

No.A-35014/1/2009-Estt.
Government of India
Ministry of Minority Affairs

11th Floor, Paryavaran Bhawan,
CGO Complex, Lodhi Road,
New Delhi-110 003
Dated the 8th December, 2009

OFFICE MEMORANDUM

Sub: Filling up of posts on short term deputation basis in the Ministry of Minority Affairs

It is proposed to fill up the following Ex-cadre posts in the Ministry of Minority Affairs on purely short term deputation basis:-


Sl. No.	Name of Post	No. of Posts	Revised Pay Scale	
			Pay band	Grade pay
1.	Under Secretary	3	Rs. 15600-39100/-	Rs. 6600/-
2.	Section Officer	2	Rs. 9300-34800/15600 - 39100/-	Rs. 4800/- /5400/-
3.	Stenographer Gr. -D	3	Rs. 5200-20200/-	Rs. 2400/-

2. There is a proposal to en-cadre the posts of Under Secretary and Section Officer in CSS and the posts of Stenographer Gr. D in CSSS. This will however take some time. It has accordingly been decided that till such time these posts are en-cadred in CSS/CSSS and regular incumbents join this Ministry, these posts may be filled on purely short term deputation basis.

3. The eligibility conditions for the above mentioned posts in the application format are given at Annexure-I&II.

4. It is requested that this vacancy circular may kindly be given wide publicity and applications interested officers, whose services can be spared for appointment against the posts, may kindly be forwarded with the bio data of the offices along with vigilance clearance and copies of ACRs for the last five years so as to reach the undersigned latest by 23rd December, 2009.


Encl: As above.


(K.M. Singh)
Under Secretary to the Government of India
Tel. 2436 4277

To
All Ministries/Departments
(As per list Attached)

Annexure-I

Sl. No.	Name of the Post	Conditions of eligibility
1.	Under Secretary	Officers holding analogous post or Section Officers of CSS or equivalent having 8 years of regular service. The candidates should have experience in administrative, establishment, financial matters including Budgeting, examination/ evaluation of proposals for release of funds under plan schemes etc. with adequate knowledge of computer operation.
2.	Section Officer	Officers holding analogous post or Assistant of CSS or equivalent having 8 years of approved service. The candidates should have experience in administrative, establishment, financial matters including Budgeting, examination/ evaluation of proposals for release of funds under plan schemes etc. with adequate knowledge of computer operation.
3.	Stenographer Gr. -D	Officers holding analogous post or regular LDC of CSCS having proficiency in Stenography and typewriting with a minimum of 80 wpm and 40 wpm respectively.


(K.M. Singh)

Under Secretary to the Government of India
Tel. 2436 4277

ANNEXURE-II

(TO BE FURNISHED IN TRIPLICATE)

Application for the post of Deputy Secretary (Ex-cadre)/Under Secretary (Ex-cadre)/Section Officer (ex-cadre)/Steno. Grade 'D' in the Ministry of Minority Affairs

1. Name of the applicant
(in Block Capital Letters)
2. (i) Date of birth and age as on the
3. Date of application
4. Date of entry in Government Service
5. Date of retirement from
Government Service
6. Present post held, office,
scale of pay and pay therein,
with date of appointment
7. Service particulars in
Chronological order, post-wise

Sl.No.	Post held and office	From	To	Scale of Pay	Nature of appointment (Substantive/officiating/ad-hoc)	Nature of duties
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8. Educational Qualification
9. Experience/training undergone
10. The last date of return from ex-cadre post, if any
11. Whether SC/ST/OBC, if so mention the Caste/ Tribe
12. Any other details not covered by the above

Signature of the Applicant

Date-----

Telephone No. if any-----

Place:

The information have been verified from the records and found to be correct.

Signature of the Sponsoring Authority with Seal