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INDIAN COUNCIL OF  
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भारतीय आयुर्विज्ञान अनुसंधान परिषद  
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार  
कल्याण मंत्रालय, भारत सरकार

Indian Council of Medical Research  
Department of Health Research, Ministry of Health  
and Family Welfare, Government of India

No.16/47/2021-Admn.II

Dated 15/09/2021

To

The Director/Directors-in-Charge of  
Permanent Institutes/Centres of ICMR

Sir/Madam,

Please find enclosed herewith the following Office Memorandum/Vacancy Circulars which have been received from the different Ministries on the subject mentioned below for information and necessary action.

Sl. No	Reference No. and date	Name of Ministry	Subject
1	No.M-27011/3/2021-MUC-II dated Aug.2021	Ministry of Information and Broadcasting, Media Unit Cell-II	Filling up the post of Director in BOC(S & DD), Ministry of Information and Broadcasting on Deputation basis-reg.
2	No.2-11/2021-Admn. dated 21.08.2021	Central Research Institute, Kasauli	Filling up of two posts of Office Superintendent in Central Research Institute, Kasauli on Deputation Basis.
3	No.A-12026/1/2016-Estt. I Vol.II dated 10.08.2021	Staff Selection Commission, Department of Personnel & Training, Ministry of Personnel, Public Grievances & Pensions, New Delhi	Filling up of one vacancy of Caretaker in the Pay Matrix-5 (Old Pay Band PB-1 of Rs. 5200-20200/- with the Grade Pay of Rs.2800/-) in the Headquarters of Staff Selection Commission, New Delhi by transfer on deputation basis.
4	F.No. A-48012/1/2021-Estt-II dated 28.06.2021	Staff Selection Commission Ministry of Personnel, Public Grievances & Pensions, CGO Complex, New Delhi	Appointment of Assistant Manager-cum-storekeeper in the Pre-revised Pay Band - I of Rs.5200-20200/- with the Grade Pay of Rs.2400/- as per 6 <sup>th</sup> CPC in the Departmental Canteen of Staff Selection Commission (Headquarters), New Delhi on deputation basis
<b>The Eligible and interested person may submit their applications within 60 days from the date of publication of advertisement in the Employment News/Rojgar Samachar.</b>			

Yours faithfully

(Jagdish Rajesh)  
Assistant Director General (Admn)

Encl: **As above**

Copy to :-

- (1) PS to DG/ Sr. DDG(A)/ Sr. FA
- (2) All Divisional Heads
- (3) DDG(A)
- (4) ADG(A)/ADG(F)
- (5) Dr. L.K.Sharma, Scientist "E" – soft copy of the same has been mailed at your email ID ([Sharma.lk@icmr.gov.in](mailto:Sharma.lk@icmr.gov.in)) for website upload.

वी. रामलिंगस्वामी भवन, पोस्ट बॉक्स नं. 4911,  
अंसारी नगर, नई दिल्ली - 110 029, भारत  
V. Ramalingaswami Bhawan, P.O. Box No. 4911,  
Ansar Nagar, New Delhi - 110 029, India

Tel: +91-11-26588895 / 26588980 / 26589794  
+91-11-26589336 / 26588707  
Fax: +91-11-26588662 | [icmr.nic.in](http://icmr.nic.in)



**No. M-27011/3/2021-MUC-II**  
**Government of India**  
**Ministry of Information and Broadcasting**  
**Media Unit Cell-II**

'A' Wing, Shastri Bhawan,  
New Delhi - 110001.

Dated: .08.2021

**OFFICE MEMORANDUM**

Subject: - Filling up the post of Director in BOC (S&DD), Ministry of Information and Broadcasting on Deputation basis-reg.

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The undersigned is directed to say that this Ministry desires to fill up a post of Director, Level-13 of 7<sup>th</sup> CPC, a General Central Service, Group 'A' Gazetted, Ministerial post on deputation basis (including short term contract) in Bureau of Outreach and Communication (erstwhile Song and Drama Division), New Delhi which is a subordinate office under this Ministry. The details of the post & eligibility requirements etc. and Recruitment Rules for the post of Director in BOC (S&DD) are given in **Annexure I** and **Annexure II** respectively.

2. The pay/tenure of the officer appointed on deputation basis shall be governed in accordance with the provisions contained in DoPT's O.M. No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010 and OM No.2/6/2016-Estt.(Pay-II) dated 17.02.2016, as amended from time to time.

