To

1. All Ministry/Department of Govt of India
2. All Chief Secretaries of the State Govt.

Sir,

Filling up of the post of Officer on Special Duty (Administration) on deputation basis in India Trade Promotion Organisation (ITPO).

Please refer to our circular of even number dated 30/05/2019 (copy enclosed for reference) requesting for circulating the above vacancy in your Ministry/Department.

The last date for submission of application with last five years APARs and Vigilance Clearance was 28/06/2019, which has been extended till 31/07/2019. The information is also available on ITPO’s website i.e. www.indiatradefair.com

In case of any query/clarification on the subject, please e-mail to Shri Mukesh Chopra, Manager, Admin (ministry@gov.in).

Yours faithfully,

(Ashutosh Varshney)
General Manager
File No. 4-ITPO(1)/E-1/2013 Vol-II
Date: 30/05/2019

Filling up of the post of Officer on Special Duty (Administration) on deputation basis in ITPO.

India Trade Promotion Organisation is a public sector undertaking under the administrative control of Ministry of Commerce and Industry, Govt. of India. It is a nodal agency for trade promotion of the country and maintains state-of-the-art exhibition complex, popularly known as Pragati Maidan, in New Delhi. Presently, plans are afoot to redevelop the complex.

2. It is proposed to fill up one post of Officer on Special Duty (Administration) in ITPO initially for a period of three years on deputation basis. The post is at the level of General Manager (100000-200000 - IDA E-7 scale). ITPO provides residential accommodation only on availability of ITPO's bins to the incumbent. The terms of deputation and allowances payable to the incumbent shall be regulated in accordance with the DOPT/DPE orders. The post is at the level of Director in Government of India. The eligibility requirements of the post are as follows:

(a) The officer should hold the post in the pay scale of 37400-67000 with grade pay of Rs. 6000 (Central DA Pattern) (pre-revised)/Level-11 (revised) - AIS/CSS/Other Cadres including Armed Forces etc.

(b) Should have experience in the area of HR and Administrative functions. The persons with additional experience in trade/industry will be preferred.

(c) Should also have experience in organizing big events involving VIP visits.

(d) Should be clear from vigilance angle.
The vacancy may be filled up by the competent authorities. Selection tests and interviews of candidates with suitable qualifications and experience will be conducted. The selected candidates will be appointed as per the conditions specified in the advertisement.

Applications not received through proper channel and not accompanied with vigilance clearance/Integrity certificate and attested copy of PAPs for the last five years, shall not be considered.

The circular is also uploaded on ITPO’s website. In case of any query/clarification, same be sent in mail ashutosh.varma@itpo.gov.in. It may be noted that telephonic clarification sought may not be entertained.

Yours faithfully

(Deepak Kumar)
Executive Director

End Format

To: Officers of Departments of Govt. of India

With a request to kindly forward the copy of this circular to all subordinate offices of the State Government
APPLICATION FOR THE POST OF OFFICER ON SPECIAL DUTY (ADMIN.) IN INDIA TRADE PROMOTION ORGANIZATION

1. Name & Address
2. Contact No.
3. Date of Birth
4. Date of Superannuation
5. Service Cadre to which belongs
6. Complete Address of the Cadre Controlling Authority, and the custodian of PARs in respect of the Officer
7. Educational Qualifications
8. Details of Employment in chronological order.

(Enclosed a separate sheet, duly authenticated, if space below is insufficient.)

Office/Institution/Post held from To Scale Nature of Duties
Organisation of Pay

9. Cadre Controlling Authority

10. Additional Information, if any, which you would like to mention in support of your suitability for the post. If the space is insufficient, enclose a separate sheet.

Note:

Signature of the candidate
No. 20/1/2018-EO(SM-I)
Government of India
Secretariat of the
Appointments Committee of the Cabinet
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

New Delhi, the 11th July, 2019

To

1. The Chief Secretaries, All the State Governments.

2. The Secretaries, All the Ministries/Departments of the Government of India

Subject:- Filling up the post of Commissioner (Joint Secretary level), Coal Mines Provident Fund Organization (CMPFO), Dhanbad under the Ministry of Coal – reg.

