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### File No. A-48012/1/2021-Estt-II Dated: 05.10.2021

भारत सरकार, कर्मचारी चयन आयोग, लोक कल्याण ,शिकायत एवं पेंशन मंत्रालय ब्लाक नं॰ १२ ,सी॰जी॰ओ॰कोम्प्लेक्स ,लोधी रोड , नयी दिल्ली – ११० ००३ Government of India
Staff Selection Commission
Ministry of Personnel, Public Grievances & Pensions,
Block No. 12, CGO Complex, Lodhi Road,
New Delhi - 110003.

To,

## All Ministries/Departments of Govt. of India.

Subject:- Appointment of Assistant Manager-cum-storekeeper in the Pre-revised Pay Band -I of Rs.5200-20200/- with the Grade Pay of Rs.2400/- as per 6th CPC in the Departmental Canteen of Staff Selection Commission (Headquarters), New Delhi on deputation basis.

One post of <u>Assistant Manager-cum-storekeeper</u> in the Prerevised Pay Band PB-I of Rs.5200-20200/- with the Grade Pay of Rs.2400/- as per CPC in the Departmental Canteen of Staff Selection Commission (Headquarters), New Delhi is proposed to be filled up on <u>Deputation</u> basis. The Post belongs to General Central Service Group "C" Non-Gazetted and Non-Ministerial cadre of the Staff Selection Commission. Eligibility Criteria are given in <u>Annexure-I</u>. Pay and other conditions of service of the Selected official will be regulated in accordance with DOPT's O.M.No.6/8/2009-Estt.(Pay-II) dated 17.06.2010, as amended from time to time.

- 2. Applications of only such officials will be considered which will be received through proper channel and accompanied with (i) Bio-Data (in triplicate) as in proforma at Annexure-II, (ii) Photocopies of up-to-date CR/APARs dossiers of the official for the last five years, duly attested (original ACRs/APARs may **not** be sent), (iii) Cadre clearance (iv) Vigilance Clearance/Integrity Certificate and (v) Statement giving details of minor penalties imposed on the official, 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 **two months** from the date of publication in 'Employment News'.

"Smt. Swati, Under Secretary, Estt-II, Staff Selection Commission, Block No.12, CGO Complex, Lodhi Road, New Delhi-110003."

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The applicants for the post of Assistant Manager-cum-Storekeeper in the Departmental Canteen of Staff Selection Commission (Headquarters) will not be allowed to withdraw their application of any later stage of the selection process. Advance Copies of Application received after the prescribed date, or, not accompanied by the required Certificates/Documents, are liable not to be entertained.

Yours faithfully,

Under Secretary to the Govt. of India

## Copy to:-

- 1. Office of the Comptroller and auditor General of India, New Delhi.
- 2. Controller General of Accounts/Controller of Accounts, M/o Finance.
- 3. The Secretary, Union Public Service Commission, New Delhi.
- 4. Cabinet Secretariat/Central Vigilance Commission/President's Secretariat/Vice-President's Secretariat/Prime Minister's Office/Niti Aayog.
- 5. Central Board of Direct Taxes/Central Board of Excise and Customs.
- 6. National Human Rights Commission, New Delhi.
- 7. Facilitation Centre, Department of Personnel and Training, North Block, New Delhi.
- 8. Estt.-B Division, Department of Personnel & Training, North Block, New Delhi.
- 9. Director General of Re-settlement and Re-employment of Ex-serviceman, R.K. Puram, New Delhi.
- 10. All Officers/Section of Staff Selection Commission.
- 11/IT Support Team with the request to upload the Advertisement on Staff Selection ✓ Commission's website today itself.

Under Secretary to the Govt. of India



# ANNEXURE-I

| /1 | Post                   | Assistant Manager-cum-Storekeeper  |
|----|------------------------|--|
| 2  | Number of Post         | 01 (one)   |
| 3  | Pay Scale / Pay Matrix | Pre-revised Pay Band-I, Rs.5200-20200/- with grade pay of Rs.2400/- as per 6 <sup>th</sup> CPC   |
| 4  | Method of Appointment  | Transfer on deputation basis   |
| 5  | Eligibility            | Officers of the Central Government –   |
| 3  | Eligibility            | (a) (i) holding analogous posts on regular basis in the parent cadre or department; or  (ii) With at least eight years' service in the grade rendered after appointment there to on a regular basis in the Pre-revised Pay Band –I, Rs.5200-20200 with Grade of Rs.1900/- or equivalent in the parent cadre or department;  (iii) Possessing educational qualifications as under:  - B. Com from a recognized University or Graduate in any discipline from a recognized University with one year Diploma in Book Keeping or Store Keeping.  (b) Experience- Three years in a government Department or Undertaking in handling Stores or Accounts. |
|    | Person of decases on   | Note1: The qualifications are relaxable at the discretion of the competent authority for reasons to be recorded in writing in case of candidates otherwise well qualified.   |
|    |                        | Note2: The qualifications regarding experience are relaxable at the discretion of the competent authority for reasons to be recorded in writing in case of candidate belonging to the Schedules Castes or the Scheduled Tribes if, at any stage of selection, the competent authority is of the opinion that sufficient number of candidates from these  |
|    |                        | communities of possessing the requisite experience are not likely to be available to fil up the vacancies reserved for them.  (C) Three years' experience in a Government Department or Undertaking in handing stores.   |
|    |                        | or accounts.  Note 1: The period of deputation including the period of deputation in another ex-cadre pos  |
|    |                        | held immediately preceding this appointmen in the same or some other organisation of department of the Central Government shat ordinarily not exceed three years.  |

Note 2: The departmental officials in the feeder category who are in the 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 3: The maximum age-limit for deputation is 56 years as on the closing date of receipt of applications.