3. All Ministries/State Government/Union Territories/Semi-Government/Statutory or Autonomous Organisations are requested to circulate the vacancy and forward the application, complete in all respects, of the officers who fulfill the eligibility criteria and can be spared immediately in the event of their selection to the undersigned at Room No.125, A-Wing, Shastri Bhawan, New Delhi - 110 001 in the prescribed proforma as at **Annexure-III**, in duplicate along with their up-to-date ACRs/APARs for the last 5 years within a period of **60 days** from the date of publication of this advertisement in the Employment News. While forwarding the applications, the Departments are requested to verify the entries made by the candidates in his/her bio-data, furnish an integrity certificate duly signed by an Officer not below the rank of Deputy Secretary/Director to the Government of India or equivalent. Advance copy of the application as well as applications which are found incomplete or received after the due date of submission and/or which have been forwarded without verifying the entries of biodata and up-to-date ACRs/APARs of the last 5 years, vigilance clearance, Integrity Certificate, etc. will not be entertained.

04 SEP 2021  
607578  
P. Wang

(Prem Chand)

Under Secretary to the Government of India

☎ : 2338 6199

Copy to:

1. All Ministries/Departments of Government of India also with the request that the vacancy may be circulated among Semi-Govt. Organisations or Statutory or Autonomous Organisations under their administrative control.

Ms Sarilita  
13/9

(contd.)

2. Chief Secretaries/Administrators of all States/Union Territories **also** with the request that the vacancy may be circulated among all the concerned Departments including Autonomous Organisations or Semi-Govt. Organisations under their administrative control.
3. All the Media Heads of the Ministry of Information and Broadcasting with the request that the vacancy may be circulated among all the officers.
4. Secretary, Union Public Service Commission, Dholpur House, New Delhi.
5. Deputy Secretary (Admn.)/Admn. II Section, Min. of I&B, New Delhi.
6. Principal Director General, BOC with the request to get the vacancy advertised in the Employment News at the earliest.
7. NIC, M/o I&B, Shastri Bhawan with a request to upload the same on the website of the Ministry of Information and Broadcasting.
8. Guard file.



(Prem Chand)

Under Secretary to the Government of India

☎ : 2338 6199

Details of the post :-

- (i) Designation and its classification: Director  
(General Central Service, Group 'A', Gazetted, Ministerial)
- (ii) Scale of pay : Level-13 of 7<sup>th</sup> CPC  
[Rs. 37400-67000 (6<sup>th</sup> CPC) with Grade Pay of Rs. 8700/-]
- (iii) Office : Bureau of Outreach & Communication (BOC)  
Ministry of Information and Broadcasting, Sookna Bhawan, CGO Complex, New Delhi.
- (iv) Place of present posting : New Delhi

Eligibility conditions:-

Officers of the Central or State Government or Union Territory Administrations or Statutory or Autonomous Organizations or Research Institutions or Semi-Government Organisations -

- a) i) holding analogous posts on regular basis; or  
ii) with five years regular service in posts in pay level-12 as per 7<sup>th</sup> CPC [pay band 3 in the pay scale of 15600-39,100 with Grade Pay of Rs. 7600 or equivalent]; and
- b) Possessing the educational qualification and experience prescribed for direct recruits.

Note 1: The Departmental Joint Director with five years' regular service in Pay level-12 in 7<sup>th</sup> CPC (grade of Pay Band 3 in the pay scale of Rs. 15,600-39,100 with Grade Pay of Rs. 7600) will also be considered along with others and in case he is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

Note 2: The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment for deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.



Note 3: Period of deputation/ contract including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall not exceed 5 years.

Note 4: For the purposes of appointment by promotion or deputation /absorption basis, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> day of January, 2016 or the date from which the revised pay structure based on the 7<sup>th</sup> Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay/pay scale extended based on the recommendation of the Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay/pay scale, and where this benefit will extend only for the posts for which that grade pay/pay scale in the normal replacement grade without up-gradation.

**The qualifications prescribed for direct recruitment are :-**

**Essential**

- 4) Degree from a recognized University or Diploma from the National School of Drama or equivalent;
- 5) Seven years' experience in directing and producing theatrical productions such as plays, ballets opera, folk theatrical forms; and
- 6) Experience in management of theatrical troupes.

Note 1: Qualifications are relaxable at the discretion of the Union Public Service Commission in case of candidates otherwise well qualified.

