

No. 24011/03/2008-Estt.(B)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel & Training)

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New Delhi, 29th July, 2008

OFFICE MEMORANDUM

Subject:- Filling up of the post of Chairman, Staff Selection Commission, New Delhi (Rs. 22,400-525-24,500/-) on deputation basis.

It is proposed to fill up the post of Chairman, Staff Selection Commission Headquarters at New Delhi in the Pay Scale of Rs. 22,400-525-24,500/- (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 the Ministries/Departments and the State Governments/UTs 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, Ministry of Personnel, Public Grievances and Pensions (Department of Personnel & Training), Room No. 215-A II, North Block, New Delhi- 110001, so as to reach this office latest by 15th September, 2008.**

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 The applications once forwarded would not be allowed to be withdrawn.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

- (i) Secretaries at the Ministries/Departments of Government of India (By name)
- (ii) Chief Secretaries All State/UT Governments(By name)
- (iii) All Cadre Authorities

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 Chairman, Staff Selection Commission, New Delhi.

I. Name of Post: Chairman, Staff Selection Commission, New Delhi

II. Scale of Pay: Rs. 22,400-525-24,500/-

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 pay of Rs. 18,400-22,400/- or equivalent in the parent cadre/department; and

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

(i) Post Graduate Degree in any discipline;

(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 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.

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 qualifications: (a) Bachelor degree
(b) Post Graduate degree
5. Experience possessed in:-

Field of experience.	Nature of duties	Period of Experience	Organisation in which the relevant experience was gained
(a) Administrative (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 would like to mention in support of your application for the post.

(Signature of the candidate)
Telephone Number with STD code. _____
Address _____
Date _____

(To be filled by the forwarding authority)

- (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.