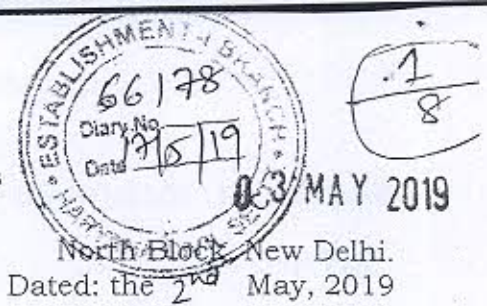


62182

1. The Secretary General, Lok Sabha Secretariat/Rajya Sabha Secretariat, New Delhi.
2. The Secretary, President's Secretariat/Vice-President's Secretariat/NITI Aayog/
Election Commission of India/Union Public Service Commission/Central Vigilance
Commission.
3. The Registrar (Administration), Supreme Court of India.
4. The Chairman, University Grants Commission.
5. All State Governments / Union Territories / Resident Commissioners in New Delhi.

Subject: Filling up of one post of Assistant Director (Disaster Management) in
Disaster Management Division of MHA on Deputation (including short-term
Contract)/Absorption basis-reg.

Sir,

I am directed to say that it is proposed to fill up, in consultation with UPSC, one (01)
post of Assistant Director (Disaster Management) in Level-10 in the Pay Matrix (pre-
revised: PB-3, ₹15600-39100/- and Grade Pay ₹5400/-) in Disaster Management Division
of Ministry of Home Affairs on 'Deputation (including short-term Contract)/Absorption,
failing which by direct recruitment' basis. The particulars of the post, eligibility conditions
etc. are given in Annexure-I.

2. The pay of the selected officer will be regulated in accordance with the Department of
Personnel & Training O.M. No. 6/8/2009-Estt. (Pay II) dated 17.06.2010 as amended from
time to time.

3. The maximum age limit for appointment on deputation (including short-term
contract) shall be 56 years. Accordingly, the persons who will be crossing the age of 56
years, on the last date of receiving of applications as indicated in para-5 need not apply.

4. Officers who volunteer for the post will not be permitted to withdraw their names
later. Only such recommendations as are accompanied by the requisite personal data as
in Annexure-II will be considered.

5. It is requested that wide publicity may be given to the vacancy circular amongst
staff under your administrative control and applications, in duplicate, in the enclosed pro-
forma (Annexure-II) **along with vigilance & cadre clearance and attested copies of
complete and up-to-date ACRs of last five years (with rubber stamp on each page)** of
the officers who can be spared in the event of their selection, may be sent to **Under
Secretary (Ad-V), Ministry of Home Affairs, Room No. 93-B, North Block, New Delhi-
110001**, within a period of **60 days** from the date of publication of this circular in the
Employment News. Applications received after the last date or without the copies of ACRs
or otherwise found incomplete will not be considered. While forwarding the applications, it
may also be verified and certified that the particulars furnished by the officers are correct
and no disciplinary case is either pending or contemplated against him/her. The integrity
of the Officer may also please be certified and it may be confirmed that no major/minor
penalties have been imposed on him/her during the last ten years.

Services-II Branch

Diary No. 62182

Date 13/05/19

quies per may be sent to Subst.

Estt. I Br.

According to the pay scale of the post

quies per may be sent to Subst.

Estt. I Br.

Yours faithfully,

(Sanjay Mehta)

Under Secretary to the Government of India

Tel. No. 2309 4008

No.A-35014/10/2019-Ad.V

New Delhi, dated 2nd May, 2019

Copy to:-

1. All Ministries / Departments of the Central Government with the request that wide publicity may be given to the vacancy circular in their Ministry / Department and in their attached / subordinate offices. Applications of the eligible candidates may be forwarded to this Ministry in the prescribed pro-forma within a period of **60 days** from the date of publication of the circular in Employment News.
2. All Sections / Desks in the Ministry of Home Affairs (including Department of Official Language and Department of Justice).
3. Leader and all Members of the office Council (Staff side), Ministry of Home Affairs.
4. SO (IT), Ministry of Home Affairs for uploading on Ministry's Website and on e-office.

(Sanjay Mehta)

Under Secretary to the Government of India
Tel. No. 2309 4008

1. Name of the Post : Assistant Director (Disaster Management)
2. Number of Post : 01 (One)
3. Pay Scale : Level-10 in the Pay Matrix (₹56,100-1,77,500/-)
(pre-revised: Pay Band- 3, ₹15,600-39,100/- and Grade Pay of ₹5400/-).
4. Mode of Recruitment: By Deputation (including short-term Contract)/
Absorption, failing which by direct recruitment.
5. Duties and Responsibilities of the post:
 - (i) Supervision of NDM-I Section of Disaster Management (DM) Division.
 - (ii) Processing the requests of State/UT Governments for Central assistance – both financial and logistic – in the wake of natural calamities as per the laid down procedure.
 - (iii) Matters relating to constitution and deputation of Inter-Ministerial Central Teams to States for an on the spot assessment of the situation and requirement of funds for managing the situation effectively.
 - (iv) Analyzing the reports of the Inter-Ministerial Central Teams in the context of approved items and norms of assistance and provisions under various GoI Plan Schemes/Programmes, for placing before Inter-Ministerial Group and High Level Ministerial Committee for consideration and approval of quantum of assistance.
 - (v) Field visits as member of the Central Teams deputed to States for an on the spot assessment of the situation and requirement of funds and assisting the team leader in preparation of report of the Team.
 - (vi) Keeping close liaison with State Governments on the one hand and the concerned Central Ministries/Departments on the other hand for providing immediate relief and logistic support as a part of emergency response.
 - (vii) Preparation of SITREP (situation report) based on the feedback from affected States and Central Ministries in the event of a natural calamity of severe magnitude.
 - (viii) Compilation and analysis of data/information relating to various aspects of disaster management as well as preparation of briefs/notes/presentations.
 - (ix) Matter relating to various Committees/Expert Group constituted for emergency response mechanism – agenda, proceedings and follow up.
 - (x) International cooperation including bilateral agreement in the field of emergency response.
 - (xi) Organization of national events viz. conferences, seminars, meetings etc. including international events in the country relating to disaster management.
 - (xii) Analytical processing of various proposals on various aspects of disaster preparedness and mitigation received from various agencies.
 - (xiii) All other matters relating to response to disaster situation and early warning.
 - (xiv) To work as a resource person in the National Institute for Disaster Management and Faculty on NDM in State ATIs.

6. Eligibility:

Officers under the Central Government or a State Government or Union Territories or Public Sector Undertakings or Recognised Research Institutions or Universities or Semi Government Organisations or Statutory Organisations or Autonomous Organisations:

- (a) (i) holding analogous posts on regular basis in the parent cadre or department; OR
- (ii) with two years' service in the grade rendered after appointment thereto on regular basis in posts in Level-8 in the Pay Matrix (pre-revised: Pay

- Band-2, ₹9300-34800/- and Grade Pay of ₹4800/-) or equivalent in the parent cadre or department; AND
- (b) Possessing the following educational qualifications and experience:

Essential Educational Qualification:

Master's Degree in Economics/Commerce/Mathematic Statistics/Operations Research from a recognized University;

Experience:

Five years experience in compilation, presentation and analysis of Statistical data in a Government Office or Public Sector Undertaking or Autonomous Organisation or Universities or Statutory Body;

Desirable:

Diploma in Disaster Management and experience in handling relief operations.

Note 1:- The Departmental Technical Officer (Monitoring) in Level-8 in the Pay Matrix (pre-revised: Pay Band-2, ₹9300-34800/- and Grade Pay of ₹4800/-) with two years' regular service shall also be considered and in case such person is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

Note 2:- Period of deputation (including short-term contract) including period of deputation (including short-term contract) 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 to exceed three (03) years. The maximum age limit for appointment by Deputation (including short-term contract) shall be not exceeding fifty-six (56) year as on the closing date of receipt of applications.

Note 3:- For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2016 or the date from which the revised pay structure based on Seventh Central Pay Commission recommendation has been extended, shall be deemed to be service rendered in the corresponding Level in the Pay Matrix extended based on the recommendation of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common Level in the Pay Matrix and where this benefit will extend only for the post(s) for which that Level in the Pay Matrix is the normal replacement grade without any upgradation.

BIO-DATA/ CURRICULUM VITAE PROFORMA

1. Name and Address (in Block Letters)	
2. Date of Birth (in Christian era)	
3. Date of retirement under Central / State Government 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)	
Qualification/Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/experience possessed by the officer.
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/ Office at the time of issue of Circular and issue of Advertisement in the Employment News. 5.2 In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.	
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.	
6.1 Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.	