Note 2: The qualification(s) regarding experience is/are relaxable at the discretion of the Union Public Service Commission in the case of candidates belonging to Scheduled Castes and Scheduled Tribes if at any stage of selection, the UPSC is of the opinion that sufficient nos. of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

**Desirable:**

- 5) Experience in exploitation of dramatic forms as a medium of mass communication for national development activities;
- 6) experience of playwriting for stage, radio or television, especially socially purposeful plays;
- 7) Experience of cinematic production; or
- 8) Working knowledge of Hindi

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(13)

2. अपर महानिदेशक, आकाशवाणी

—सदस्य

3. अपर महानिदेशक, दूरदर्शन

—सदस्य

[फा. सं. 1/2(4)/2010-एफ एस ]

ए. के. बिस्वास, डेस्क अधिकारी

## NOTIFICATION

New Delhi, the 4th August, 2010

**G. S. R. 125.**—In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Song and Drama Division (Director) Recruitment Rules, 1975, except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of Director, Song and Drama Division in the Ministry of Information and Broadcasting, namely :—

1. **Short title and commencement.**—(1) These rules may be called the Song and Drama Division (Director) Recruitment Rules, 2010.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. **Number of posts, classification and scale of pay.**—The number of post, its classification and scale of pay attached thereto shall be as specified in column (2) to (4) of the Schedule annexed to these rules.

3. **Method of recruitment, age limit, qualifications, etc.**—The method of recruitment, age limit, educational qualification and other matters relating to the said post shall be as specified in columns (5) to (14) of the aforesaid Schedule.

4. **Disqualification.**—No person—

(a) who has entered into or contracted a marriage with a person having a spouse living, or

(b) who, having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said post :

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

5. **Power to relax.**—Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing and in consultation with the Union Public Service Commission, relax any of the provisions of these rules with respect to any class or category of persons.

6. **Savings.**—Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-Servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

## SCHEDULE

Name of the Post	Number of Posts	Classification	Pay Band and Grade Pay /Pay Scale	Whether Selection post or Non-selection post	Age limit for direct recruits	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Service (Pension) Rules, 1972
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Director	01* (2010) *Subject to variation dependent on workload.	General Central Service Group 'A' Gazetted, Non-Ministerial	Pay Band 4 in the pay scale of Rs. 37400— 6/000 with Grade Pay of Rs. 8700	Not applicable	Not exceeding 50 years. (Relaxable for Government servants upto five years in accordance with the instructions or orders issued by the Central Government).	Yes (in case of direct recruits).



Educational and other qualifications required for Direct Recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any
(8)	(9)	(10)
<b>Essential :</b>	No	One year for direct recruits.

(i) degree from a recognised University or Diploma from the National School of Drama or equivalent;

(ii) seven years' experience in directing and producing theatrical productions such as plays, ballets opera, folk theatrical forms; and

(iii) experience in management of theatrical troupes.

**Note 1 :** Qualifications are relaxable at the discretion of the Union Public Service Commission in case of candidates otherwise well qualified.

**Note 2 :** The qualifications regarding experience is/are relaxable at the discretion of the Union Public Service Commission in the case of candidates belonging to Scheduled Castes and Scheduled Tribes, if at any stage of selection, Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

**Desirable :**

(i) experience in exploitation of dramatic forms as a medium of mass communication for national development activities;

(ii) experience of playwriting for stage, radio or television, especially socially purposeful plays;

(iii) experience of cinematic production; or

(iv) working knowledge of Hindi.

Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made
(11)	(12)

By promotion/deputation (including short-term contract) failing which by direct recruitment.

Promotion/Deputation (including short-term contract)

Officers of the Central or State Government or Union Territory Administrations or Statutory or Autonomous Organisations or Research Institutions or Semi-Government Organisations —

(a) (i) holding analogous posts on regular basis; or

(ii) with five years' regular service in posts in pay band 3 in the pay scale of Rs. 15,600—39,100 with Grade Pay of Rs. 7600 or equivalent; and

3106 I&B/10-2



(12)

(b) possessing the educational qualifications and experience prescribed for direct recruits under column 8.

**Note 1 :** The Departmental Joint Director with five years' regular service in the grade of Pay Band 3 in the pay scale of Rs. 15,600—39,100 with Grade Pay of Rs. 7600 will also be considered along with others and in case he is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

**Note 2 :** The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment for deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

**Note 3 :** Period of deputation/contract including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall not exceed 5 years.

