

No. 24012/25/2011-Estt (B)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

North Block, New Delhi, 24th October 2011

OFFICE MEMORANDUM

Subject:- Filling up of the post of Secretary-Cum-Controller of Examinations in the pay scale PB-4, Rs. 37,400-67,000 + GP-8,700/- (Director level), Staff Selection Commission (Hqrs), New Delhi on deputation basis.

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It is proposed to fill up the post of Secretary-Cum-Controller of Examinations, Staff Selection Commission with Headquarters at New Delhi in the pay scale of Rs. PB-4, Rs.37,400-67,000+GP-Rs.8700/-(Director level). The eligibility criteria as per Recruitment Rules in given in the **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-Estt (Pay-II) dated 05th January, 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) the CR dossier of the officer or clear photocopies of the upto date 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-D, North Block, New Delhi-110001**, so as to reach this office latest by **23.12.2011**. While forwarding the application, attention may please be paid to the requirements stated in para 2 above and the enclosed check-list should also be forwarded.


(C.A. Subramanian)

Joint Secretary to the Government of India

To

All Ministries/Departments of Government of India

Copy to :

1. Chief Secretaries of all State Governments.
2. All Cadre Authorities.
3. Technical Director, NIC, Department of Personnel and Training for uploading the circular under the heading- 'what is new' this Department's web-site, immediately.

ANNEXURE-I

Eligibility criterion for the post of Secretary-Cum-Controller of Examinations, Staff Selection Commission (Hqrs), New Delhi

1. Name of Post : Secretary-Cum-Controller of Examinations, Staff Selection Commission (Hqrs), New Delhi.

2. Scale of Pay : PB-4, Rs. 37,400-67,000 + Grade Pay of Rs. 8700/-.

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

- (a) (i) Holding analgous 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. 12,000-16,500/- (pre-revised) (revised pay scale-PB-3 with Grade Pay of Rs. 7,600/-) or, equivalent in the parent cadre/Department;

and

(b) Possessing the following educational qualification and experience:-

- (i) Master's Degree from recognized University or equivalent ;
(ii) Seven Year's experience in Administration, Vigilance and Financial Matters.

4. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/Department of the Central Government, shall ordinarily not exceed three years.

5. Age limit: The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.

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ANNEXURE-II**PROFORMA**

1. Name and address (in block letters)
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:
6. Details of the present post held:
 - (a) Date from which held:
 - (b) Pay scale:
 - (c) Whether regular/ad-hoc/deputation:
 - (d) If the present post is held on 'deputation' basis, since when and the date on which the deputation period will be completed:
 - (e) If the post held is on deputation, the regular post held in the cadre with pay scale and from which date:

7. Positions held during the preceding ten years:-

S.No.	Name of office/Organisation where employed	Post held and service/cadre to which it belongs	From	To	Pay scale	Nature of duties in brief in the following fields:- (a) Administration: (b) Vigilance: (c) Financial Matters:
1	2	3	4	5	6	7

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

(Signature of the candidate)
 Telephone Nom (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: