

North Block, New Delhi, 17th October, 2017

OFFICE MEMORANDUM

Subject:- Filling up of the post of Member, Staff Selection Commission, New Delhi (Joint Secretary level) in the pay scale PB-4, Rs.37,400-67,000/- plus Grade Pay Rs. 10,000/- (pre-revised) on deputation basis.

It is proposed to fill up the post of Member, Staff Selection Commission (SSC) in the Staff Selection Commission (Hqrs) at New Delhi in the scale of PB-4 Rs. 37,400-67,000/- plus Grade Pay of Rs. 10,000/- (pre-revised). The eligibility criterion is given in **Annexure-I**.

2. Application of only such officers will be considered as are routed through proper channel and are accompanied with (i) bio-data in the proforma at **Annexure-II**; (ii) clear photocopies of the up-to-date APAR dossier of the officer containing APARs of at least last five years, duly attested by a Group 'A' officer (if original APAR could not be sent); (iii) An attested Statement indicating the grading in the APAR during the last five years (iv) cadre clearance; (v) clearance from vigilance and disciplinary angle; and (vi) statement giving details of major or minor penalties, if any, imposed on the officer during the last ten years.

3. All Ministries/Departments and the State Governments/UTs are requested to forward the applications of willing and eligible officer in the prescribed proforma to:- **Shri Ved Prakash Singh, Section Officer (Estt-B-I), Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training), Room. No. 215-C, North Block, New Delhi-110001, so as to reach this Office, on or before 30th November, 2017.**

4. The applications of only those officers may be forwarded who, in the event of their selection, would immediately join the duties of the post, and whom the concerned authorities would be in a position to relieve immediately. The application once forwarded would not be allowed to be withdrawn. Applications received after the prescribed date or not accompanied with the required certificates/documents will not be entertained.

(N. Sriraman)
Director

Tel. No. 23094637

To

- (i) The Secretaries, all the Ministries/Departments of Government of India (By Name)
- (ii) Chief Secretaries of all State Government/ Union Territories (By Name)
- (iii) Technical Director, NIC, Department of Personnel and Training for up-loading the circular under the heading –“what is new’ of this Department's web-site, immediately and under the heading “Vacancy Notification.”

Eligibility Criterion for the post of Member, Staff Selection Commission, New Delhi.

1. **Name of Post :** Member, Staff Selection Commission, New Delhi.
2. **Scale of pay** in the scale of PB-4 Rs. 37,400-67,000/- with Grade Pay of Rs. 10000/- (pre-revised).
3. **Eligibility:** Officers of the Central Government (including officers of All India Services and Central Group 'A' Services).
 - (a) (i) Holding analogous posts on regular basis in the parent cadre/Department;
or
(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in the scale of PB-4, Rs. 37,400-67,000/- with Grade Pay of Rs. 8700/- (pre-revised) or equivalent in the parent cadre or Department; and
 - (b) Possessing the following educational qualifications and experience:-
 - (i) Post Graduate Degree in any discipline from a recognized University or Institution.
 - (ii) 10 years' experience in dealing with Service, Administrative, Vigilance, Establishment and Financial matters.
4. **Period of Deputation:** The upper age limit at the time of appointment to the post of Member of Staff Selection Commission will be 59 years and he/she shall hold office for a period of five years or till he/she attains the age of 62 years, whichever is earlier, provided that in case a serving officer appointed as Member, Staff Selection Commission retires on superannuation before completing the tenure of five years, he/she shall be deemed to be on re-employment for the remaining period of tenure subject to the upper age limit of 62 years.
5. **Age Limit:-** The maximum age limit for appointment by deputation shall not be exceeding 59 years as on the closing date of the receipt of applications.

PROFORMA

1. Name and address (in block letters)

2. Service to which belongs:

3. Date of Birth:
and age (as on 30.11.2017)

Recent passport size
photograph

4. Date of retirement under Central Government rules:

5. Educational Qualification - Graduate/Post-Graduate level:

6. Whether belongs to SC/ST/Minority:

7. Please indicate the following particulars of the present post held:-

(a) Present post held with date:

(b) Whether regular/ad-hoc:

(c) Scale of Pay:

(d) Present basic Pay:

8. Please specify how you meet the prescribed qualifications:

(i) Whether you are holding analogous posts on a regular basis in the parent cadre/Department (Please specify yes or No; details to be indicated in the table below):

(ii) Whether you possess five years' service in the grade rendered after appointment on a regular basis in the scale of PB-4 Rs. 37,400-67,000/- with Grade Pay of Rs. 8700/- (pre-revised) or equivalent in the parent cadre or Department (please specify yes or no; details to be indicated in the table below) :-

(iii) The details of positions held in the last 10 years should be indicated in the table below (starting with the current position):

Sl. No	Name of office/ organization where employed	Post held	From	To	Pay scale
1	2	3	4	5	6

- (iv) The details of experience in the last 10 years in dealing with Service, Administrative, Vigilance, Establishment and Financial matters should be furnished as per table under:

Field of experience in the last 10 years	Nature of duties	Period of Experience	Organization in which the relevant experience was gained
(a) Administration (b) Vigilance: (c) Establishment: (d) Financial Matters			

9. Additional information, if any, which you like to mention in support of your application for the post.

(Signature of the candidate)

Telephone No (STD code)/Mobile No:

Office Address with office Telephone Number:

Residential Address:

Date:

(CHECK LIST)

- (i) Certified that the particulars furnished by the applicant have been checked from available records and found correct.
- (ii) Certified that no disciplinary proceeding/vigilance case is either pending or contemplated against the officer.
- (iii) List of punishments awarded, if any, during the last 10 years attached.
- (iv) Integrity is certified.
- (v) APAR dossier or attested photocopies of up-to-date APAR dossier of the officer for the last five years, duly attested, attached.
- (vi) Attested statement indicating gradings in the APAR during the last five years.

APAR GRADING PROFORMA					
Name of the officer	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017

- (vii) Certified that in the event of selection, the officer will be relieved of his duties immediately.

Signature.....

Name and designation of the

Forwarding officer with seal and
Telephone Number (STD code) and
Mobile Number:

North Delhi Municipal Corporation
Central Establishment Department
13th Floor, Dr. S.P. Mukherjee Civic Centre
J.L. Nehru Marg, New Delhi 110002

No.F.11(11)/CED(II)/86/2017/2439

Dated: 18/10/17

C I R C U L A R

- 1) All Secretaries, Govt. of India.
- 2) All Chief Secretaries of States/Union Territories.
- 3) The Chairman, Railway Board, Ministry of Railway, Rail Bhawan, New Delhi.
- 4) The Controller General of Defence Accounts, West Block-V, R.K. Puram, New Delhi.
- 5) The Assistant Comptroller & Auditor General, Office of the Comptroller & Auditor General, 10, Bahadur Shan Zafar Marg, New Delhi.
- 6) The Controller General of Accounts, Ministry of Finance, 7th floor, Lok Nayak Bhawan, Khan Market, New Delhi.
- 7) The Controller General of Accounts, Posts & Telegraphs Deptt., Patel Chowk, New Delhi.

Sub: Sponsoring the names for appointment to the post of Additional Commissioner, Finance, Accounts and Planning (FA&P) on deputation basis in the North DM.

Applications are invited for filling up one post of Chief Accountant-cum-Financial Advisor now re-designated as Additional Commissioner (FA&P) PB-IV Rs. 37400-67000 + GP 10,000/-, on deputation basis in North Delhi Municipal Corporation from eligible and willing officers.

As per RRs to the post of Chief Accountant-cum-Financial Advisor, **"Officers under all India organized Accounts Services/department under the Central Government** are eligible with the following conditions:

(i) Holding analogous post on regular basis in the parent cadre/department.