**Note 4 :** For the purposes of appointment by promotion or deputation/absorption basis, the service rendered on a regular basis by an officer prior to 1st day of January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay/pay scale extended based on the recommendation of the Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay/pay scale, and where this benefit will extend only for the posts for which that grade pay/pay scale is the normal replacement grade without upgradation.

If a Departmental Promotion Committee exists, what is its composition

Circumstances in which Union Public Service Commission is to be consulted in making recruitment

(13)

(14)

**Group 'A' Departmental Promotion Committee (for considering confirmation) :—**

Selection on each occasion shall be made in consultation with the Union Public Service Commission.

1. Joint Secretary, Ministry of Information and Broadcasting (dealing with Song and Drama Division).

—Chairman

2. Additional Director General, All India Radio

—Member

3. Additional Director General, Doordarshan

—Member

[F. No. 1/2(4)/2010-FE]

A. K. BISWAS, Desk Officer



**BIO-DATA/CURRICULUM VITAE PROFORMA**

1.	Name in full (in Block Letters):	
2.	Address Official as well as Residential with contact numbers (In Block Letters)	
3.	Date of Birth (in Christian era):	
4.	Date of retirement under Central/State Govt. Rules:	
5.	Service to which the officer belongs:	
6.	Educational Qualifications :	
7.	Whether eligibility conditions and experience required for the post are satisfied	
	Eligibility / Experience required	Eligibility / Experience possessed by the officer
	(1)	
	(2)	
8.	Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.	
9.	v. Present post held alongwith the name of office and whether it is a cadre/ex-cadre post;  vi. Date from which it is continuously held;  vii. Scale of pay;  iii. Present pay.	





10 Details of employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient:					
S.No.	Office/Institution/ Organization	Post held		Scale of pay and Basic pay	Nature of Duties
		From	To		
1	2	3	4	5	6
11	Nature of present employment, i.e. Ad-hoc or temporary or quasi-Permanent or permanent				
12	In case the present employment is held on deputation/contract basis, please state :  (a) The detail of initial appointment:  (b) Period of appointment on deputation/contract:  (c) Name of the parent office/organisation to which you belong:				
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	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				



15.	Whether belongs to SC/ST/OBC/PH	
16.	Remarks	

Signature of the candidate with date  
Address.....  
.....

Date \_\_\_\_\_

**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, he/she will be relieved immediately.

2. Also certified that-

- 5) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.....
- 6) His/Her integrity is certified.
- 7) His/Her photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Government of India or above are enclosed.
- 8) 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)

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

Counter signature of the Employer  
Office Address & Seal \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
Fax No. \_\_\_\_\_



भारत सरकार  
GOVERNMENT OF INDIA

Tel.No. (01792)272060 & 272059  
FAX NO. (01792)-272049 & 272016  
Website:www.crikasauli.nic.in  
E-mail: [director-crik-hp@gov.in](mailto:director-crik-hp@gov.in)

संख्याNo: 2-11/2021-Admn.  
केन्द्रीय अनुसंधान संस्थान,  
CENTRAL RESEARCH INSTITUTE,  
कसौलीKASAULI.

दिनांकDated the

21 AUG 2021

OFFICE MEMORANDUM

Subject:-Filling up of two posts of Office Superintendent in Central Research Institute, Kasauli on Deputation Basis.

- (1) Two (2) posts of Office Superintendent, General Central Services, Group B (Non-Gazetted), Ministerial in Level-6 (35400-112400) as per 7<sup>th</sup> CPC in Central Research Institute, Kasauli are required to be filled up on deputation basis.
- (2) The eligibility conditions for appointment to the above post are as detailed below:-
- (a) Officers of the Central or State Government or Union Territories;
- (a) (i) holding analogous posts on regular basis in the parent cadre or department, or
- (ii) with six years service in the grade rendered after appointment thereto on a regular basis in posts in level-5 in the pay matrix (Rs. 29200-92300) or equivalent in the parent cadre or department; or
- (iii) with 10 years service in the grade rendered after appointment thereto on a regular basis in posts in Level-4 in the pay matrix (Rs. 25500-81100) or equivalent in the parent cadre or department; and
- (b) Possessing the following educational qualification and experience:
- (i) Bachelors Degree from a recognised University or institute, and
- (ii) Two years experience in the work relating to administration and establishment
- (3) The department officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.
- (4) The period of deputation including the period of deputation 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 three years.
- (5) The Maximum age-limit for appointment by deputation shall be Not exceeding 56 years as on the last date of receipt of applications.
- (6) The Crucial date for determining the eligibility is 30<sup>th</sup> day from the date of publication of this office memorandum in the Employment News/RojgarSamachar.
- (7) It is requested that the names of suitable officers who are eligible and can be spared, in case of selection, may be forwarded within two months from the date of publication of this OM in the Employment News/RojgarSamachar in the attached proforma (Annexure) through the Administrative Authority. The Administrative Authority must ensure himself of the suitability of the applicants in all respect before forwarding the applications.

