

32708/2019/Admin Section

F.No.3(12)/2016-Admn.
Government of India
Ministry of Parliamentary Affairs

92, Parliament House,
New Delhi.

Dated: 9 May, 2019

To

The Deputy Director,
Employment News,
Soochana Bhawan
Room No. 764, 7th Floor,
CGO Complex,
Lodhi Road,
New Delhi-110003

Subject: Publishing of advertisement of vacancy in the grade of Under Secretary in the Ministry of Parliamentary Affairs.

Sir,

I am directed to request you to publish the enclosed vacancy circular in the next issue of "Employment News". The post for which the vacancy circular is being published forms a vital chain in the hierarchy and therefore cannot be kept vacant for long.

The bill in this regard may be forwarded to this Ministry for payment.

Yours faithfully,



(Sharad Dwivedi)

Under Secretary To The Govt. Of India

Tele. No. 23034763

No. F. 3(12)/2016-Admn
Government of India
Ministry of Parliamentary Affairs

92, Parliament House
New Delhi-110001

Dated: 09.05.2019


OFFICE MEMORANDUM

Subject:-Filling up of one post of Under Secretary in the Ministry of Parliamentary Affairs, Government of India, New Delhi in the Level 11 of the Pay Matrix on deputation basis.

Application from eligible officers are invited to fill up one post of Under Secretary in the Ministry of Parliamentary Affairs in the Level 11 of the Pay Matrix on deputation basis. The nature of duties of the post would be administrative including Parliamentary and Legislative functions of the Ministry. The particulars/eligibility conditions of the post are given in **Annexure-I**. Applications from eligible officers are invited through this Office Memorandum. The pay and other conditions of service of the selected officer will be regulated in accordance with DoP&T O.M.No. 6/8/2010-Estt. (Pay-II), dated 17.06.2010, as amended from time to time.

2. Application of only such officers who are not more than 56 years of age on closing date of the application will be considered and are routed through proper channel and accompanied with (i) bio-data in the prescribed proforma at **Annexure-II**; (ii) the ACR/APAR dossier of the officer with ACRs/APARs of at least last five years or clear photocopies of the ACRs/APARs of the officer containing ACRs/APARs of at least last five years, duly attested by a Group 'A' officer with a certificate that no "Adverse remarks" remain in the ACRs/APARs for past years; (iii) cadre clearance; (iv) clearance from vigilance and disciplinary angles; (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 officers in the prescribed proforma to **Shri Dharendra Choubey, Deputy Secretary (Admn.), Ministry of Parliamentary Affairs, Room No. 92 Parliament House, New Delhi, within sixty days from the date of publication of the advertisement in Employment News**. Applications not accompanied with the required certificates/documents stated in para 2 above or after due date of submission will not be entertained.


9/5/2019

(Sharad Dwivedi)

Under Secretary to the Govt. Of India

Tele. No. 011-23034763

To

1. All Ministries/Departments of the Government of India.
2. Chief Secretaries of All States/UT Governments.
3. Department of Personnel & Training (Establishment Officer), Government of India, New Delhi.
4. Controller General of Accounts, Lok Nayak Bhavan, Khan Market, New Delhi.
5. Comptroller & Auditor General of India, Deen Dayal Upadhyay Marg, New Delhi.
6. Technical Director, NIC, Ministry of Parliamentary Affairs for uploading the circular on the web-site of the Ministry.
7. Hindi Anubhag for translation.

1. Name of the post : Under Secretary
2. Classification : General Central Service, Group 'A' Gazetted
3. Scale of pay : Level 11 of the Pay Matrix [Pay Band-3 (Rs. 15600 -39100)with Grade Pay Rs. 6600/- in pre-revised scale]
4. Eligibility conditions : **Officers under the Central/State Governments/Union Territories:-**

(a) (i) holding analogous post on regular basis in the parent Cadre/Department; or

(ii) with six years' service in the grade rendered after appointment thereto on a regular basis in Level 8 of the Pay Matrix [Pay Band-2 (Rs. 9300-34800) with Grade Pay Rs. 4800/- in pre-revised scale] or equivalent in the parent cadre/Department; and

(b) Possessing five years experience in administration including one year experience in Parliamentary or Legislative functions;

NOTE 1:-The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment by promotion.

NOTE 2:- 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.

NOTE 3:- The maximum age-limit for appointment by deputation shall not be exceeding fifty six years as on the closing date of receipt of applications.

BIO DATA PROFORMA

1. Name and Address in block letters : _____
2. Date of birth (in Christian era) : _____
3. Date of retirement under Central/State: _____
Government /Union Territories rules
4. Educational qualifications : _____
5. Whether Educational and other qualifications required for the post are satisfied.
(If any qualification has been treated as equivalent to the one prescribed in the rules,
state the authority for the same)

	Qualifications/ Experience required	Qualifications/Experience possessed by the officer
Essential	(1) (2) (3)	
Desirable	(1) (2)	

6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.

7. Details of employment in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

S.No.	Office/Instt./Orgn.	Post held	From	To	Scale of Pay and Basic Pay	Nature of duties

8. Nature of present employment i.e. ad-hoc or temporary or permanent : _____
9. In case the present employment is held on deputation/contract basis, Please state:-
- (a) The date of initial appointment : _____
- (b) Period of appointment on deputation /contract: _____
- (c) Name of the parent office/organization to which you belong : _____
10. Additional details about present employment:-
- Please state whether working under:-
- (a) Central government : _____
- (b) State government/UT : _____
11. Are you in revised scale of pay? : _____
If yes, give the date from which the revision took place and also indicate the pre-revised scale.
12. Total emoluments per month now drawn : _____
13. Additional information, if any, which you would like to mention in support of your suitability for the post.
Enclose a separate sheet, if the space is insufficient.
14. Whether belongs to SC/ST : _____
15. Remarks

I hereby declare that all the statements made in the application are true, complete and correct to the best of my knowledge and I shall not withdraw my candidature after selection.

Date : _____

Countersigned: _____
(Employer)

Signature of the candidate

Address _____

CERTIFICATE

- i) Certified that the particulars of Shri/Smt.....has been verified and found to be correct.
- ii) It is certified that no disciplinary proceedings are either pending and or contemplated against the officer. Also, it is certified that no major/minor penalty was imposed on the officer during the last 10 years.
- iii) Integrity of the officer is also certified.

(Signature of the Head of Office with stamp)

TO BE FILLED BY THE FORWARDING AUTHORITY

It is certified that the particulars given above are correct and the officer will be relieved for appointment on deputation basis. His/her application is forwarded along with (a) Vigilance Clearance Report; (b) Integrity Certificate and (c) copies of ACR/APARs dossiers for the last 5 years.

Signature_____

Name_____

Designation_____

(Ministry/Department of the forwarding Officer
with date and office seal)