Sir/Madam,

This is with reference to this office circular dated 01.07.2019 for filling up the post of Commissioner (Joint Secretary level), Coal Mines Provident Fund Organization (CMPFO), Dhanbad under the Ministry of Coal with pay at Level 14 (Rs.1,44,200-2,18,200/-) of the Pay Matrix on deputation basis.

2. The last date for submission of applications for the above referred circular is hereby extended upto 09.08.2019.

Yours faithfully,

(S Basu)
Under Deputy Secretary to the Government of India
Tel. No. 011-2309 4195

Copy to:-

1. Ministry of Coal (Shri Sumanta Chaudhuri, Secretary), New Delhi w.r.t. their D.O letter No. 20/1/2016-BA dated 18.10.2018.

2. Technical Director, NIC, Computer Cell, DOPT, New Delhi for uploading this vacancy circular on the official website of this Department.

3. PA to DS(SM), DOPT, New Delhi with a request to arrange to upload this vacancy circular through bulk e-mailing system of officers.
F.No.9/6/2019-EO(SM-I)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
Office of the Establishment Officer

New Delhi, the 17th July, 2019

To

1. The Chief Secretaries, All the State Governments.
2. The Secretaries, All the Ministries/Departments of the Government of India.

Subject: Filling up the post of Executive Director (General) (JS Level) in Food Corporation of India under the Department of Food & Public Distribution.

Sir/Madam,

This is with reference to this office circular dated 07.06.2019 for filling up the post of Executive Director (General) (JS Level) in Food Corporation of India, Hqrs., under the Department of Food & Public Distribution with pay at Level 14 (Rs. 1,44,200-2,18,200/-) of the Pay Matrix on deputation basis vice Shri Sanjay Garg, IAS (KL:94).

2. The last date for submission of applications for the above referred circular is hereby extended **upto 22.08.2019**.

Yours faithfully,

(Smita Sarangi)
Deputy Secretary to the Government of India
Tel. No.2309 2187

Copy to:-

1. Department of Food and Public Distribution (Shri Ravi Kant, Secretary), New Delhi.
2. Technical Director, NIC, Computer Cell, DOPT, New Delhi for uploading this vacancy circular on the official website of this Department immediately.
3. PA to DS (SM), DOPT, New Delhi with a request to arrange to upload this vacancy circular through bulk e-mailing system of officers.
No. 130/25/ADM/DE(24)/18/141/19/D(Appts)  
Government of India  
Ministry of Defence  
Room no. 132, 'B' Wing,  
Sena Bhawan, New Delhi - 110011  

Dated the 13 July, 2019

To

1. All Cadre Controlling Authorities (CCAs), Departments of Government of India (As per list enclosed)
2. Chief Secretaries of all State Governments/Union Territories Administrations
3. All Autonomous Bodies/Statutory/Semi-Government Organizations
4. Chairman & Managing Director of all Public Sector Undertakings

Subject: Filling up of 10 posts of Joint Director/Deputy Director General (in Junior Administrative Grade) in the pre-revised pay scale of Rs.15600-39100/- (PB-3) with Grade Pay of Rs.7600/- OR Rs.37400-67000/- (PB-4) with Grade Pay of Rs.8700/- in Defence Estates Organisation, Ministry of Defence, on deputation basis.

Sir,

I am directed to inform you that the Defence Estates Organisation is one of the oldest organization under the Government of India, Ministry of Defence, which is being headed by the Director General of Defence Estates. The function of the Defence Estates Organisation broadly is management of Defence land and administration of the Cantonment Boards. The Ministry of Defence is the biggest land holder among all the ministries of Govt. of India. The area of Defence land, measuring approximately 17.57 lakh acres, is placed with various land users, such as Army, Navy, Air Force and other organizations, like Ordnance Factories Board, DRDO, DGQA and CGDA etc. The Defence Estates Organization endeavours to ensure optimum utilization of Defence land and also secures the proprietary, occupancy, tenancy and other legal rights of Ministry of Defence over the land owned by the MoD. Besides corresponding broadly to the three Services, the Defence Estates Organization also caters for the Ordnance Factories, Defence Research & Development Organization, Canteen Stores Department, the Indian Coast Guard, The Border Roads Organization and other Inter-Service Organizations under the Ministry of Defence. The Organization handles the municipal administration of Cantonment areas through the Cantonment Boards. The Defence Estates Organization is presently having acute shortage of officers in Junior Administrative Grade (JAG) and Junior Non-Functional Selection.
Grade(NFSG) of JAG. In this background, it has been decided with the approval of the Competent Authority to fill 08 vacant posts of Joint Directors in the 06 Directorates of Defence Estates, located at Lucknow, Pune, Chandigarh, Kolkata, Jammu and Jaipur and 02 vacant post of Deputy Director General (DDG) in the Directorate General and Joint Director, NIDEM, at New Delhi.

2. Accordingly, I am directed to invite applications from eligible Officers in the appropriate grade for filling up of these 10 vacant posts of Joint Directors/DDG (in Junior Administrative Grade) in the pre-revised pay scale of Rs.15600-39100/- (PB-3) with Grade Pay of Rs. 7600/- (PB-3), in the Directorate General, Defence Estates, New Delhi/ NIDEM, New Delhi / Directorate of Defence Estates, Central Command, Lucknow / Southern Command, Pune / Northern Command, Jammu / Western Command, Chandigarh / Eastern Command, Kolkata / South Western Command, Jaipur, in Defence Estates Organisation, Ministry of Defence, on deputation basis, initially for a period of 03 years extendable further in accordance with the extant Government instructions. Details of the posts, eligibility conditions etc. are given at Annexure-I. The pay of the officers selected for appointment on deputation basis as well as other conditions related to their deputation will be regulated in terms of DoP&T’s OM No. 6/8/2009-Estt. (Pay II) dated 17.06.2010, as amended from time to time.

3. Applications of only such Officers will be considered as are routed through proper channel and are accompanied by:

(i) Bio-data (in duplicate) as per proforma (Annexure-II);

(ii) Photocopies of ACRs/APARs for the last five years, attested (signed & stamped) on each page by an officer not below the rank of Under Secretary to the Government of India level;

(iii) Vigilance Clearance Certificate (Annexure-III);

(iv) Integrity Certificate (Annexure-IV);

(v) No Penalty Certificate or a statement giving details of major/minor penalties imposed, if any, on the officer during the last 10 years (Annexure-V); and

(vi) Cadre Clearance Certificate, in the enclosed format (Annexure-VI). It may also be verified and certified that the particulars furnished by the officers are correct.
4. The period of deputation, including the period of deputation in another ex-cadre post held immediately preceding this appointment, in the same or some other department / of the Central Government, shall ordinarily not exceed five years.

5. Applications not received through proper channel or received after the last date or incomplete in any respect such as those not accompanied by the documents mentioned at para 2 above, will be liable to be rejected.

6. It is requested that the applications of willing, suitable and eligible officers and who can be spared immediately in the event of selection, may be sent to Dy. Director General (Administration), Directorate General of Defence Estates, Raksha Sampada Bhawan, Ulaan Baatar Marg, Delhi Cantt-110010 within 60 days of issue of this advertisement.

7. The vacancies may please be given wide publicity in your Department/Organization.

Yours faithfully,

(Biswajit Guha)
Under Secretary to the Govt of India

Copy for information and necessary action to:-

(i) All Ministries/ Departments of the Government of India. It is requested that the vacancies may be given wide publicity in their attached/ subordinate offices/ PSUs/ Autonomous or Statutory/ Semi Government Organizations.

(ii) Deputy Secretary (MM), DoPT, New Delhi with a request to arrange to upload this on DOP&T website

(iii) Editor, Employment News - for publication at an early date

(iv) Guard File/Notice Board

(v) DMS / AU&RC

(vi) DGDE website
Name of the post: Deputy Director General/Joint Director

Number of posts: 10

Classification of post: General Central Service, Group 'A' Gazetted, Non-Ministerial

Pay Scale: Rs. 15600-39100/- (PB-3) with Grade Pay Rs. 7600/- (pre-revised)

Places of posting:

<table>
<thead>
<tr>
<th>Name of office</th>
<th>Tentative vacancies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Directorate General, Defence Estates, New Delhi</td>
<td>01</td>
</tr>
<tr>
<td>NIDEM, New Delhi</td>
<td>01</td>
</tr>
<tr>
<td>Central Command, Lucknow</td>
<td>02</td>
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<tr>
<td>Southern Command, Pune</td>
<td>02</td>
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<tr>
<td>Eastern Command, Kolkata</td>
<td>01</td>
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<tr>
<td>Western Command, Chandigarh</td>
<td>01</td>
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<tr>
<td>Northern Command, Jammu</td>
<td>01</td>
</tr>
<tr>
<td>South-Western Command, Jaipur</td>
<td>01</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>10</strong></td>
</tr>
</tbody>
</table>

Age Limit: The maximum age limit for appointment on deputation shall not be exceeding 56 years, as on the closing date of receipt of applications.

Method of Recruitment: By deputation.

Period of deputation: The period of deputation will be initially for 03 years extendable further in accordance with the extant Government instructions.

Eligibility: The posts are to be filled up by deputation from amongst officers in the appropriate grade from other Department of Central Government, or from a State Government, Union Territory or Statutory, Semi Government, Public Sector Undertakings or Autonomous Bodies:

(i) who is at least a Graduate from recognised University and.

(ii) holding analogous post on regular basis in the parent cadre/ Department.
Note-I:- The Departmental officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note-II:- The crucial date of determining eligibility will be the last date for receipt of the applications.

Note-III:- Experience of working in a Municipal body will be duly considered while assessing the candidates.

9. **Duties and responsibilities attached to the post**: A Joint Director will function as Staff Officer in the Directorate of Defence Estates, the Command. Her/his duties and responsibilities will include processing matters related with one or more of the following:

- **general administration**
- **personnel administration**
- **municipal administration of the Cantonments**
- **land acquisition/requisition/hiring/audit**; and
- **land management**
ANNEXURE II

APPLICATION FOR DEPUTATION TO THE POST OF DEPUTY DIRECTOR GENERAL / JOINT DIRECTOR IN THE DEFENCE ESTATES ORGANIZATION UNDER MINISTRY OF DEFENCE ON DEPUTATION BASIS.

CURRICULUM VITAE PROFORMA

1. Name and Address (In block letters) :

2. Date of Birth (in Christian era) :

3. Date of retirement under Central/State Government Rules :

4. Educational Qualification :

5. Whether qualification required for the post are satisfied :

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 since joining service (Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient)

<table>
<thead>
<tr>
<th>Office / Institution</th>
<th>Post Held</th>
<th>From</th>
<th>To</th>
<th>Scale of Pay and Basic Pay</th>
<th>Nature of duties (in details)</th>
</tr>
</thead>
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</table>

8. Nature of present employment i.e. :
Ad-hoc or Temporary or Quasi-Permanent or Permanent
3. 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 you are 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) Others (Please specify):

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 pre-revised scale:

13. Total emoluments per month now: drawn:
14. Additional information, if any which you would like to mention. Among other things, may provide information with regard to:

   i) Academic qualifications : 

   ii) Professional training: and : 

   iii) Work experience : 

   (Note: Enclose a separate sheet, if the space is insufficient).

15. Whether belongs to SC/ST : 

16. Indicate place of posting mentioned at : 
   Sr. No. 5 of Annexure-1 in the order of preference 

17. Remarks, if any : 

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.

(Signature of the Candidate) 

Address ________________________________ 

Date______________________________

It is verified and certified that the above particulars furnished by the officer are correct.

Countersigned
(employer with seal)
INTEGRITY CERTIFICATE

After scrutinizing the Service records of Shri/Smt./Ms. ________________, who has applied for deputation to the post of Deputy Director General / Joint Director in Defence Estates Organisation, under Government of India, Ministry of Defence, Directorate General of Defence Estates, Raksha Sampada Bhawan, Ulaanbaatar Marg, Delhi Cantonment-110010, it is certified that his/her integrity is beyond doubt.

(To be signed by an Officer of the rank of Deputy Secretary or above)

Name & Office Seal: ______________

Date: ______________
Annexure-III

VIGILANCE CLEARANCE CERTIFICATE

Certified that no vigilance case or disciplinary proceeding or criminal proceeding is either pending or contemplated against Shri/Smt./Ms. ______________________, who has applied for deputation to the post of Deputy Director General / Joint Director in Defence Estates Organisation, under Government of India, Ministry of Defence, Directorate General of Defence Estates, Raksha Sampada Bhawan, Ulaanbaatar Marg, Delhi Cantonment-110010.

[Authorised signatory]

Name & Office Seal: ______________________

Date: ______________________
NO PENALTY CERTIFICATE

Certified that no major/minor penalty has been imposed on Shri/Smt./Ms. ________________ who has applied for deputation to the post of Deputy Director General / Joint Director in Defence Estates Organisation, under Government of India, Ministry of Defence, Directorate General of Defence Estates, Raksha Sampada Bhawan, Ulaanbaatar Marg, Delhi Cantonment-110010.

[Authorised signatory]

Name & Office Seal: __________________________

Date: __________________________
ANNEXURE VI

CADRE CLEARANCE CERTIFICATE OF PARENT DEPARTMENT

This office has no objection to Shri/Smt./Ms. __________________ applying for the post of Deputy Director General / Joint Director in Defence Estates Organisation, under Government of India, Ministry of Defence, Directorate General of Defence Estates, Raksha Sampada Bhawan, Ulaanbaatar Marg, Delhi Cantonment-110010 on deputation basis. It will be possible to relieve Shri/Smt./Ms. __________________ from this Office without any delay, in case she / he is selected for the said post of Joint Director.

[Authorised signatory]

Name & Office Seal: __________________

Date: __________________
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

F. No. 4/5/2019-FA(UN)

North Block, New Delhi,
Dated the 23rd July, 2019

To,
1. The Chief Secretaries,
All State/UT Governments.

2. The Secretaries of the Cadre Controlling Ministries/Departments of Gp. ‘A’ Services of the Govt. of India, participating in the Central Staffing Scheme (As per list attached).

Subject: Filling up of the post of Counsellor (Economic) in the Economic Wing in the Embassy of India, Beijing for a period of three years - reg.

Sir/Madam,

It is proposed to fill up the post of Counsellor (Economic) in the Economic Wing in the Embassy of India, Beijing for a period of three years. The post is at Deputy Secretary/Director level.

2. The mandatory and desirable qualifications for the post are as under:

(B) Mandatory Qualification:

i. The officer must have worked for at least 2 years at the Centre under the Central Staffing Schema.

ii. The Officer should be clear from vigilance angle.

iii. The officer should not have been debarred from Central Deputation.

iv. The Officer should have at least “Very Good” Service record. However, preference will be given to officers who have ‘Outstanding’ service record with a grading of 8 and above.

v. The officer should not be over 54 years of age.

vi. The officer should not have been posted on an assignment in a foreign/captive post of the GOI, earlier.

vii. The officer should not have been nominated for foreign training or should not be on training or foreign assignment currently.

viii. The Officer should not be on study leave or long leave.

ix. The officer should be at least one batch below the batch of officers who are currently empanelled to hold the post of Joint Secretary or its equivalent with the Central Government.

x. Experience in fields of Trade, Commerce, Industry, Finance, Foreign Investment, Export Promotion, International Development Cooperation etc. at the Centre or in the State/Cadre.

(B) Desirable qualifications

i. Officers having knowledge of Mandarin.

ii. Officers having experience of working in the Department of Economic Affairs would be given preference.
3. This post may be circulated amongst officers eligible to be appointed at the level of Deputy Secretary/Director in the Government of India. Names of willing and eligible officers who can be spared by the State Governments/Ministries/Departments may be forwarded/faxed to this Department along with Cadre clearance, Vigilance clearance, detailed Bio-data and ACR Dossier/certified ACR grading for the last five years. It may also be ensured that the “Cooling Off”, after a previous stint on deputation, if any, is complete and the officer is eligible to be appointed on Central Deputation. The Competent Authority may however relax any of the conditions of eligibility in deserving cases.

4. It is requested that the applications of the eligible candidates may please be forwarded so as to reach this Department by 14th August, 2019.

Yours faithfully,

(Signed)

(Jagannath Shrivastava)
Director (MM)

Copy to:

4. Department of Economic Affairs (Shri Subhash Chandra Garg, Secretary), North Block, New Delhi.

5. NIC Cell, DoPT, for placing the circular on Departmental Website under “What’s New?” Category.

6. PS to Dir(MM) - With a request to upload this circular through bulk-email system.
CIRCULAR

Sub: Filling up of one (01) post of Director in the Level 13 [Rs.1, 23,100-2,15,900] of the Pay Matrix in the Secretariat of the Election Commission of India on deputation basis.

It is proposed to fill up one post of Director in the Election Commission of India in the Level 13 [Rs.1,23,100-2,15,900] of the Pay Matrix on deputation basis through bi-lateral deputation. Officers of Central/State Governments with following qualifications/eligibility may apply for the deputation post.

(i) AIS officer holding posts in JAG scale; and
(ii) 5 years field experience as District Election Officer/Returning Officer/Electoral Registration Officer;

2. The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the Election Commission of India or some other organization/department of the Central/State Govt. shall not ordinarily exceed three years.

3. The job profile of the post shall be as under:-

(i). Revision of Electoral Rolls
(ii). Photo Electoral Rolls.
(iii). Issuance of Electors’ Photo Identity Cards
(iv). General instructions of polling stations
(v). Electoral Rolls of Legislative Council Constituencies
(vi). All work related to Procurement and maintenance of EVMs and VVPATs
(vii). All follow up matters relating to supply and deployment of EVMs and VVPATs for various elections.
(viii). Supervision of various stages in EVM/VVPAT deployment viz. FLC, randomisation etc.
(ix). Any other work assigned by the Commission.

4. The applications in the enclosed proforma (Annexure-I) along with following documents may be forwarded to the Principal Secretary (Admin.), Election Commission of India, Nirvachan Sadan, Ashoka Road, New Delhi-110001 on or before 22.08.2019, strictly through proper channel.

(i) Attested copies of the APAR/ACR of the officer concerned for the last 03 (three) years
(ii) Vigilance clearance and Integrity Certificate.
(iii) Statement of Penalties imposed, if any, during the last ten years.
Applications received after the last date, not received through proper channel or otherwise found incomplete will not be considered.

5. The pay and terms of deputation of the Officer selected on bi-lateral deputation will be regulated under the provisions contained in the Deptt. Of Personnel and Training O.M. No.6/8/2009-Estt. (Pay-II) dated 17.06.2010 as amended from time to time and/or as per the DoPT guidelines applicable for the particular services at the time.

6. The officers applying for the post will not be allowed to withdraw their candidature subsequently.

7. The Commission reserves the right to withdraw the circular/cancel the appointment process at any time without assigning any reason.

(Stamp)

(B. C. PATRA)
SECRETARY
Tel: 23052079

To:

(i) Secretaries to Govt. of India of Ministries/Departments of Central Govt. with the request to give wide circulation amongst the Departments/Attached/Subordinate offices.

(ii) Chief Secretaries of State Govt. with the request to give wide circulation amongst all concerned.
Bio-Data Proforma

1. Name and Address (in Block letters)
2. Date of Birth (in Christian era)
3. Date of Retirement
4. Educational Qualifications
5. Service and cadre to which belong
6. Whether belongs to SC/ST
7. Details of Employment (in chronological order). Enclose a separate sheet, duly authenticated by your signature if the space below is insufficient.