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Ms Savitri

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- (8) The authenticated copy of up to date APARs, Integrity Certificate, Vigilance Clearance and details of the major/minor penalties imposed for the last ten years, of the candidates must be forwarded to the undersigned along with the applications. Photocopies of the ACRs/APARs should be attested on each page by an officer not below the rank of Under Secretary or equivalent. Applications not accompanied by the aforesaid documents or otherwise incomplete will not be considered at all. No action will be taken on advance copies of the applications or applications, which are not received through proper channel.

*Pranab Kumar*  
Director

Encl: as above

To,

1. All the Central/State Government Ministries/Department and their attached and subordinate offices as per standard list.
2. Hindi Section for Hindi Version.

Bio-data of the candidate for the post of Office Superintendent in Central Research Institute, Kasauli.

1. Name, Designation & Address (in Block letter) :
2. Date of Birth (In Christian era) :
3. Date of retirement under Central Govt. rules :
4. Educational Qualification :
5. Experience in the work relating to administration and establishment :
6. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post :
7. Details of employment, in chronological order;

Office	Post held	From	To	Pay scale	Nature of duties (highlighting experience required for the post applied for)

8. Nature of present employment i.e. ad-hoc, temporary or permanent:
9. In case the present employment is held on deputation basis. Please state:
  - (a) The date of initial appointment:
  - (b) Period of appointment on deputation basis:
  - (c) Name of the parent office to which you belong:
  - (d) Name of the post and pay of the post held in the parent organization:
10. Additional details about present employment (Central Govt./State Govt. or Union Territories):
11. Are you in revised scale of pay? If yes, give the date of revision and also pre-revised scale of pay:
12. Total emoluments drawn per month:
13. Additional information, if any, in support of your suitability for the post:
14. Remarks:

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 submitted by me will also be assessed by the Selection committee at the time of selection to 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.

Place:

Date:

Signature of the candidate

Contact No.

E-mail ID

Department Endorsement:

- i) Certified that the particulars furnished by the applicant are correct as per his/her service record.
- ii) Certified that no vigilance/disciplinary case is either pending or contemplated against the applicant.

- iii) It is certified that as per records no major/minor penalties have been imposed upon the applicant during the last ten years.
- iv) Integrity of the applicant is certified.
- v) Authenticated copies of Annual Confidential Reports/Annual Performance Appraisal Reports if the applicant for the last five years are enclosed;

Date:

Signature  
Name, Designation & Tele No.  
Of the Administrative Authority  
(with seal)





No. A-12026/1/2016-Estt. I Vol.II

भारत सरकार  
कर्मचारी चयन आयोग  
कार्मिक तथा प्रशिक्षण विभाग  
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय  
ब्लॉक सं.12  
केन्द्रीय कार्यालय परिसर, लोधी रोड

Government of India  
Staff Selection Commission  
Department of Personnel & Training  
Ministry of Personnel, Public Grievances &  
Pensions  
Block No.12  
Kendriya Karyalay Parisar, Lodhi Road  
New Delhi -110003

Dated: 10<sup>th</sup> August, 2021

### VACANCY CIRCULAR

**Subject:** Filling up of one vacancy of Caretaker in the Pay Matrix-5 (Old Pay Band PB-1 of ₹ 5200-20200/- with the Grade Pay of ₹ 2800/-) in the Headquarters of Staff Selection Commission, New Delhi by transfer on deputation basis.

One Post of Caretaker in the Pay Matrix-5 (Old Pay Band PB-1 of Rs. 5200-20200/- with the Grade Pay of Rs. 2800/-) in the Headquarters of the Staff Selection Commission at New Delhi is proposed to be filled up on Deputation basis from 18.02.2022. The Post belongs to General Central Service Group "C" Non-Gazetted and Non-Ministerial. Eligibility criteria are given in Annexure-I. Pay and other conditions of service of the selected official will be regulated in accordance with DoP&T's O.M No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010 as amended from time to time.