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

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/ Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

***Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme	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 appointment	b) Period of appointment on deputation / contract.	c) Name of the parent office / organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department alongwith 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/organisation but still maintaining a lien in his parent cadre/organisation.			
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 against the relevant column.) a) Central Government b) State Government c) Autonomous Organisation 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		Total Emoluments
Basic Pay in the PB	Grade Pay	
15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation 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 and above prescribed in the Vacancy Circular/Advertisement)		
(Note: Enclose a separate sheet, if the space is insufficient)		
16.B Achievements: The candidates are requested to indicate information with regard to; (i) Research publications and reports 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 organisation (v) Any research/innovative measure involving official recognition (vi) Any other information. (Note: Enclose a separate sheet if the space is insufficient)		
17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis. (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organisations are eligible only for Short Term Contract) # (The option of 'STC'/'Absorption'/Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").		
18. 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.

Date: _____

(Signature of the candidate)
Address _____

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)



No.A-35014/03/2017-Ad.V (Vol.II)
भारत सरकार/ Government of India
गृह मंत्रालय/ Ministry of Home Affairs

98

North Block, New Delhi,
Dated: the 20th May, 2019

20 MAY 2019

SP To,

- 1377
1. The Secretary General, Lok Sabha Secretariat/Rajya Sabha Secretariat, New Delhi.
 2. The Secretary, President's Secretariat/Vice-President's Secretariat/NITI Aayog/Election Commission of India/Union Public Service Commission/Central Vigilance Commission.
 3. The Registrar (Administration), Supreme Court of India.
 4. The Chairman, University Grants Commission.
 5. All State Governments/Union Territories/Resident Commissioners in New Delhi.

Subject: Filling up of one post of Library & Information Officer in Ministry of Home Affairs' Library on Promotion/Deputation basis-reg.

Sir,

I am directed to say that it is proposed to fill up one post of Library & Information Officer, in consultation with UPSC, in Level-11 in the Pay Matrix (pre-revised: PB-3, ₹15600-39100/- with the Grade Pay of ₹6600/-) in the Ministry of Home Affairs' Library by Composite Method Promotion/ Deputation (including short term contract). The particulars of the post, eligibility conditions etc. are given in Annexure-I.

2. The pay of the selected officer will be regulated in accordance with the Department of Personnel & Training O.M. No. 6/8/2009-Estt. (Pay II) dated 17.06.2010 as amended from time to time.

3. The maximum age limit for appointment on deputation (including short-term contract) shall be 56 years. Accordingly, the persons who will be crossing the age of 56 years, on the last date of receiving of applications as indicated in para 6 need not apply.

4. Officers who volunteer for the post will not be permitted to withdraw their names later. Only such recommendations as are accompanied by the requisite personal data as in Annexure-II will be considered.

5. It is requested that wide publicity may be given to the vacancy circular amongst staff under your administrative control and applications, in duplicate, in the enclosed proforma (Annexure-II) **along with cadre clearance and attested copies of complete and up-to-date ACRs of last five years (with rubber stamp on each page)** of the officers who can be spared in the event of their selection, may be sent to **Under Secretary (Ad-V), Ministry of Home Affairs, Room No.-15, North Block, New Delhi-110001**, within a period of **60 days** from the date of publication of this vacancy circular in the Employment News. Applications received after the last date or without the copies of ACRs or other-wise found incomplete will not be considered. While forwarding the applications, it may also be verified and certified that the particulars furnished by the officers are correct and no disciplinary case is either pending or contemplated against him/her. The integrity of the Officer may also please be certified and it may be confirmed that no major/minor penalties have been imposed on him/her during the last ten years.

Yours faithfully,

(Sanjay Mehta)

Under Secretary to the Government of India
Tel. No. 2309 4008

(2)

-2-

No.A-35014/03/2017-Ad.V (Vol.II)

New Delhi, dated 20th May, 2019

Copy to:-

1. All Ministries / Departments of the Central Government with the request that wide publicity may be given to the vacancy circular in their Ministry / Department and in their attached / subordinate offices. Applications of the eligible candidates may be forwarded to this Ministry in the prescribed proforma within a period of **60 days** from the date of publication of the vacancy circular in the Employment News.
2. All Sections / Desks in the Ministry of Home Affairs (including Department of Official Language and Department of Justice).
4. Leader and all Members of the office Council (Staff side), Ministry of Home Affairs.
5. SO (IT), Ministry of Home Affairs for uploading on Ministry's Website and e-office.

