

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, 07th October, 2013

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.

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. 6/8/2009-Estt (Pay-II) dated 17th June, 2010, 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 quadruplicate) in the proforma at **Annexure-II**; (ii) the CR dossier of the officer with ACRs/APAR upto 2012-2013 or clear photocopies of the CRs/APARs of the office containing ACRs/APARs 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 immediately 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 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 09th December, 2013**. While forwarding the application, attention may please be paid to the requirements stated in para 2 above and the enclosed check-list duly signed should also be forwarded. Applications not accompanied by the requisite certificates/documents stated para 2 above or received beyond the above due date will not be entertained.


(Sanjiv Shankar)
 Director

To

All Ministries/Departments of Government of India

Copy to :

1. Chief Secretaries of all State Governments (by Name)
2. All Cadre Authorities.
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-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 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. 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 and;
 - (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.

.....

Annexure-II**PROFORMA**

1. Name and Designation (in block letters) :
2. Service to which belong to :
3. Date of Birth & age as on closing date :
4. Date of retirement under the Central Government rules:
5. Educational Qualifications (i) Graduate level:
(ii) Post Graduate level: (iii) Others
6. Whether belong to SC/ST/OBC/Minority Community:
7. Address (Residence and office including Tel. No. Mobile No and e-mail address):
8. Details of the present post held:
 - a. Date from which held:
 - b. Pay scale:
 - c. Whether or 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:
9. Positions held during the preceding seven 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: (a) Administrative: (b) Vigilance: (c) Financial Matters: (To be indicated separately in each appointment held during the preceding 07 years).
	2	3	4	5	6	7

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

(Signature of Candidate)
Date:

Check list

(To be signed by the Authority forwarding the application)

- (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 penalties awarded, if any, during the last 10 years attached.
- (4) Integrity Certificate is attached.
- (5) Cadre clearance certificate is attached.
- (6) CR/APAR Dossier attached or Photocopies of up-to-date CR/APAR dossier of the officer for the last five years, duly attested by a Group 'A' officer attached.
- (7) Certified that in the event of selection, the officer will be relieved of his duties immediately and he/she shall not be allowed to withdrawn the candidature.

Signature-----

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