2. Applications of only such officials will be considered which will be received through proper channel and accompanied with (i) Bio-Data (in triplicate) in the pro-forma at Annexure-II, (ii) Photocopies of up-to-date CR/APARs dossiers of the official for the last five years, duly attested (original ACRS/APARs may not be sent), (iii) Cadre clearance (iv) Vigilance clearance/Integrity certificate and (v) statement giving details of major/minor penalties imposed on the official, if any.

3. It is requested that the applications of suitable officials who are willing and eligible for the post and who can be spared immediately in the event of selection, may be sent at the following address within a period of two months from the date of publication of the vacancy circular in the Employment News.

L.N. SCD Admin-II  
14/09/2021

भारतीय चिकित्सा अनुसंधान परिषद  
COUNCIL OF MEDICAL RESEARCH  
GATEWAY GREEN, NEW DELHI  
02 SEP 2021  
नगर, नई दिल्ली-110029  
New Delhi -110029

602429

Dr. M. S.

Ms Sanil  
13/9

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**Shri Parimal Karan, Under Secretary (Estt-I), Staff Selection Commission,  
Block No. 12, CGO Complex, Lodhi Road, New Delhi-11003.**

4. The applicants will not be allowed to withdraw their Application at any later stage of the selection process. Advance Copies of Application received after the prescribed date, or, not accompanied by the required Certificates/Documents, will not be entertained.



(Parimal Karan)  
Under Secretary  
Staff Selection Commission

To

1. All Ministries/Departments of Government of India(with request to circulate the post among their attached and subordinate Offices)
2. All attached and subordinate offices of the Ministry of Personnel, Public Grievances & Pensions.
3. Office of the Comptroller and General of India, New Delhi.
4. Controller General of Accounts/Controller of Accounts, M/o Finance.
5. The Secretary, Union Public Service Commission, New Delhi.
6. Cabinet Secretariat/Central Vigilance Commission/President's Secretariat/Vice-President's Secretariat/Prime Minister's Office/Niti Aayog.
7. Central Board of Direct Taxes/Central Board of Excise and Customs.
8. National Human Rights Commission, New Delhi.
9. Facilitation Centre, Department of Personnel and Training, North Block, New Delhi.
10. Estt-B Division, Department of Personnel and Training, North Block, New Delhi.
11. Circulating-cum-Advertising Manager, Employment News, East Block-IV, R.K.Puram, New Delhi.
12. All Officers/Sections of Staff Selection Commission.
13. IT Cell with the request to upload the Advertisement in Staff Selection Commission website.



**Annexure-I****Eligibility Criteria**

1.	Post	Caretaker
2.	Number of Post	One
3.	Pay-Scale / Pay Matrix	Matrix-5 (Old pay band: PB-I of ₹5200-20220/- with the grade pay of ₹2800/-)
4.	Method of Appointment	Transfer on deputation
5.	Eligibility	<p>Officials under the Central Government</p> <p>(i) Holding analogous post on regular basis, or</p> <p>(ii) With two years regular service in the post in old pay band PB-I of ₹ 5200-20200/- with grade pay of ₹ 2400/- or equivalent, or</p> <p>(iii) with 10 years regular service in the posts with old pay band PB-I of ₹5200-20200/- with the grade pay of ₹1900/- or equivalent</p> <p>Preferably having any one or all of the following;</p> <p>(a) One year's experience of working as Caretaker in Govt. Office.</p> <p>(b) One year's experience of working in a Security organization.</p> <p>(c) Diploma/Certificate in Sanitary or Public Hygiene or Diploma/Certificate in Electrical/Civil Engineering/Sanitary Engineering</p> <p>(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organization/Department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment shall not be exceeding 56 years as on the closing date of the receipt of the application.</p>
6.	Period of deputation	3 years.



