

# Cabinet Secretariat

## Govt of India

Applications are invited from the officers of the Central Government, for filling up following posts in an organization under Cabinet Secretariat on **deputation or re-employment basis** as per details given below :-

Sl. No.	Name of the post along with Scale of Pay [Pay Band plus Grade Pay] & No. of Post	Essential educational and other qualification required for deputation / re-employment	Place of Posting
1.	Assistant Director (G) Pay Band – 3 (Rs. 15,600 – 39,100/-) plus Grade Pay Rs. 6,600/- Level - 11 as per 7 <sup>th</sup> CPC pay matrix  No. of post - 01	<b><u>Deputation</u></b> - (a) Officers in the Central Government, - (i) holding analogous posts in civilian organisation on regular basis; or, (ii) in the pay band – 3 Rs. 15,600 – 39,100/- plus grade pay Rs. 5,400/- with five years regular service in the grade; and (b) possessing minimum of two years experience of working in Intelligence or Police or Army set up including experience in establishment and administration.	Can be posted at Delhi/Assam/Sarsawa (UP)  (with All India transfer liability)
2.	Assistant Director (Legal) Pay Band – 3 (Rs. 15,600 – 39,100/-) and Grade Pay Rs. 6,600/- Level - 11 as per 7 <sup>th</sup> CPC pay matrix  No. of post - 01	<b><u>Deputation</u></b> - Officers of the Central Government, - (a) (i) holding analogous post on regular basis in Civilian or Defence Organisations; or (ii) with five years regular service in the post in the Pay Band – 3 (Rs. 15,600 – 39,100/-) and Grade Pay Rs. 5400/-; and, (b) possessing the following educational qualifications and experience:- Bachelor degree of Law from a recognized University or equivalent with at least five years experience in legal matters in a supervisory capacity and having a proficiency in dealing with the service matters involving legal issues and handling of court or departmental enquiry cases.	Delhi.  (with All India transfer liability)
3.	Senior Field Officer (Legal) Pay Band – 3 (Rs. 15,600 – 39,100/-) and Grade Pay Rs. 5,400/- Level - 10 as per 7 <sup>th</sup> CPC pay matrix  No. of post - 01	<b><u>Deputation</u></b> - Officers of the Central Government, - (a) (i) holding analogous post in the relevant field on regular basis in Civilian or Defence Organisations; or, (ii) with two years regular service in the post in the Pay Band – 2 (Rs. 9,300 – 34,800/-) and Grade Pay Rs. 4,800/-; and, (b) possessing the following educational qualifications and experience:- Bachelor degree of Law from a recognized University or equivalent with at least five years experience in legal matters in a supervisory capacity and having a proficiency in dealing with the service matters involving legal issues and handling of court or departmental enquiry cases.	Delhi.  (with All India transfer liability)

4.	Deputy Director (Tech) Pay Band – 4 (Rs. 37,400 – 67,000/-) plus Grade Pay Rs. 8,700/- Level - 13 as per 7 <sup>th</sup> CPC pay matrix  No. of post - 02	cases. <b><u>Deputation</u></b> - (a) Officers in the Central Government, - (i) holding analogous post on regular basis in Civilian/ Defence Organisation; Or, (ii) in pay band – 3 Rs. 15,600 – 39,100/- plus grade pay Rs. 7600/- with five years regular service in the grade, with technical or research experience in Electronics or Radio Physics or Computer Science in the Central Government or in a recognised University or technical Institution and possessing the following educational qualifications:-	Can be posted at Delhi/Assam/Sarsawa (UP)/Cuttack (Odisha)  (with All India transfer liability)
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		<p>(i) Master's Degree in Physics with Electronics or Radio Physics or Computer or Telecommunication or Solid State Science as a special subject from a recognised University; Or,</p> <p>(ii) Degree in Engineering with Electronics or Telecommunication or Computer Science from a recognised University.</p>	
5.	<p>Engineer-I Pay Band – 3 (Rs. 15,600 – 39,100/-) plus Grade Pay Rs. 7,600/- Level - 12 as per 7<sup>th</sup> CPC pay matrix</p> <p>No. of post – 02 (deputation)</p> <p>04 (re-employment)</p>	<p><b><u>Deputation</u></b> - Officers in the Central Government,- (i) holding analogous post on regular basis in Civilian Organisation; or, (ii) in the Pay Band-3 (Rs. 15,600 – 39,100/-) plus Grade Pay Rs. 6,600/- with five years of service in the grade.</p> <p><b><u>Deputation:</u></b> (a) Deputation of officers,- (i) holding the rank of Wing Commander or Squadron Leader or equivalent in Defence organisations.</p> <p><b><u>Re-employment</u></b> – Retired personnel who held the rank of Wing Commander or Squadron Leader or equivalent in Defence organisations; and</p> <p><b>(b) possessing the following qualifications and experience:-</b> (i) must have valid licence on transport aircraft/executive aircraft/ helicopter; (ii) eight years experience in maintenance, overhaul of transport and other aircraft and supervision of sophisticated aviation workshop.</p>	<p>Can be posted at Delhi/Assam/Sarsawa (UP)/Cuttack (Odisha)</p> <p>(with All India transfer liability)</p>