(Sanjay Mehta)

Under Secretary to the Government of India
Tel. No. 2309 4008

ANNEXURE-I

1. Name of the Post : Library & Information Officer
2. No. of post : 01 (One)
3. Pay Scale : Level-11 in the Pay Matrix (₹67,700-2,08,700/-)
(pre-revised: Pay Band-3, ₹15,600-39,100/-
with the Grade Pay ₹6600/-)
4. Mode of Recruitment : By Composite method Promotion/Deputation
(including short-term contract)
5. Duties and Responsibilities of the post:
 - (i) General supervision of the Library.
 - (ii) All file work relating to the Library.
 - (iii) Arranging Book Selection Committee meeting with the Senior Officers.
 - (iv) Conducting the Book Selection Committee meetings and preparing the minutes of the meeting.
 - (v) Compilation of Bulleting for source material.
 - (vi) Preparation of detailed subject Bibliography.
 - (vii) Abstracting and indexing of Articles Documentation work.
 - (viii) Acquisition and selection of New Books, Acts, Codes and Judgments from various sources.
 - (ix) Knowledge of Computer.
6. Eligibility :
Officers under Central or State Governments or Union Territories or Autonomous organisations including Universities:
 - (a) (i) Holding analogous post(s) on regular basis;
OR
 - (ii) With five years' regular service in Level-10 in the Pay Matrix (pre revised: PB-3, ₹15,600-39,100/- with the Grade Pay of ₹5400/-) or equivalent;
OR
 - (iii) With Six years' regular service in Level-8 in the Pay Matrix (pre revised: PB-2, ₹9300-34800/- with the Grade Pay of ₹4800/-) or equivalent;
OR
 - (iv) With Seven years' regular service in Level-7 in the Pay Matrix (pre revised: PB-2, ₹9300-34800/- with the Grade Pay of ₹4600/-) or equivalent;
AND
 - (b) Possessing the following educational qualifications and experience:

Essential:

- (i) Master's Degree of a recognized University or equivalent Diploma in Library science from a recognized University.
- (ii) Five years professional experience in a supervisory capacity in a Library of Standing.

Desirable:

- (i) Experience of computerizing library activities
- (ii) Professional experience in the specific subjects handled by Ministry to be specified at the time of each recruitment.

Note:- Departmental Assistant Library & Information Officer with seven years regular service in Level-7 (₹44,900-1,42,400/-) in the Pay Matrix will also be considered alongwith outsiders and in case, he/she is selected, the post will be deemed to have been filled up by promotion.

[Period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed 3 years. The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.]

BIO-DATA/ CURRICULUM VITAE PROFORMA

1. Name and Address (in Block Letters)	
2. Date of Birth (in Christian era)	
3. Date of retirement under Central / State Government 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)	
Qualification/Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/experience possessed by the officer
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/ Office at the time of issue of Circular and issue of Advertisement in the Employment News. 5.2 In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.	
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.	
6.1 Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.	

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

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/ Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

***Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme	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 appointment	b) Period of appointment on deputation / contract.	c) Name of the parent office / organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department alongwith 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/organisation but still maintaining a lien in his parent cadre/organisation.			
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 against the relevant column.) a) Central Government b) State Government c) Autonomous Organisation 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 in the PB	Grade Pay	Total Emoluments
15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation 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 and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)		
16.B Achievements: The candidates are requested to indicate information with regard to; (i) Research publications and reports 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 organisation (v) Any research/innovative measure involving official recognition (vi) Any other information. (Note: Enclose a separate sheet if the space is insufficient)		
17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.# (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organisations are eligible only for Short Term Contract) # (The option of 'STC'/'Absorption'/Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").		
18. 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.

Date: _____

(Signature of the candidate)
 Address _____

Certification by the Employer/Cadre Controlling Authority

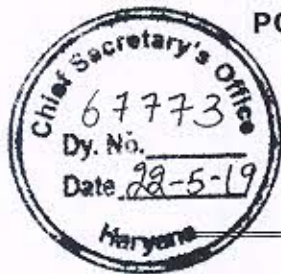
The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the Vacancy Circular. If selected, he/she will be relieved immediately.