OR

(ii) with 2 years' service in the grade rendered after appointment thereto on a regular basis in the pay scale of Rs.16400-20000/-(pre-revised) revised to PB-IV Rs. 37400-67000 + GP 8900/- or equivalent in the parent cadre/department.

OR

(iii) With 3 years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.14300-18300/-(pre-revised) revised to PB-IV Rs. 37400-67000 + GP 8700 or equivalent in the parent cadre/department;

[Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall not exceed 5 years. The maximum age limit for appointment by deputation shall not be exceeding 55 years as on the closing date of receipt of applications.]

-2-

It is, therefore, requested that the names of eligible, suitable and willing officers along with their Application (Specimen enclosed), Bio-data, ACRs for the preceding five (5) years, Integrity Certificate, Vigilance Clearance and Cadre Clearance etc. may kindly be sent **within 30 days** so as to reach in the office of :-

Assistant Commissioner (Estt.),
North Delhi Municipal Corporation,
13th Floor, Dr. Shyama Prasad Mukherjee Civic Centre,
New Delhi-110002

An advance copy of the application may be delivered at the given address and also by e-mail at director-p-ndmc@mcd.gov.in.

This may kindly be given **TOP PRIORITY**.



(Pankaj Kumar Sharma)
Assistant Commissioner (Estt.)

Encl: As above

Copy to:- S.O-I/CED with the request to upload the same on the website of North DMC.

APPLICATION

PHOTO

Post applied for : Additional Commissioner Finance, Accounts and Planning (FA&P).

1.	Name in Block Letters	
2.	Father's/Husband's Name	
3.	Date of Birth (in Christian era)	
4.	Date of Retirement under Central/State Govt. Rule	
5.	Nationality	
6.	Male/Female	
7.	Marital Status	
8.	Whether belongs to SC/ST/OBC	
9.	(i) Present/Correspondence Address Phone No. (ii) Permanent Address Phone No.	
10.	Post held on regular basis (a) Name of the post (b) Date from which held (c) Pay Scale (Pay Level)	

11. Educational Qualification

SN	Qualification	Subject	Year of passing/Division	Institute

12. Experience & Employment Details (attach extra sheet, if required)

SN	Post Held	Organisation/ Deptt.	Period		Pay Scale Emoluments	Nature of Duties

UNDERTAKING

I solemnly affirm that the above information submitted by me is correct to the best of my knowledge & belief. I also undertake that in the event of my selection to the above post, I will not withdraw my candidature or decline the post when offered.

Signature of the candidate
Phone/Contact No. _____

Dated: _____

List of enclosures

E-301/1009/17

No. 12011/03/2017(Vol.II)-HR-II
Government of India
Ministry of Chemicals & Fertilizers
Department of Fertilizers

Shastri Bhawan, New Delhi
Dated the 17th October, 2017.

OFFICE MEMORANDUM

Sub.: Recruitment to the post of Assistant Commissioner (Shipping) by Composite method, deputation (Including Short Term Contract) plus promotion failing which by direct recruitment basis in Level 11 in pay matrix in the Department of Fertilizers.

The undersigned is directed to say that one post of Assistant Commissioner (Shipping), a Group 'A' Gazetted post of General Central Service, Non-Ministerial in Level 11 in pay matrix is required to be filled by Composite method, deputation(Including Short Term Contract) plus promotion failing which by direct recruitment on the following conditions:

Officers from the Central Government or the State Governments or the Union territory Administrations or Port Trusts or Public Sector Undertakings:

- (a) (i) holding analogous posts on regular basis in the parent cadre or organization; or
(ii) with five years' regular service in the posts in the Level 10 in the pay matrix or equivalent in the parent cadre or department; or
(iii) with six years' regular service in the posts in the Level 8 in the pay matrix or equivalent in the parent cadre or department; and
(b) possessing the educational qualifications and experience as under:

Essential:

- (i) Degree of a recognised University.
(ii) Five years experience of shipping or chartering of ships or Port operations.

Desirable:

Associateship or Fellowship or Diploma in Shipping from the Narottam Das Morarji Institute of Shipping, Mumbai or any other Institute recognized by the Government of India, Ministry of Human Resource and Development or Ministry of Shipping.

Note 1: The Departmental Assistant Director (Shipping) with five years' regular service in the grade shall also be considered along with deputationists and in case

he is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

Note 2 : Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service of two years, whichever is less, and have successfully completed their probation period for promotion to the next higher level along with their junior who have already completed such qualifying or eligibility service.

Note 3: Period of deputation(ISTC) including period of deputation(ISTC) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.

2. Pay and allowances and other terms and conditions of the selected officers will be regulated as per instructions contained in the Department of Personnel and Training's OM No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010 as amended from time to time.

3. It is requested that particulars in the annexed proforma of the eligible officers who could be spared in the event of selection may be forwarded to Sh. Prabhas Kumar, Director (Admin), Room No.-226, A wing, Department of Fertilizers, Shastri Bhawan, New Delhi-110001 through proper channel within 60 days from the date of publication of this vacancy in the Employment News along with their complete and up to date CR dossiers for last five years.

4. A certification that no vigilance case is either pending or contemplated against the officer along with certificate of Integrity and certificate that no Major/Minor penalty was imposed during last 10 years may also be sent to this Department.

5. The applications of officers received without the ACRs or with incomplete information/documents will not be entertained. Candidates, who volunteer to be considered for this post, will not be allowed to withdraw their names after selection.

6. The terms and conditions of the present advertisement/recruitment drive for this post will be treated as final. The applicants who have already applied in response to previous advertisements in employment news dated 8th April 2017 & 01st July 2017 need not apply again. However, if they feel that the conditions in the present advertisement enhances their eligibility, they may apply once again.

7. The application form, duties attached to the post and recruitment rules of the post are available on the Department's website viz. www.fert.nic.in.

(Prabhas Kumar)
Director (Admin)
Tele. No. 011-23386398

Copy to:

1. All Ministries/Departments of Government of India including NITI Aayog with request to give this O.M wide publicity among eligible officers and also to circulate the post to Port Trusts and Public sector Undertakings under their administrative control.
2. Chief Secretaries of all the State Governments with request to give this O.M wide publicity among eligible officers and also to circulate the post to Port Trusts and Public sector Undertakings under their administrative control.
3. Administrator/Lieutenant Governor of all the Union Territories with request to give this O.M wide publicity among eligible officers and also to circulate the post to Port Trusts and Public sector Undertakings under their administrative control.
4. Sh. Y.K.Baweja, Director (PIB), D/o Fertilizers-requested to give wide publicity to the O.M at all possible platform, payment if any, would be made as per DAVP rates only.
5. NIC, DoPT for uploading on the website of DoPT.
6. Public Sector Undertakings under the control of the Department of Fertilizers.
7. Department of Public Enterprises, CGO Complex, New Delhi with request to circulate the post among all PSEs.
8. NIC for uploading on the website of DoF under 'Careers' page dedicated for activities related to recruitment.
9. Notice Board/Vacancy Circular Folder.

3. 37 1412121 2017-18

No. 12011/03/2017 (Vol.II)-HR-II
Government of India
Ministry of Chemicals & Fertilizers
Department of Fertilizers

19/10/2017

Shastri Bhawan, New Delhi
Dated the 19 October, 2017.

OFFICE MEMORANDUM

Sub.: Recruitment to the post of Deputy Commissioner (Port, Operations and Project) by Composite method deputation (including short term contract) plus Promotion in the Level 12 in pay matrix in the Department of Fertilizers-reg.

