

भारत सरकार
Government of India
इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय
Ministry of Electronics & Information Technology
इलेक्ट्रॉनिक्स निकेतन, 6, सी जी ओ कॉम्प्लेक्स, नई दिल्ली-110003
Electronics Niketan, 6, C G O Complex, New Delhi-110003
Website: www.meity.gov.in

संख्या 2(7)/2022-Pers.I
No.....

दिनांक 04.02.2023
Date.....

OFFICE MEMORANDUM

Subject: Filling up of one post of Stores Officer in the Ministry of Electronics and Information Technology (MeitY) on deputation basis - regarding.

The undersigned is directed to say that Ministry of Electronics and Information Technology intends to fill up one post of Stores Officer at Level-7 of the Pay Matrix on **deputation basis (for Armed Forces personnel on deputation/re-employment basis)**. The appointment on deputation will initially be for a period of **three years**, extendable as per Government instruction. The complete details including eligibility conditions as per notified Recruitment Rules of the post are given in **Annexure-I** and are also available at www.meity.gov.in and www.dopt.gov.in.

2. Applications of eligible and willing persons who can be spared immediately may be forwarded through proper channel in the prescribed format (**Annexure-II**) to the undersigned at the above mentioned address so as to reach on or before **60 days from the date of publishing the advertisement in the Employment News**. The application should also be accompanied by photocopies of ACRs/APARs for the last five years duly attested by an officer not below the rank of Under Secretary or equivalent. While forwarding the applications, it may please be certified that the particulars furnished by the officer(s) are correct and that no disciplinary or vigilance case is either pending or contemplated against the officer (**Annexure-III**). It may also be confirmed that in the event of selection the officer concerned will be relieved of his duties. The integrity of the officer may also be certified by an officer of the rank of Under Secretary or equivalent.

3. Applications, which are incomplete or are not accompanied with the photocopies of ACRs for the last five years will not be entertained and no correspondence will be made or entertained in this regard.

4. Candidates once selected will not be allowed to withdraw his/her name on a later date.


(P. Victor Albuquerque)
Joint Director (Pers.)
Tel. No. 011-24364757

- To,
1. All Ministries/Departments in the Government of India.
 2. Department of Personnel & Training: For uploading on their web portal.
 3. NIC Cell, MeitY: For uploading on the web portal of MeitY.



Post : **Stores Officer (Group 'B'-Gazetted)(Non-Ministerial)**
Number of Post : **01 (One)**
Pay Scale : **Level-7 of the Pay Matrix (Rs. 44,900-1,42,400/-).**

DEPUTATION:

Officer of the Central Government or State Government or Public Sector Undertakings or Autonomous Bodies

- a. (i) holding analogous post on regular basis in the department;
or
(ii) Store Assistant in level-6 in the Pay Matrix (Rs. 35,400-1,12,400/-) with five years regular service in the grade, or equivalent in the parent cadre or Department or officers of the Central Government;
- and**
- b. having three years experience in handling Stores, maintaining Accounts and Store Books.

Desirable: Knowledge of operation of Computer.

Note 1: The Departmental Stores Assistant in level-6 in the Pay Matrix (Rs. 35,400-1,12,400/-) with five years regular service in the grade shall be considered along with the deputationists. In case he is selected for appointment, the post shall be deemed to have been filled by promotion.

Note 2: Period of deputation including period of deputation in another excadre post held immediately preceding this appointment in the same or in some other organization or department of the Central government shall not ordinarily exceed three years.

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

DEPUTATION/RE-EMPLOYMENT FOR ARMED FORCES PERSONNEL:

The Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed shall also be considered. Such persons shall be given deputation terms up to the date on which they are due for release from the Armed Forces. Thereafter they may be continued on re-employment.

PROFORMA FOR APPLICATION

Application for the post of: **STORES OFFICER** on deputation basis
(for Armed Forces personnel on deputation/re-employment basis)

Please specify: _____

PHOTO
(to be pasted)

CURRICULUM VITAE

1. Application for the post of: **STORES OFFICER**
2. Name & Address:
(in BLOCK letters)
3. (a) Date of Birth (in Christian era):
(b) Age as on the closing date of receipt of applications:
4. Date of retirement under Central/State Government rule:
5. Educational Qualifications:
6. Whether Educational and other qualifications required for the post are satisfied:

Qualifications/experience required	Qualifications/experience possessed by the officer
Essential	
Desirable	

7. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post.
8. 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	Pay Band + Grade Pay/ Pay Scale/ Pay Level	Nature of duties (in detail)

9. Nature of present employment i.e. Ad-hoc or Temporary or Permanent:
10. In case the present employment is held on deputation/contract basis, please state:
 - (a) The date of initial appointment:
 - (b) Period of appointment on deputation/contract:
 - (c) Name of the parent office/organization to which you belong:

11. Additional details about present employment:
Please state whether working under
(indicate the name of your employer against the relevant column)

- | | | |
|-----------------------|----------------------------|-----------------|
| a) Central Government | c) Autonomous Organization | e) Universities |
| b) State Government | d) Government Undertaking | f) Others |

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 per month now drawn (with break-up):

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 qualifications, (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. Achievements in the career which may support your candidature:

16. Whether belongs to SC/ST/OBC:

17. Remarks:

[the candidate 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]

18. Contact No.: (Off) _____ (Res) _____ (Mobile) _____

19. E-Mail : _____

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.

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 _____.
- (ii) His / Her integrity is certified.
- (iii) His / Her ACR/APAR Dossier in original is enclosed / photocopies of the ACRs/APARs for the last 5 years duly attested [on each page] by an officer of the rank of Under Secretary of the Government 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 last 10 years is enclosed [as the case may be].

Countersigned

(Employer / Cadre Controlling Authority with Seal)

PROFORMA FOR QUALIFICATIONS, EXPERIENCE FOR THE POST OF STORES OFFICER

Essential Qualifications	Please tick the relevant qualification	List of supporting documents enclosed for relevant qualification (Letter of appointment/promotion order etc.)
holding analogous post on regular basis in the department;		
Store Assistant in level-6 in the Pay Matrix (Rs. 35,400-1,12,400/-) with five years regular service in the grade, or equivalent in the parent cadre or Department or officers of the Central Government;		
having three years experience in handling Stores, maintaining Accounts and Store Books.		
Desirable Qualification		
Knowledge of operation of Computer		
EXPERIENCE (If any other relevant to the post)	List of supporting documents enclosed for relevant experience	