	Office/Institution	Post Held	From	To	Scale of Pay and basis pay in old pay band	Nature of duties (In details)

8.	Nature of present employment i.e. ad-hoc or Temporary or Quasi-Permanent or Permanent	
9.	In case of 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 (indicate the name of your employer against the relevant column)	
A	Central Govt.	
B	State Govt.	
C	Autonomous Organization	
D	Government Undertaking	
E	Universities	
F	Others	
11	Please state whether you are working in the same department and are in the feeder grade or feeder to feeder grade	





12	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	
13	Total emoluments as per month now drawn	
14	Additional information, if any, which you would like to mention in support of your suitability for the post, (This among other things may provide information with regard to (i) additional academic qualification (ii) Professional training and (iii) work experience over and above prescribed in the vacancy circular/Advertisement). (Note; Enclose a separate sheet, if the space is insufficient)	
15	Please state whether you are applying for Deputation (ISTC)/Absorption/Reemployment Basis. (Officers under Central/State Governments are only eligible for "Absorption" Candidates of non-Government Organizations are eligible only for short Term Contract.)	
16	Whether belongs to SC/ST	
17	Remarks ( The candidates may indicate Information with regard to (i) Research publications and reports and special projects (ii) Awards/Scholarship/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and (iv) any other information. (Note; Enclose a separate Sheet if the space is insufficient)	



I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the candidate

Address

.....

.....

Date:-

**Certificate to be furnished by the Employer/Head of office/  
Forwarding authority:**

Certified that 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 vacancy circular. If selected, he/she will be relieved immediately.

2. It is also certified:-

(i) That there is no vigilance / disciplinary case or criminal case pending or contemplated against Shri/Smt./Ms.....

(ii) That his/her integrity is certified

(iii) That attested copies of his / her CR / APAR dossier for the last five years duly attested by an officer of the rank of Under Secretary of Government of India or above are enclosed.

(iv) That no major / minor penalty has been imposed on him/her during the last ten years or A list of major / minor penalties imposed on him/her during the last ten years is enclosed (as the case may be).

(v) That the cadre controlling authority has no objection to the consideration of the applicant for the post mentioned in this advertisement.

Signature \_\_\_\_\_

Name and Designation \_\_\_\_\_

Tel. No. \_\_\_\_\_

Office Seal

Place:

Date:

List of enclosures:

1.

2.

3.





File No. A-48012/1/2021-Estt-II

Dated: 28.06.2021

भारत सरकार,  
कर्मचारी चयन आयोग,  
लोक कल्याण, शिकायत एवं पेंशन मंत्रालय  
ब्लॉक नं० १२, सी०जी०ओ०कोम्प्लेक्स, लोधी रोड,  
नयी दिल्ली - ११० ००३

Government of India  
Staff Selection Commission  
Ministry of Personnel, Public Grievances &  
Pensions,  
Block No. 12, CGO Complex, Lodhi Road,  
New Delhi - 110003.

To,

**All Ministries/Departments of Govt. of India.**

Subject:- Appointment of Assistant Manager-cum-storekeeper in the Pre-revised Pay Band -I of Rs.5200-20200/- with the Grade Pay of Rs.2400/- as per 6<sup>th</sup> CPC in the Departmental Canteen of Staff Selection Commission (Headquarters), New Delhi on deputation basis.

One post of **Assistant Manager-cum-storekeeper** in the Prerevised Pay Band PB-I of Rs.5200-20200/- with the Grade Pay of Rs.2400/- as per CPC in the Departmental Canteen of Staff Selection Commission (Headquarters), New Delhi is proposed to be filled up on **Deputation** basis. The Post belongs to General Central Service Group "C" Non-Gazetted and Non-Ministerial cadre of the Staff Selection Commission. Eligibility Criteria are given in **Annexure-I**. Pay and other conditions of service of the Selected official will be regulated in accordance with DOPT's O.M.No.6/8/2009-Estt.(Pay-II) dated 17.06.2010, as amended from time to time.

2. Applications of only such officials will be considered which will be received through proper channel and accompanied with (i) Bio-Data (in triplicate) as in proforma at Annexure-II, (ii) Photocopies of up-to-date CR/APARs dossiers of the official for the last five years, duly attested (original ACRs/APARs may **not** be sent), (iii) Cadre clearance (iv) Vigilance Clearance/Integrity Certificate and (v) Statement giving details of minor penalties imposed on the official, if any.

3. It is requested that the applications of suitable officials who are willing and eligible for the post and who can be spared immediately in the event of selection, may be sent at the following address within a period of **two months** from the date of publication in 'Employment News'.

**"Smt. Swati, Under Secretary, Estt-II, Staff Selection Commission, Block No.12, CGO Complex, Lodhi Road, New Delhi-110003."**

4. The applicants for the post of Assistant Manager-cum-Storekeeper in the Departmental Canteen of Staff Selection Commission (Headquarters) will not be allowed to withdraw their application of any later stage of the selection process. Advance Copies of Application received after the prescribed date, or, not accompanied by the required Certificates/Documents, are liable not to be entertained.

