

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(3)/2021-Pers.I

No.....

दिनांक 16.07.2021

Date.....

**OFFICE MEMORANDUM**

**Subject: Filling up of one post of Security 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 **Security Officer** at Level-11 of the Pay Matrix on **deputation 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](http://www.meity.gov.in) and [www.dopt.gov.in](http://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. The Chief Secretaries of all State Governments.
3. All Public Sector Undertakings.
4. Department of Public Enterprises: For uploading on their web portal.
5. Department of Personnel & Training: For uploading on their web portal.
6. DG(NIC)/DG(STQC).
7. NIC Cell, MeitY: For uploading on the web portal of MeitY.

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**Annexure-I**

<b>Post</b>	:	Security Officer (Group 'A'-Gazetted)(Ministerial)
<b>Number of Post</b>	:	01 (One)
<b>Pay Scale</b>	:	Level-11 of the Pay Matrix (Rs. 67,700-2,08,700).
<b>Eligibility</b>	:	Officers from the Central Government or State Government or Public Sector Undertaking

- (i) Holding analogous post on regular basis in the parent cadre or deputation, **or**
- (ii) With five years regular service in PB-2; Rs. 9300-34800 plus Grade Pay of Rs. 5400 (pre-revised) [Level-9 of the Pay Matrix] or equivalent in the parent cadre or department; and three years experience of supervising security.

Preference will be given to the applicant having training or experience in the fire fighting skill: **or**

- (iii) With six years regular service in PB-2; Rs. 9300-34800 plus Grade Pay of Rs. 4800 (pre-revised) [Level-8 of the Pay Matrix] or equivalent in the parent cadre or department; and three years experience of supervising security.

Preference will be given to the applicant having training or experience in the fire fighting skill: **or**

- (iv) With seven years regular service in PB-2; Rs. 9300-34800 plus Grade Pay of Rs. 4600 (pre-revised) [Level-7 of the Pay Matrix] or equivalent in the parent cadre or department; and three years experience of supervising security.

Preference will be given to the applicant having training or experience in the fire fighting skill.

**Note 1:** Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organisation/department of the Central Govt. shall ordinarily not exceed three years.

**Note 2:** The maximum age limit for appointment on deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

**For Ex-Servicemen:** 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 considered on re-employment.



**BIO-DATA PROFORMA**

1. Name of the Candidate (in Block Letters):
2. Address in Block Letters including Contact number :
3. Date of Birth (in Christian era) :
4. Age as on closing date :
5. Date of retirement :
6. Educational Qualifications :
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/ Organization	Post held	From	To	Pay Band & Grade Pay (Pay in Pay Matrix with level if applicable)	Nature of duties
1.						
2.						
3.						

*\*\* Only service in regular scale will be considered and financial upgradation granted under ACP/MACPS will not be considered.*

8. Nature of present employment i.e. ad-hoc/temporary/permanent:

9. In case the present employment is held on deputation, please state

- (i) The date of initial appointment :
- (ii) Period of appointment on deputation:
- (iii) Name of the parent organization/office to which you belong

10. Whether SC/ST/OBC :

11. Additional information, if any, which you would like to mentioned in support of your suitability for the post.

Dated:

Signature of candidate \_\_\_\_\_  
Name of the candidate \_\_\_\_\_  
Address of the candidate \_\_\_\_\_  
Mobile No.(if any) \_\_\_\_\_

**Certificate to be furnished by the Employer/Head of Office/Forwarding Authority**

Certified that the particulars furnished by \_\_\_\_\_ are correct and he/she possesses educational qualifications and experience mentioned in the circular.

Also certified that:

- (i) There is no vigilance case pending/contemplated against him/her.
- (ii) His complete ACR dossier/ACRs for the last 5 years duly attested (on each page) by an officer of the rank of Under Secretary or equivalent; to the Government of India are enclosed.
- (iii) His integrity is beyond doubt.
- (iv) No major/minor penalties have been imposed on him/her during the last 10 years/list of major/minor penalties imposed on him/her during the last 10 years is enclosed.

(Strike out whichever is not applicable)

Dated:

Place:

Signature of Head of Office\_\_\_\_\_

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

Seal

**PROFORMA FOR QUALIFICATIONS, EXPERIENCE FOR THE POST OF SECURITY OFFICER**

<b>Sl. No.</b>	<b>Essential Qualifications</b>	<b>Please tick the relevant qualification</b>	<b>List of supporting documents enclosed for relevant qualification (Orders, certificate etc.)</b>
1.	Holding analogous post on regular basis in the parent cadre or deputation		
2.	With five years regular service in PB-2; Rs. 9300-34800 plus Grade Pay of Rs. 5400 (pre-revised) [Level-9 of the Pay Matrix] or equivalent in the parent cadre or department; and three years experience of supervising security.		
3.	With six years regular service in PB-2; Rs. 9300-34800 plus Grade Pay of Rs. 4800 (pre-revised) [Level-8 of the Pay Matrix] or equivalent in the parent cadre or department; and three years experience of supervising security.		
4.	With seven years regular service in PB-2; Rs. 9300-34800 plus Grade Pay of Rs. 4600 (pre-revised) [Level-7 of the Pay Matrix] or equivalent in the parent cadre or department; and three years experience of supervising security.		
	<b>EXPERIENCE</b>	<b>Please tick the relevant experience</b>	<b>List of supporting documents enclosed for relevant experience</b>
5.	Three years experience of supervising security		
6.	Training or experience in the fire fighting skill, if any		