of Rs. 10,000/-or equivalent in the parent cadre or Department; and
 - (b) possessing the following educational qualifications and experience:-
 - (i) Post Graduate Degree in any discipline from a recognized University or Institution;
 - (ii) 15 years' experience in dealing with Service, Administrative, Vigilance, Establishment and Financial matters.
- IV. **Period of Deputation**: The tenure of Chairman of the Staff Selection Commission is for a period of five years. In case an officer appointed as Chairman of the 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 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.

ANNEXURE-II**PROFORMA**

1. Name and address (in block letters)
and the service to which belongs:
2. Date of Birth :
3. Date of retirement under Central Government rules:
4. Educational Qualification: Graduate/Post Graduate level:
5. Whether belong to SC/ST/Minority:

Filed of experience	Nature of duties	Period of Experience	Organization in which the relevant experience was gained
(a) Administration: (b) Vigilance: (c) Establishment: (d) 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:-

S. No.	Name of office/ organization where employed	Post held	From	To	Pay scale
1	2	3	4	5	6

8. Additional information, if any, which you 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)

- (i) Certified that the particulars furnished by the applicant have been checked from available records and found correct.
- (ii) Certified that no disciplinary proceeding/Vigilance case is either pending or contemplated against the officer.
- (iii) List of punishments awarded, if any, during the last 10 years attached.
- (iv) Integrity is Certified.
- (v) CR Dossier attached of photocopies of up-to-date CR dossier of the officer for the last five years, duly attested, attached.
- (vi) Certified that in the event of selection, the officer will be relieved of his duties immediately.

Signature.....

Name and Designation of the
forwarding officer with seal and
Telephone Number (STD code) and
Mobile Number: