

## Government of India

## Cabinet Secretariat

Applications are invited for the following posts in Cabinet Secretariat on Deputation from Officers of the Central Government possessing the qualification as mentioned below:-

1	<b>Post</b>	<b>Director (Ministerial)</b>
2	<b>No. of Post</b>	01 (One)
3	<b>Pay Level</b>	Level-13 (Rs. 1,23,100-2,15,900/-)
4.	<b>Eligibility Criteria</b>	Officers of the Central Government <b>(a)(i)</b> holding analogous posts on regular basis in the parent cadre or Department; <b>or</b> <b>(ii)</b> with five years' service rendered after appointment to the post on regular basis in level-12 (Rs. 78800-209200/-) in the pay matrix or equivalent in the parent cadre or Department; <b>and</b> <b>(b)</b> possessing the following educational qualification and experience:- <b>(i)</b> Bachelor's degree from a recognized University or Institution. <b>(ii)</b> Ten years of experience in the field of Administration or Establishment matters. <b>Note:-</b> The Departmental officers who are in the direct line of promotion shall not be eligible for consideration for appointment by deputation, and similarly, deputationists shall not be eligible for consideration for appointment by promotion.

**Note:**

- The selected candidates will be entitled to normal deputation terms as admissible under the Central Government Rules in force from time to time [i.e. as per DoP&T OM No. 6/8/2009-Estt(Pay.II) dated 17.06.2010]. The period of deputation shall be as specified in the recruitment rules of this department, amended from time to time. In addition, they are also eligible for special allowance @ 20% of Basic Pay drawn. However, no Deputation Duty Allowance will be paid.
- The period of deputation, including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/department of the Central Government, should ordinarily not exceed four years.
- The maximum age limit for appointment on deputation shall not exceed 56 years, as on the closing date of receipt of applications.
- The application in the proforma as given in Annexure-I may be sent through proper channel to **Under Secretary (Pers.), Cabinet Secretariat, Government of India, Room No. 1001, B-1 Wing, 10th Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi - 110003 within 60 days from the date of issue of this advertisement in the Employment News along with the following:-**  
**(a)** Complete and up-to-date APARs of the officers for the last 5 years or photocopies thereof duly attested by an officer not below the rank of Under Secretary, or equivalent on each page. Photocopies of APARs not attested by an officer of the rank of Under Secretary or equivalent shall not be accepted.  
**(b)** Certificate by the Administrative Authority as per format given at Annexure-II.  
**(c)** However, an advance copy of the application may be forwarded directly to the above mentioned address to facilitate timely receipt of the application.  
**(d)** The applications/CV not accompanied by supporting certificates/documents in support of Qualification and Experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection.  
**(e)** Applications received after due date or without any of the aforesaid documents/information or otherwise incomplete shall not be considered.  
**(f)** While forwarding the application, it may be certified that the particulars furnished by the officer are correct, there is no doubt about the integrity of the officer and that no disciplinary case is either pending or contemplated against the officer.

**Annexure-I**

**Bio-Data/Curriculum Vitae Proforma**  
**{DOP&T OM No. AB.14017/28/2014-EST.(RR) DATED 02.07.15}**  
**Post applied for .....**

1.	Name and Address (in Block letters)	
2.	Date of Birth (in Christian era)	
3.	i) Date of entry into service ii) Date of retirement under Central/State Government Rules	
4.	<b>Educational Qualifications</b>	
5.	Whether educational and other qualifications required for the post are satisfied. <b>(If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)</b>	
	<b>Qualifications/Experience required as mentioned in the advertisement/vacancy circular</b>	
	<b>Essential</b>	<b>Essential</b>
	A) Qualification	A)
	B) Experience	B)
	<b>Desirable</b>	<b>Desirable</b>
	A) Qualification	A)
	B) Experience	B)
5.1	<b>Note :</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/ Department/ Office at the time of issue of Circular and issue of Advertisement in the Employment News.	
5.2	In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.	

6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.					
6.1 <b>Note:</b> Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work Experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.					
7. Details of Employment in chronological order. <b>Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.</b>					
<b>Office/ Institution</b>	<b>Post held on regular basis</b>	<b>From</b>	<b>To</b>	<b>Pay Band and Grade Pay/Pay Scale of the post held on regular basis</b>	<b>Nature of Duties (in detail) highlighting experience required for the post applied for</b>
* <b>Important:</b> Pay Band & Grade Pay/Pay Level granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay/Pay Level where such benefits have been drawn by the candidate, may be indicated as below:					
<b>Office/ Institution</b>	<b>Pay, Pay Band and Grade Pay/ Pay Level drawn under ACP/MACP Scheme</b>			<b>From</b>	<b>To</b>
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-					
<b>a) The date of Initial appointment</b>	<b>b) Period of appointment on deputation/contract</b>	<b>c) Name of the parent office/organization to which the applicant belongs</b>	<b>d) Name of the post and Pay of the post held in substantive capacity in the parent organisation</b>		
9.1 <b>Note:</b> In case of Officers already on deputation, the applications of such officer should be forwarded by the parent Cadre/Department alongwith Cadre Clearance, Vigilance Clearance and Integrity Certificate.					
9.2 <b>Note:</b> Information under Column 9 (c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organisation.					
10. If any post held on deputation in the past by the applicant, date of return from the last deputation and other details.					
11. <b>Additional details about present employment:</b> 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 pre-revised scale.					
14. Total emoluments per month now drawn					
<b>Basic Pay in the PB/Pay Level</b>	<b>Grade Pay (If applicable)</b>	<b>Total Emoluments</b>			
15. In case the applicant belongs to an organisation which is not following the Central Government Pay Scales, the last salary slip issued by the Organisation showing the following details may be enclosed.					
<b>Basic Pay with Scale of Pay and rate of increment</b>	<b>Dearness Pay/Interim relief/ other allowances etc., (with break-up details)</b>			<b>Total Emoluments</b>	
16.A <b>Additional information</b> , if any, relevant to the post you applied for 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.B <b>Achievements:</b> The candidates are requested to indicate information with regard to: i) Research publications, reports and special projects; ii) Awards/Scholarships/Official Appreciation; iii) Affiliation with the professional bodies/institutions/societies; and iv) Patents registered in own name or achieved for the organization; vi) Any other information. <b>(Note: Enclose a separate sheet, if the space is insufficient)</b>					