The undersigned is directed to say that one post of Deputy Commissioner (Port, Operations and Project), a Group 'A' Gazetted post of General Central Service, Non-Ministerial in the Level 12 in pay matrix is required to be filled in by Composite method Deputation (Including Short Term Contract) plus Promotion from amongst the following:

Officers under the Central Government or the State Governments or the Union territory Administrations or Public Sector Undertakings or Universities or Recognised Research Institutions or Semi Government or Autonomous Bodies or Statutory Organisations:

- (A) (I) holding analogous posts on regular basis in the parent cadre or Department; or
(II) with five years' regular service in the grade corresponding to level 11 in the Pay matrix in the parent cadre or Department; and
(B) possessing the following educational qualifications and experience:

Essential :

- (I) Bachelor's degree from a recognised University or Institute;
(II) ten years' experience of port operations relating to handling of fertilizers or food grains from Offices under the Central Government or State Governments or Union territories or Public Sector Undertakings or Semi Government organisations or Autonomous or Statutory Organisations.

Desirable:

Associateship or Fellowship or Diploma in Shipping and Port Management from a recognised institute

Note 1: The Departmental Assistant Commissioner (Shipping) in level 11 in the pay matrix with five years' regular service in the grade shall also be considered along

with outsiders and in case he is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

Note 2: The Departmental officers in the feeder category who are in direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment by promotion.

(Period of deputation (ISTC) including period of deputation (ISTC) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not to exceed four years. The Maximum age limit for appointment by deputation (ISTC) shall be not exceeding 56 years' as on the closing date of receipt of applications).

Note 3: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2016 (The date from which the revised pay structure based on the seventh Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding level in the pay matrix extended based on the recommendations of the said pay commission.

2. Pay and allowances and other terms and conditions of the selected officers will be regulated as per instructions contained in the Department of Personnel and Training's OM No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010 as amended from time to time.

3. It is requested that particulars in the annexed proforma of the eligible officers who could be spared in the event of selection may be forwarded to Sh. Prabhas Kumar, Director (Admin), Room No.-226, A wing, Department of Fertilizers, Shastri Bhawan, New Delhi-110001 through proper channel within 60 days from the date of publication of this vacancy in the Employment News along with their complete and up to date CR dossiers for last five years.

4. A certification that no vigilance case is either pending or contemplated against the officer along with certificate of Integrity and certificate that no Major/Minor penalty was imposed during last 10 years may also be sent to this Department.

5. The applications of officers received without the ACRs or with incomplete information/documents will not be entertained. Candidates, who volunteer to be considered for this post, will not be allowed to withdraw their names after selection.

6. The terms and conditions of the present advertisement/recruitment drive for this post will be treated as final. The applicants who have already applied in response to previous advertisements in employment news dated 8th April 2017 & 01st July 2017 need not apply again. However, if they feel that the conditions in the present advertisement enhances their eligibility, they may apply once again.

7 The application form, duties attached to the post and recruitment rules of the post are available on the Department's website viz. www.fort.nic.in.

(Prabhas Kumar)

Director (Admin)

Tele. No. 011-23386398

Copy to:

1. All Ministries/Departments of Government of India including NITI Aayog with request to give this O.M wide publicity among eligible officers and also to circulate the post to Public sector Undertakings, Universities, Recognized Research Institutions, Semi Government, Autonomous bodies, and Statutory organizations under their administrative control.
2. Chief Secretaries of all the State Governments with request to give this O.M wide publicity among eligible officers and also to Public sector Undertakings, Universities, Recognized Research Institutions, Semi Government, Autonomous bodies, and Statutory organizations under their administrative control.
3. Administrator/Lieutenant Governor of all the Union Territories with request to give this O.M wide publicity among eligible officers and also to to Public sector Undertakings, Universities, Recognized Research Institutions, Semi Government, Autonomous bodies, and Statutory organizations under their administrative control.
4. Sh. Y.K.Baweja, Director (PIB), D/o Fertilizers-requested to give wide publicity to the O.M at all possible platform, payment if any, would be made as per DAVP rates only.
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7. Department of Public Enterprises, CGO Complex, New Delhi with request to circulate the post among all PSEs.
8. University Grants Commission, Bahadur Shah Zafar Marg, New Delhi with request to circulate the post among all universities etc.
9. NIC for uploading on the website of DoF under 'Careers' page dedicated for activities related to recruitment.
10. Notice Board/Vacancy Circular Folder.