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Telegraphic Address. STASELCOM, NEW DELHI

No.A-12026/1/2012-Estt-I

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Government of India
Staff Selection Commission
Department of Personnel & Training
Ministry of Personnel, Public Grievances &
Pensions
Block No.12, Kendriya Karyalay Parisar,
Lodhi Road, New Delhi

Dated : November 20 , 2012

OFFICE MEMORANDUM

Subject: - Appointment of Caretaker in the pay scale of Rs.5200-20,200/- (with Grade Pay- 2800) in the Headquarters of Staff Selection Commission, New Delhi on deputation basis.

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One vacancy of **Caretaker** in the pay scale of Rs. Rs.5200-20,200/- (with Grade Pay- 2800) in the Headquarters of the Staff Selection Commission at New Delhi is proposed to be filled on deputation basis. The post belongs to General Central Service Group 'C' Non-Gazetted and Non-Ministerial cadre of the S.S.C. Eligibility criteria is given in **ANNEXURE-I**. Pay and other conditions of service of the selected officer will be regulated in accordance with this Ministry's O.M. No. 2/29/91-Estt (Pay.II) dated 05.01.1994, as amended from time to time.

2. Applications of only such officials will be considered as are routed through proper channel and are accompanied with (i) bio-data (in triplicate) as in proforma at Annexure II, (ii) photocopies of up-to-date CR/APAR dossiers of the official for the last five years, duly attested by an officer of the level of Under Secretary or equivalent (original ACR/APAR may not be sent) (iii) cadre clearance (iv) Vigilance clearance/Integrity certificate and (v) statement giving details of major or minor penalties imposed on the officer, if any.

3. It is requested that the applications of suitable officials who are willing and eligible for the post and who can be spared immediately in the event of selection, may be sent at the following address within a period of sixty days from the date of publication of this vacancy circular in the Employment News :-

Shri A.K. Roy, Under Secretary (Admn.), Staff Selection Commission, Block No.12, CGO Complex, Lodhi Road, New Delhi-110003

4. Advance copies of application received after the prescribed date, or, not accompanied by the required Certificates/documents, are liable not to be entertained.

(A.K. Roy)
Under Secretary (Estt-I)

No. A-12026/1/2012-Estt-I, New Delhi

Dated : November 20, 2012

To

1. All Ministries/Departments, of Govt. of India (with the request to circulate the post among their attached and subordinate offices.)
2. All attached and subordinate offices of the Ministry of Personnel, Public Grievances & Pensions

Copy to :-

1. All State Chief Secretaries/UTs Administrations (By Name).
2. Office of the Controller and Auditor General of India, New Delhi.
3. Controller General of Accounts/Controller of Accounts, Ministry of Finance.
4. The Secretary, Union Public Service Commission, New Delhi.
5. Cabinet Secretariat/Central Vigilance Commission/President's Secretariat/Vice-President's Secretariat/Prime Minister's Office/Planning Commission.
6. Central Board of Direct Taxes/Central Board of Excise and Customs.
7. National Human Rights Commission, New Delhi.
8. Facilitation Centre, Department of Personnel & Training, North Block, New Delhi.
9. Estt.B Division, Department of Personnel & Training, North Block, New Delhi.
10. Circulating-cum-advertising Manager, Employment News, East Block IV, R. K. Puram, New Delhi.
11. All Regional/Sub-Regional Offices of S.S.C.
12. All Officers/Sections of S.S.C.(Hqrs.)/Northern Region, New Delhi

(A.K. Roy)
Under Secretary (Estt-I)

ANNEXURE – I

1. Post : Caretaker
2. Number of Post : One
3. Pay-scale : Rs 5200-20,200/- (with Grade Pay- 2800)
4. Method of Appointment : Transfer on deputation
5. Eligibility : Officials under the Central Govt.
(i) holding analogous posts on regular basis,
or
(ii) with two years regular service in the post
with pay scale of Rs. Rs.5200-20,200/-
(with Grade Pay- 2400)or equivalent, or
(iii) with 10 years regular service in the posts
with pay-scale of Rs. Rs.5200-20,200/-
(with Grade Pay- 1900) or equivalent

Preferably having any one or all of the following:-

- a) one year's experience of working as Caretaker in Govt. Office.
- b) one year's experience of working in a Security organization,
- c) Diploma/Certificate in Sanitary or Public Hygiene or Diploma/Certificate in Electrical/Civil Engineering/Sanitary Engineering.

(Period of deputation including period of deputation in another ex-Cadre post held immediately preceding this appointment in the same or other organization/ Department of the Central Govt. shall ordinarily not to exceed three years. The maximum age limit for appointment shall not be exceeding 56 years as on the closing date of the receipt of the application.

6. Period of deputation : Not exceeding 3 years.