Office/Institution/Orgn. Post held From To Scale of pay & Basic Pay Nature of Duties

8. Nature of present employment i.e. ad-hoc or (Temporary) 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
10. Additional details about present employment. Please state whether working under:
    (a) Central Government
    (b) State Government
    (c) Autonomous Organization
    (d) Government Undertaking
11. 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.
12. Existing total emoluments drawn per month
13. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.
14. Remarks

Signature of the candidate

Address:

Forwarding Note by the Employer:

It is certified that:

(i) Information given in the above proforma is correct as per the service record of the applicant and the applicant fulfills the eligibility criteria mentioned in the Circular.
(ii) The applicant is clear from vigilance angle and no disciplinary proceedings are pending or being contemplated against the officer.
(iii) The integrity of the applicant is beyond doubt.
(iv) That no major/minor penalty has been imposed on the applicant in last 10 years.
(v) The cadre controlling authority of the applicant has given its clearance for his applying for the above post.
(vi) The ACR Dossier of the applicant is enclosed with the application.

(Signature with seal of the authorized signatory
On behalf of the employer)
SECRETARIAT OF THE
ELECTION COMMISSION OF INDIA

Nirvachan Sadan,
Ashoka Road,
New Delhi-110001.

No. 181/1/2018(Dep)

Dated: 23.07.2019

CIRCULAR

Sub: Filling up of Two (02) post of Director (IT) in the Level 13 [Rs.1, 23,100-2, 15, 900] of the Pay Matrix in the Secretariat of the Election Commission of India on deputation basis.

It is proposed to fill up two posts of Director (IT) in the Election Commission of India in the Level 13 [Rs.1,23,100-2,15,900] of the Pay Matrix on deputation basis through bi-lateral deputation. Officers of Central/State Governments, with following qualifications/eligibility may apply for the deputation post:

(i) AIS/Central Service officer holding posts in JAG scale;
(ii) 5 years field experience as District Election Officer/Returning Officer/Electoral Registration Officer/Experience in IT projects/IT Transformation projects; and
(iii) Possessing B.E. /B. Tech /MCA or M. Tech Degree in Computer Science/Information Technology from a recognized University or equivalent;

2. The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the Election Commission of India or some other organization/ department of the Central/State Govt. shall not ordinarily exceed three years.

3. The job profile of the post shall be as under:-

(i). Development, Roll out and Maintenance of ICT Infrastructure including Datacentre & Networks
(ii). Supervision of Development and maintenance of various IT Applications and Web Portals of Election Commission of India
(iii). Maintenance and provisioning of automation equipments, computers and their accessories
(iv). Supervision and monitoring of IT Applications for Electoral Rolls and conduct of Elections including EVMs, Maintenance of national database of Electors' and Polling Stations, Control Tables, computerised electoral rolls and EPIC
(v). Maintenance of National Voters Services Portal (NVSP)
(vi). Work related to Public Grievance Redressal System.
(vii). Any other work assigned by the Commission.
4. The applications in the enclosed proforma (Annexure-I) along with following documents may be forwarded to the Principal Secretary (Admin.), Election Commission of India, Nirvachan Sadan, Ashoka Road, New Delhi-110001 on or before **22.08.2019**, strictly through proper channel.

   (i) Attested copies of the APAR/ACR of the officer concerned for the last 03 (three) years
   (ii) Vigilance clearance and integrity Certificate.
   (iii) Statement of Penalties imposed, if any, during the last ten years.

Applications received after the last date, not received through proper channel or otherwise found incomplete will not be considered.

5. The pay and terms of deputation of the Officer selected on bi-lateral deputation will be regulated under the provisions contained in the Deptt. Of Personnel and Training O.M. No.6/8/2009-Estt. (Pay-II) dated 17.06.2010 as amended from time to time and/or as per the DoPT guidelines applicable for the particular services at the time.

6. The officers applying for the post will not be allowed to withdraw their candidature subsequently.

7. The Commission reserves the right to withdraw the circular/cancel the appointment process at any time without assigning any reason.

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(B. C. PATRA)
SECRETARY
Tel: 23052079

To:

   (i) Secretaries to Govt. of India of Ministries/Departments of Central Govt. with the request to give wide circulation amongst the Departments/Attached/Subordinate offices.

   (ii) Chief Secretaries of State Govt. with the request to give wide circulation amongst all concerned.
Bio-Data Proforma

1. Name and Address (in Block letters)
2. Date of Birth (in Christian era)
3. Date of Retirement
4. Educational Qualifications
5. Service and cadre to which belong
6. Whether belongs to SC/ST
7. Details of Employment (in chronological order). Enclose a separate sheet, duly authenticated by your signature if the space below is insufficient.

Office/Institution/Own. Post held From To Scale of pay & Basic Pay Nature of Duties

8. Nature of present employment i.e. ad-hoc or (Temporary) 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
10. Additional details about present employment. Please state whether working under:
    (a) Central Government
    (b) State Government
    (c) Autonomous Organization
    (d) Government Undertaking
11. 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.
12. Existing total emoluments drawn per month
13. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.
14. Remarks

Signature of the candidate
Address:

Forwarding Note by the Employer:

It is certified that:

(i) Information given in the above proforma is correct as per the service record of the applicant and the applicant fulfils the eligibility criteria mentioned in the Circular.
(ii) The applicant is clear from vigilance angle and no disciplinary proceedings are pending or being contemplated against the officer.
(iii) The integrity of the applicant is beyond doubt.
(iv) That no major/minor penalty has been imposed on the applicant in last 10 years.
(v) The cadre controlling authority of the applicant has given its clearance for his applying for the above post.
(vi) The ACR Dossier of the applicant is enclosed with the application.

(Signature with seal of the authorized signatory
On behalf of the employer)
F.No. 4/4/2019-FA(UN)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi,
Dated the 23rd July, 2019

To,

1. The Chief Secretaries,
   All State/ UT Governments.

2. The Secretaries of the Cadre Controlling Ministries/Departments of Gp. 'A' Services of the
   Govt. of India, participating in the Central Staffing Scheme (As per list attached).

Subject: Filling up of the post of Counsellor (Economic) in the Economic Wing in the
Embassy of India, Washington, D.C. for a period of three years - reg.

Sir/Madam,

It is proposed to fill up the post of Counsellor (Economic) in the Economic Wing in the
Embassy of India, Washington, D.C. for a period of three years. The post is at Deputy
Secretary/Director level.

2. The mandatory and desirable qualifications for the post are as under:

   (A) Mandatory Qualification:

   i. The officer must have worked for at least 2 years at the Centre under the Central Staffing
      Scheme
   ii. The Officer should be clear from vigilance angle.
   iii. The officer should not have been debarred from Central Deputation.
   iv. The Officer should have at least "Very Good" Service record. However, preference will be
       given to officers who have 'Outstanding' service record with a grading of 9 and above.
   v. The officer should not be over 54 years of age.
   vi. The officer should not have been posted on an assignment in a foreign/captive post of the
       GOI, earlier.
   vii. The officer should not have been nominated for foreign training or should not be on training
       or foreign assignment currently.
   viii. The Officer should not be on study leave or long leave.
   ix. The officer should be at least one batch below the batch of officers who are currently
       empanelled to hold the post of Joint Secretary or its equivalent with the Central
       Government.
   x. Experience in fields of Trade, Commerce, Industry, Finance, Foreign Investment, Export
      Promotion, International Development Cooperation etc. at the Centre or in the State/Cadre.

   (B) Desirable qualifications

   i. Officers having experience of working in the Department of Economic Affairs would be given
      preference.
3. This post may be circulated amongst officers eligible to be appointed at the level of Deputy Secretary/Director in the Government of India. Names of willing and eligible officers who can be spared by the State Governments/Ministries/Departments may be forwarded/ faxed to this Department along with Cadre clearance, Vigilance clearance, detailed Bio-data and ACR Dossier/certified ACR grading for the last five years. It may also be ensured that the “Cooling Off”, after a previous stint on deputation, if any, is complete and the officer is eligible to be appointed on Central Deputation. The Competent Authority may however relax any of the conditions of eligibility in deserving cases.

4. It is requested that the applications of the eligible candidates may please be forwarded so as to reach this Department by 14th August, 2019.

Yours faithfully,

(Jagannath Srinivasan)
Director (MM)

Copy to:

1. Department of Economic Affairs, Ministry of Finance (Shri Subhash Chandra Garg, Secretary), North Block, New Delhi.

2. NIC Cell, DoPT, for placing the circular on Departmental Website under “What’s New?” Category.

3. PS to Dir(MM) - With a request to upload this circular through bulk-email system.