2. The number of posts are subject to change. Further depending on the specific organizational requirements, the Department retains the right to shortlist only those applications that are in conformity with its specific requirements as may exist at a relevant point of time.
3. The deputation will initially be for a period of three years. The term of deputation will be governed as per DoP&T OM 6/8/2009-Estt.(Pay II) dated 17 June, 2010 & 2/6/2016-Estt. (Pay-II) dated 17.2.2016.
4. The officers on deputation will be eligible for **Security Allowance on the Pay in the Pay Band and Grade Pay** (as per pre-revised scales) along with other allowances as admissible to Central Government employees.
5. The departmental officers who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.
6. Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organisations or department of the central government shall ordinarily not exceed three years.
7. The maximum age limit for deputation **shall not exceed fifty-six years** as on the closing date of receipt of applications.
8. The officers who are appointed on deputation can be posted anywhere in India as per requirement of the organisation.
9. The initial period of deputation of the officer from Central Government shall normally be **three years** which may be extended as per rules.
10. Those retiring within a year of the date of publication of this advertisement can only apply against 'Re-employment' mode for the post of Engineer-I in advertisement published. They should produce NOC for re-employment. Applications from serving officers without NOC for re-employment will not be considered.

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11. The pay fixation of re-employed officers will be as per civil rules in vogue for the fixation of pay of re-employed officers.

12. **How to apply:** Neatly filled applications typed or in own handwriting on A-4 size paper in proforma (placed as Annexure-I) should be forwarded on following address. The envelope should clearly mention on top **"Application for deputation for the post of (Name of Post)"**.

**Assistant Director (Pers B)**  
**Post Box No. 3003**  
**Lodhi Road Post Office**  
**New Delhi-110003**

13. **The last date of receipt of application is 60 days from the date of publication of the advertisement in the Employment News.**

14. Attested copies of educational qualification, experience and other certificates should be enclosed with the application. Candidates however, will be required to produce original certificates for verification at the time of interview. NOC for re-employment/discharge book/retirement order must be enclosed with the application, if applicable.

15. The applications in the proforma (placed at Annexure I & II) may be forwarded through proper channel along with disciplinary / vigilance clearance / integrity certificate / certificate regarding major/minor penalty during last 10 years of service and attested copies of ACRs/APARs for the last 5 years for deputation and also requisite proformas / documents for re-employment.  
**Application not in prescribed proforma will be summarily rejected.**

16. Incomplete applications and those received late and/or without the requisite enclosures would be summarily rejected. No correspondence in this regard would be entertained.

17. Canvassing in any form will disqualify the candidates.

18. The Department reserves the right to modify/withdrawn the notification at any time.



**APPLICATION PROFORMA FOR DEPUTATION  
FOR THE POST OF**

1.	Name and Address (in Block Letters)		Affix passport size photograph duly attested
2.	Date of Birth (in Christian era)		
3.	i) Date of entry into service ii) Date of retirement under Central / State Government Rules		
4.	<b>Educational Qualifications</b>		
5.	Whether educational and other qualifications/experience required for the post (as per advt) are satisfied. <b>(If any, as equivalent to the one prescribed in the Rules, state the authority for the same)</b>		
Sl No.	Essential qualification required for the post (Please state as per the advertisement)	Essential qualification / experience held by the candidate	
*In case of Degree and Post Graduate Qualifications Elective / main subjects and subsidiary subjects may be indicated <b>by the candidate</b> .			
6.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	Yes/No	

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

Sl No.	Office / Institution	Post held on regular basis	From	To	*Basic Pay & Level in the pay matrix as per 7 <sup>th</sup> CPC of the post held on regular basis	Nature of duties (in detail) highlighting experience required for the post applied for

\* **Important** : Only Pay Band and Grade pay / pay scale of the post held on regular basis  
to be mentioned. Details of ACP/MACP with present Basic Pay and Level where such  
benefits have been drawn by the Candidate, may be indicated as below:

Office/Institution	Basic Pay & Level drawn under ACP/MACP Scheme as per 7 <sup>th</sup> CPC	From	To
8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
9. In case the present employment is held on deputation / contract basis please state.			
a) The date of initial	b) Period of appointment	c) Name of the parent office/organization to	d) Name of the post and Pay of

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appointment	deputation/contract	which the applicant belongs	the post held in substantive capacity in the parent organization.

**9.1 Note :** In case of officers already on deputation, the applications of such officers should be forwarded by the parent cadre / Department along with Cadre Clearance, Vigilance Clearance and integrity certificate.

**9.2 Note :** Information under Column 9 (c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre / organization but still maintaining a lien in his parent cadre / organization.

