

No. 2(12)/2017-Pers.II  
Government of India  
Ministry of Electronics & Information Technology  
Electronics Niketan,  
6, CGO, Complex , Lodhi Road

New Delhi-110003  
Dated: 29.01.2019

**OFFICE MEMORANDUM**

**Sub: Filling up the 13 posts of Senior Secretariat Assistant in Ministry of Electronics & Information Technology on deputation basis-reg.**

It is proposed to fill up the 13 vacant posts of Senior Secretariat Assistant in Ministry of Electronics & Information Technology in Level-4 in the Pay Matrix of Rs. 25,500-81,100/- on deputation basis initially for a period of one year, extendable upto three years. The eligibility conditions, experience etc. for the posts are given at the **Annexure-I**.

2. The period of deputation including period of deputation held against another ex-cadre post immediately preceding this appointment in the same or some other organization shall not ordinarily exceed three years. The maximum age limit for appointment on deputation (including short term contract) shall not be exceeding 56 years as on closing date of receipt of applications. The terms & conditions of deputation and pay & allowances will be governed in accordance with the 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-II**) of eligible and willing persons who can be spared immediately may be sent to this Ministry along with their up-to-date Confidential Report/APAR Dossiers for the last five years and Vigilance Clearance /Disciplinary Clearance to the undersigned **within 60 days from the date of issuance of this circular/publication in the "Employment News"**.

4. Applications received after the due date and without CR 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)  
Deputy Director  
Tel.No. 24364757

To:

1. All Ministries/Departments of the Government of India
2. Department of Personnel & Training for displaying on their website.  
NIC/STQC Dte. for circulation in Autonomous Scientific Societies and ERTLs/ETDCs
3. ABC Division, MeitY : for circulation in Societies/Autonomous Bodies of MeitY.
4. MeitY website/Intra-MeitY, Notice Board, MeitY

**ANNEXURE-I****Senior Secretariat Assistant**

01	Post	Senior Secretariat Assistant
02	Number of Posts	13
03	Pay Scale	Level-4 in the Pay Matrix Rs. 25,500-81,100/-
04	Eligibility	(i) From amongst those holding analogous post in a regular capacity in other Ministries or Departments of Government of India or Autonomous Bodies or Public Sector Undertakings OR (ii) Junior Secretariat Assistant in Level-2 in the Pay Matrix of Rs. 19,900 - 63,200/- with eight years regular service having experience in the field of Personnel, Establishment and Accounts matters.

**PROFORMA FOR APPLICATION**  
**CURRICULAM VITAE**

1.	Application for the post					
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 Qualification					
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)					
			<u>Qualifications/experience Required</u>	<u>Qualifications/experience Possessed by the Officer</u>		
	Essential	(1)				
		(2)				
		(3)				
	Desired	(1)				
		(2)				
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 chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.					
	<b>Office/ Institution</b>	<b>Post held</b>	<b>From</b>	<b>To</b>	<b>Scale of Pay &amp; Basic pay</b>	<b>Nature of duties (in details)</b>



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/ organisation 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	

18.	Remarks ( the candidate may indicate information with regard to (i) Research publications and report and special projects(ii) Awards/Scholarship/Officials Appreciation (iii) Affiliation with the professional bodies/institutions/Societies and (iv) any other information <b>( Note: Enclosed a separate sheet if the space is insufficient)</b>	
19.	Contact No. Office: _____ Mobile: _____	Residence: _____

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 dossiers/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 Officials Stamp)

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

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