

**OFFICE MEMORANDUM**

**Subject: Filling up of one post of Receptionist in the Ministry of Electronics & Information Technology on deputation basis – reg.**

It is proposed to fill up one post of Receptionist in Level-4 of the Pay matrix (Rs.25500-81100/-) in the Ministry of Electronics and Information Technology (MeitY) on deputation basis. The eligibility conditions, experience etc. for the post are as under:

***Officers of the Central Government-***

- (i) *Holding analogous post on regular basis;having proficiency in English Language or*
- (ii) *Junior Secretariat Assistant (JSA) in Pay Level-2, in the Pay Matrix (Rs.19900-63200/-) with eight years of regular service in the grade and having proficiency in English Language.*
- (iii) *Knowledge of Computer Operations such as usage and operation of Personal Computer, word processing, internet and e-mailing*

***For persons with disabilities-*** Preference shall be given to persons with orthopedic disabilities.

***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.

2. The period of deputation shall be one year in the first instance extendable, if so required. The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or in some other organization shall not ordinarily exceed three years which is extendable as per DoPT's instructions issued on the subject from time to time. The maximum age limit for appointment on deputation shall not be exceeding 56 years as on the closing date of receipt of applications. The terms & conditions of deputation and pay & allowances will be governed in accordance with Department of Personnel & Training's O.M. No.6/8/2009-Estt.(Pay-II) dated 17.06.2010, as amended from time to time.

3. It is requested that the particulars in the prescribed proforma (**Annexure-I**) of eligible and willing persons who can be spared immediately, may be sent to the undersigned along with their up-to-date attested copies of Confidential Report Dossiers/Annual Performance Appraisal Report and Vigilance Clearance/Disciplinary Clearance **within 60 days from the date of publication of this O.M. in the Employment News.**

4. Applications received after the due date and without copies of ACR/APAR dossiers and Vigilance Clearance/Disciplinary Clearance will not be entertained under any circumstances. The official once selected shall not be allowed to withdraw his/her candidature at a later date.

  
(P.Victor Albuquerque)  
Joint Director(Pers.)

To:

1. All Ministries/Departments of the Government of India;
2. The Editor, Employment News, East Block-IV, Level -5, R.K. Puram, New Delhi-110066
3. Department of Personnel & Training for displaying on their website.
4. NIC/STQC Dte.
5. MeitY website/Intra-MeitY Notice Board.

**PROFORMA FOR APPLICATION**

**CURRICULAM VITAE**

1.	Application for the post of	
2.	Name & Address of the Applicant (IN BLOCK LETTERS)	
3.	Date of Birth (In Christian era)	
4.	Date of Retirement under Central/ State Government Rules	
5.	Educational Qualifications	
6.	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)	
	Essential (1) (2) (3) Desirable (1) (2)	<u>Qualifications/experience</u> <u>Required</u> possessed by the officer
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	Nature of duties (in detail)

9.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent 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 b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others	
12.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade	
13.	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the re-revised scale.	
14.	Total emoluments per month now drawn	
15.	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] <b>(Note: Enclose a separate sheet, if the space is insufficient)</b>	
16.	Achievements in the career which may support your candidature	
17.	Whether belongs to SC/ST/OBC/Person with Orthopedic disabilities:	
18.	Remarks [the candidate may indicate information with regard to (i) Awards/Scholarship-/ Official Appreciation (ii) Affiliation with professional bodies/institutions/ Societies and (iii) any other information <b>[Note: Enclosed a separate sheet if the space is insufficient]</b>	
19.	Contact No Office: _____ Residence _____ Mobile _____	

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)

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

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

Also certified that:

- i) There is no vigilance and disciplinary case pending /contemplated against him/her.
- ii) His/her complete CR 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/her 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 which is not applicable)

Signature \_\_\_\_\_  
Name & Designation  
(with official stamp)

Dated: \_\_\_\_\_

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