

सं./No. 39021/04/2005-Estt.(B)
भारत सरकार/Government of India
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय
Ministry of Personnel, Public Grievances & Pensions
कार्मिक और प्रशिक्षण विभाग
(Department of Personnel & Training)

North Block, New Delhi, 09th April, 2008

OFFICE MEMORANDUM

Subject:- Filing up of the post of Secretary-cum-Controller of Examinations,
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. 14,300-400-18,300/- (Director level). The eligibility criteria as per RRs is given in 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, 2004, 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 up-to-date CRs of the officer containing CRs of at least last 10 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.

3. All Ministries/Departments 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 and Training), Room.No. 215-A-II, North Block, New Delhi-110001, so as to reach this office latest by 26th May, 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 The applications once forwarded would not be allowed to be withdrawn.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

All Ministries/Departments of Government of India

Copy to:-

1. All Cadre Authorities
2. Technical Director, NIC, Department of Personnel and Training for uploading the circular on this Department's web-site, immediately.

ANNEXURE-I

Eligibility criterion for the post of Secretary-cum-Controller of Examinations, Staff Selection Commission

1. Name of Post : Secretary-cum-Controller of Examinations, Staff Selection Commission (Hqrs), New Delhi.
2. Scale of Pay : 14,300-400-18,300/-
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 serve in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs. 12,000-16,500/- or, equivalent in the parent cadre/department;
and
 - (b) Possessing the following educational qualification and experience:-
 - (i) Master's Degree from a recognized University or equivalent,
 - (ii) Seven years' experience in Administration, Vigilance and Financial Matters.
3. 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.
4. 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.

PROFORMA

1. Name and address (in block letters):
2. Date of Birth:
3. Date of retirement under central government rules:
4. Educational qualifications:
5. Experience possessed in
 - (a) Administrative:
 - (b) Vigilance:
 - (c) Financial matters:

(Give the details of experience in the organization where the work was handled duly indicating the period of the relevant experience)

6. Please indicate the following particulars of the present post held
 - (a) Present post held with date and pay scale:
 - (b) Whether regular/ad-hoc:
 - (c) Whether the present post is held on 'deputation' basis and if so, since when:
 - (d) Scale of pay in case answer to (c) above is 'Yes':
 - (e) Present basic pay:

7. 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
(1)	(2)	(3)	(4)	(5)	(6)	(7)

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

(Signature of the candidate)
Telephone No/Mobile No _____
Address _____
Date _____

Contd.../-

(To be filled by the employer)

- (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.