

OFFICE MEMORANDUM

Subject: Filling up of one post of Transport Supervisor, Level-6 in the Ministry of Electronics & Information Technology on deputation basis – reg.

It is proposed to fill up one post of Transport Supervisor, in Level-6, in the Ministry of Electronics & Information Technology (MeitY) on deputation basis. The eligibility conditions, experience etc. for the post is as under:

From amongst officials holding analogous/similar posts in Ministries/Departments of Government of India with following qualifications:

“Officers of the Central Government or State Government or Public Sector Undertakings or Autonomous Bodies:

- (i) Holding analogous post on regular basis in the parent cadre/department;***
- (ii) Staff Car Driver (Grade-I) in level-5 in the pay matrix (Rs.29200-92300) with six years regular service in the grade.***


The departmental Staff Car Drivers (Special Grade) in the scale of pay of L-6 with three years regular service in the grade shall be considered along with the deputationist. In case he is selected for appointment, the post shall be deemed to have been filled by promotion”.

For Ex-Serviceman: Deputation/re-employment: 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.

2. The period of deputation shall be one year in the first instance, extendable as per the existing instructions issued by the DoPT, 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. 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 for the last five years and Vigilance Clearance/Disciplinary Clearance **within 45 days from the date of publication 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)
Deputy Director
Tel: 24301246

To:

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

Application for the post of Transport Supervisor, Level-6 on deputation basis

CURRICULAM VITAE PRO FORMA

1.	Name & Address of the Applicant (IN BLOCK CAPITAL 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 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>Required</u> <u>Qualifications/experience</u> <u>possessed by the officer</u>
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	Post held	From	To	Pay Band & Grade Pay	Nature of duties (in detail)

8.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent	
9.	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:	
10.	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	
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 re-revised scale.	
13.	Total emoluments 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 qualifications, (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement] Achievements in the career which may support your candidature (Note: Enclose a separate sheet, if the space is insufficient)	
15.	Whether belongs to SC/ST/OBC/Person with Orthopedic disabilities:	
16.	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)

Dated: _____

Place: _____

Signature _____
Name & Designation
(with official stamp)