Yours faithfully,

*Swati*  
28/6/21  
(Swati)

Under Secretary to the Govt. of India

*Ms Savita*  
*Swati*  
*1319*

Contd...2/-



Copy to:-

1. Office of the Comptroller and auditor General of India, New Delhi.
2. Controller General of Accounts/Controller of Accounts, M/o Finance.
3. The Secretary, Union Public Service Commission, New Delhi.
4. Cabinet Secretariat/Central Vigilance Commission/President's Secretariat/Vice-President's Secretariat/Prime Minister's Office/Niti Aayog.
5. Central Board of Direct Taxes/Central Board of Excise and Customs.
6. National Human Rights Commission, New Delhi.
7. Facilitation Centre, Department of Personnel and Training, North Block, New Delhi.
8. Estt.-B Division, Department of Personnel & Training, North Block, New Delhi.
9. Director General of Re-settlement and Re-employment of Ex-serviceman, R.K. Puram, New Delhi.
10. All Officers/Sections of Staff Selection Commission.
11. IT Support Team with the request to upload the Advertisement on Staff Selection Commission's website today itself.

*Sati*  
*28/6/21*  
(Swati)  
Under Secretary to the Govt. of India





1	Post	Assistant Manager-cum-Storekeeper
2	Number of Post	01 (one)
3	Pay Scale / Pay Matrix	Pre-revised Pay Band-I, Rs.5200-20200/- with grade pay of Rs.2400/- as per 6 <sup>th</sup> CPC
4	Method of Appointment	Transfer on deputation basis
5	Eligibility	<p>Officers of the Central Government –</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre or department; or  (ii) With at least eight years' service in the grade rendered after appointment there to on a regular basis in the Pre-revised Pay Band –I, Rs.5200-20200 with Grade of Rs.1900/- or equivalent in the parent cadre or department;  (iii) Possessing educational qualifications as under:</p> <ul style="list-style-type: none"> <li>- B. Com from a recognized University or Graduate in any discipline from a recognized University with one year Diploma in Book Keeping or Store Keeping.</li> </ul> <p>(b) Experience- Three years in a government Department or Undertaking in handling Stores or Accounts.</p> <p>Note1: The qualifications are relaxable at the discretion of the competent authority for reasons to be recorded in writing in case of candidates otherwise well qualified.</p> <p>Note2: The qualifications regarding experience are relaxable at the discretion of the competent authority for reasons to be recorded in writing in case of candidate belonging to the Schedules Castes or the Scheduled Tribes if, at any stage of selection, the competent authority is of the opinion that sufficient number of candidates from these communities of possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p> <p>(C) Three years' experience in a Government Department or Undertaking in handling stores or accounts.</p> <p>Note 1: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed three years.</p> <p>Note 2: The departmental officials in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 3: The maximum age-limit for deputation is 56 years as on the closing date of receipt of applications.</p> <p>Note 4: For the purpose of appointment on deputation / absorption basis, the service rendered on a regular basis by an officer prior to the 1<sup>st</sup> January, 2006 or the date from which the revised pay structure based on the</p>



CURRICULUM VITAE : PROFORMA

1	Name & 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 qualifications 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	a				
		b				
		c				
6	Please state clearly, whether in the light of entries made by you above, you meet the requirement 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.					
	Office/Institution	Post Held	From	To	Scale of pay and basic pay in Pre-revised Pay Band	Nature of duties (In details)
8	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent					
9	In case of present Employment is held on Deputation/contract basis, please state: A. The date 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 (indicate the name of your employer against the relevant Coloumns)					
A	Central Govt.					
B	State Govt.					
C	Autonomous Organization					
D	Government Undertaking					
E	Universities					
F	Others					
11	Please state whether you					



	Are working in the same department and are in the feeder grade or feeder to feeder grade.					
12	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.					
13	Total emoluments as per month now drawn					
14	Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualification (ii) professional training and (iii) work experience over and above prescribed in the vacancy circular					
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16	Whether belongs to ST/SC					
17	Remarks (The candidates may indicate information with regard to (i) Research Publications and reports and special projects (ii) Award/Scholarship/Official appreciation (iii) Affiliation with the professional bodies/institutions/societies and (iv) any other information. (Note: Enclose a separate Sheet if the space is insufficient)					

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the candidate

Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date:-

Countersigned

(Employer with Seal)