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)



POSTGRADUATE INSTITUTE OF MEDICAL EDUCATION & RESEARCH,
CHANDIGARH



ESTABLISHMENT BRANCH-I
Ph. No.0172-2755504-2755510

F. 3001/Advt./AO/EI(2)/PGI/2019

Dated: 20/5/2019

Subject: - Filling up of three posts of Administrative Officer on deputation basis at PGIMER, Chandigarh.

cs(hm)
7
22-5-19
dm
SPS

The Institute proposes to fill up three posts of Administrative Officer on deputation basis in the pay scale of Rs. 9300-34800 with grade pay of Rs. 5400/- (pre-revised) further revised to Level 9 in the Pay Matrix as per 7th CPC. I shall be grateful, if you could send us a panel of suitable officers who are willing to work on deputation at this Institute with the following qualifications/experience:-

22-5-19

JSA

A23/5

SEI

SEI

"Officers of the Central Govt, U.T. Administration, or Central Statutory Bodies holding analogous posts or with at least 3 years of experience in the post in the pay scale of Rs. 9300-34800 with grade pay of Rs. 4800 (pre-revised) further revised to Level 8 in the Pay Matrix as per 7th CPC or at least 5 years of experience in the post in the pay scale of Rs. 9300-34800 with grade pay of Rs. 4600 (pre-revised) further revised to Level 7 in the Pay Matrix as per 7th CPC or equivalent respectively and having Bachelor's degree and experience in administration especially in establishment and accounts matters. The officers possessing M.B.A or Postgraduate Diploma in Personnel Management shall be given preference." The period of deputation will be three years.

You are requested to forward the names of suitable officers on prescribed Performa who are willing to serve this Institute on deputation basis along with their ACRs for the last 5 years. While sending the panel, it may kindly be ensured that no departmental/disciplinary proceedings are pending/being contemplated against the Officers and the same should reach this office latest by

10.06.2019.

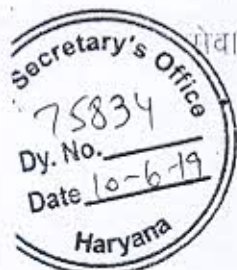
Warmest regards,

Yours sincerely,

R6hm: 15/05/19
Dy. Director (Admn.)

Sh. Depinder Singh Dhesi, IAS
Chief Secretary,
Government of Haryana,
Civil Secretariat, Chandigarh.





सेवा में

मुख्य सचिव, हरियाणा।
हरियाणा राज्य के सभी विभागाध्यक्ष।

यादी क्रमांक 3027-ए.आर.एस.-1-2018/ 6053
चण्डीगढ़, दिनांक 04-06-2019

विषय:-

निदेशालय चकबन्दी हरियाणा में अधीक्षक का पद स्थानान्तरण आधार पर भरने बारे।

राजस्व एवं आपदा प्रबंधन तथा चकबन्दी विभाग, हरियाणा, चण्डीगढ़ के चकबन्दी विभाग में अधीक्षक का पदोन्नति कोटे का एक रिक्त पद वेतनमान 9300-37800+4200 जी०पी०(Matrix) में स्थानान्तरण आधार पर भरा जाना प्रस्तावित है, हरियाणा चकबन्दी विभाग (ग्रुप 'ख') सेवा नियम, 1998 के अनुसार इस पद को स्थानान्तरण आधार पर भरने हेतु निम्नलिखित योग्यताएं/शर्तें आवश्यक हैं :-

- उपाधीक्षक के रूप में एक वर्ष का अनुभव या
- सहायक के रूप में 10 वर्ष का अनुभव

जो इच्छुक उम्मीदवार उपरोक्त शर्तें/योग्यताएं पूर्ण करते हों, उनकी प्रारम्भिक नियुक्ति (Initial Appointment) का माध्यम तथा पिछले वर्षों का सत्यापित गोपनीय रिकार्ड एवं सिफारिश सहित उनके नाम इस पत्र के जारी होने की तिथि के 15 दिनों की अवधि के भीतर इस विभाग को भेजने का कष्ट करें।

स्थानान्तरण आधार पर आने वाले इच्छुक उम्मीदवारों के विरुद्ध हरियाणा सिविल सेवा (दण्ड तथा अपील) नियम, 1987 के नियम-7 व 8 या हरियाणा सिविल सेवाएं (दण्ड तथा अपील) नियम, 2016 के अर्न्तगत कोई अनुशासनिक कार्यवाही का मामला या चौकसी विभाग की जांच लम्बित न हो।

दर्शन कोठिअ
अधीक्षक,

कृते: अतिरिक्त मुख्य सचिव एवं वित्तायुक्त, हरियाणा सरकार
राजस्व एवं आपदा प्रबंधन तथा चकबन्दी विभाग।