**10.** If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.

**11. Additional details about present employment :**

**Please state whether working under (indicate the name of your employer)**

(a) Central Government / (b) State Government / (c) Autonomous Organization / (d) Government Undertaking / (e) Universities / (f) Others

**12.** Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.

**13.** 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.

**14.** Total emoluments per month now drawn

Basic Pay & Level	Level	Total Emoluments

**15.** In case the applicant belongs to an Organization which is not following the Central Government Pay-Scales, the latest salary slip issued by the Organization showing the following details may be enclosed.

Basic Pay with Scale of pay and rate of increment	Dearness Pay/Interim relief/other allowances etc. (with break - up details)	Total Emoluments

**16.A Additional Information,** if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the vacancy Circulated / Advertisement) (Note : Enclose a separate sheet, if the space is insufficient)

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<b>16.B Achievements :</b> The candidates are requested to indicate information with regard to: (i) Research publications and reposts and special projects (ii) Awards / Scholarships / official appreciation (iii) Affiliation with the professional bodies / institutions / societies and (iv) Patents registered in own name or achieved for the organization (v) Any research / innovative measure involving official recognition (vi) Any other information <b>(Note : Enclose a separate sheet if the space is insufficient)</b>	
<b>17.</b> Please state whether you are applying for deputation or Re-employment (As specified in the advertisement for the post)	
<b>18.</b> Whether belongs to SC/ST	

I have carefully gone through the vacancy circular / advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification / Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information / details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed / withheld.

(Signature of the candidate)

Address \_\_\_\_\_

Date \_\_\_\_\_



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**Certification by the Employer / Cadre controlling Authority**

The information / details provided in the above application by the applicant are true and correct as per the facts available on records. He / She possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he / she will be relieved immediately.

**2. Also certified that :**

- i) There is no vigilance or disciplinary case pending / contemplated against Shri / Smt. \_\_\_\_\_
- ii) His / Her integrity is certified.
- iii) His/Her CR Dossier in original is enclosed / photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. Of India or above are enclosed.
- iv) No major / minor penalty has been imposed on him / her during the last 10 years **Or** a list of major / minor penalties imposed on him / her during the last 10 years is enclosed. (as the case may be)

**Countersigned**

\_\_\_\_\_  
**(Employer / Cadre controlling Authority with Seal)**

**APPLICATION PROFORMA FOR RE-EMPLOYMENT****ANNEXURE - II**

<b>POST APPLIED FOR</b>						<b>Affix recent passport size color photograph duly attested</b>	
1.	<b>Name</b>						
2.	<b>Date of Birth (DD/MM/YYYY)</b>						
3.	<b>Date of Retirement in the parent organization (DD/MM/YYYY)</b>						
4.	<b>Present Address</b>						
5.	<b>Permanent Address</b>						
6.	<b>Contact No.</b>						
7.	<b>Whether belongs to SC/ST/OBC</b>						
8.	<b>Nationality / Religion</b>						
9.	<b>Educational &amp; Professional qualifications (starting with the last degree till high school or matriculation level)</b>						
	<b>Sl. No</b>	<b>Qualification</b>	<b>Year of passing</b>	<b>Institute / Board / University / College (along with place)</b>		<b>Subjects</b>	<b>Marks Obtained and Division</b>
10.	<b>Details of employment in chronological order</b>						
	<b>Ministry / Department / Office / Institute</b>		<b>Post Held</b>	<b>From</b>	<b>To</b>	<b>Scale of Pay and basic pay (as per 7<sup>th</sup> CPC)</b>	<b>Nature of duties</b>
11.	<b>Nature of present employment i.e., Permanent or Temporary or Ad-hoc</b>						
12.	<b>Whether you meet the requirements of the post applied for</b>						
13.	<b>Additional information, if any, which you would like to mention in support of your suitability for the post</b>						
14.	<b>List of enclosures attached</b>						

**UNDERTAKING**

I solemnly affirm that the information submitted above is correct to the best of my knowledge & belief. I also undertake that in the event of my selection to the above post, I will not withdraw my candidature or decline the post when offered.

Date : \_\_\_\_\_  
Place: \_\_\_\_\_

**Signature of the Candidate**

**Countersigned**  
**(Present Employer with stamp)**

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## PROFORMA OF CERTIFICATE FOR EMPLOYED OFFICIALS

I. hereby with the information available certify that Shri.....  
(Name) No. .... (Rank) would complete the prescribed period of  
appointment on ..... (dates).

Place:

Dated:

Signature  
Commanding Officer  
Office Seal

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## UNDERTAKING TO BE GIVEN BY THE CANDIDATE

I understand that, if selected on the basis of the recruitment / examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the Appointing Authority that I have been duly released / retired / discharged from the Armed Forces and that I am entitled to the benefits admissible to ex-servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Services and Posts) Rules, 1979, as amended from time to time.

2. I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-Serviceman in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertakings, Autonomous Bodies / Statutory Bodies, Nationalized Banks, etc.) by availing the concession of reservation of vacancies admissible to Ex-Servicemen.

Place:

Dated:

Signature of Candidate

day 58101 / 11 / 0086 / 1718