Note 4: For the purpose of appointment on deputation / absorption basis, the service rendered on a regular basis by an officer prior to the 1st January, 2006 or the date from which the revised pay structure based on the recommendations of the Sixth Central Pay Commission has been extended, shall be deemed to be the service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the said Pay Commission except where there has been merger of more than one pre-revised scales of pay into one grade with a common grade pay or pay scale, and where this benefit will extended only for the posts(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.

Period of deputation

Not exceeding 03 (three) years

# ANNEXURE-II

### **CURRICULUM VITAE: PROFORMA**

| 1 | Name & address (in BLOCK Letters  |                |                 |                  |   |                               |
|---|---|----------------|-----------------|------------------|---|-------------------------------|
| 2 | Date of Birth (in Christian era)  | *              |                 |                  |   |                               |
| 3 | Date of retirement under Central/State Government Rules   |                |                 |                  |   |                               |
| 4 | Educational Qualifications  |                |                 |                  |   |                               |
| 5 | Whether Educational and othe has been treated as equivalent   |                |                 |                  |   |                               |
|   | has seen treated as equivalent  | to the one pro |                 | ns/Experience    | Qualifications/possessed by the                             | Experience                    |
|   | Essential   | 1              |                 |                  | 1   |                               |
|   | Ale you in Revised Scale of   | 2              |                 |                  |   |                               |
|   | Tay I If was pice the due   | 3              |                 |                  |   |                               |
|   | Desirable   | a              |                 |                  |   |                               |
|   | PROCESSE was incheste are   | b              |                 |                  |   |                               |
|   | PROTOTO SOME  | C              |                 |                  |   |                               |
| 7 | in the light of entries made by you above, you meet the requirement of the post  Details of Employment, in chi                                | ronological o  | rder, Enclose a | separate sheet d | luly authenticated  | by your                       |
|   | Signature, if the space below   |                |                 |                  |   |                               |
|   | Office/Institution  | Post Held      | From            | То               | Scale of pay<br>and basic pay<br>in Pre-revised<br>Pay Band | Nature of duties (In details) |
|   |   |                |                 |                  |   |                               |
| 8 | Nature of present employmen i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent  |                |                 |                  |   |                               |
| 9 | In case of present Employment is held on Deputation/contract basis, please state: A. The date initial appointment B. Period of appointment on |                |                 |                  |   |                               |

|     | C. Name of the parent office/organization to |              |                |                  |                   |    |
|-----|--|--------------|----------------|------------------|-------------------|----|
|     | which you belong                             |              |                |                  |                   |    |
| 0   | Additional details about present e           | mployment    |                |                  |                   |    |
|     | Please state whether working und             | er (indicate | the name of yo | our employer aga | ainst the relevan | nt |
|     | Coloumns)                                    |              |                |                  |                   |    |
| 1   | Central Govt.                                |              |                |                  |                   |    |
| 3   | State Govt.                                  |              |                |                  |                   |    |
|     | Autonomous                                   |              |                |                  |                   |    |
|     | Organization                                 |              |                |                  |                   |    |
| )   | Government                                   |              |                |                  |                   |    |
|     | Undertaking                                  |              |                |                  |                   |    |
|     | Universities                                 |              |                |                  |                   |    |
|     | Others                                       |              |                |                  |                   |    |
| 11  | Please state whether you                     |              |                |                  |                   |    |
| 1   | Are working in the same                      |              |                |                  |                   |    |
|     | department and are in the                    |              |                |                  |                   |    |
|     | feeder grade or feeder to                    |              |                |                  |                   |    |
|     | feeder grade.                                |              |                |                  |                   |    |
|     | reeder grade.                                |              |                |                  |                   |    |
| 12  | Are you in Revised Scale of                  |              |                |                  |                   |    |
| 12  | Pay? If yes, give the date                   |              |                |                  |                   |    |
|     | from which the revision took                 |              |                |                  |                   |    |
|     |  |              |                |                  |                   |    |
|     | place and also indicate the                  |              |                |                  |                   |    |
| 1.2 | pre-revised scale.                           |              |                |                  |                   |    |
| 13  | Total emoluments as per                      |              |                |                  |                   |    |
|     | month now drawn                              |              |                |                  |                   |    |
| 14  | Additional information, if                   |              |                |                  | 15,000            |    |
|     | any, which you would like to                 |              |                |                  |                   |    |
|     | mention in support of your                   |              |                |                  |                   |    |
|     | suitability for the post. (This              |              |                |                  |                   |    |
|     | among other things may                       |              |                |                  |                   |    |
|     | provide information with                     |              |                |                  |                   |    |
|     | regard to (i) additional                     |              |                |                  |                   |    |
|     | academic qualification (ii)                  |              |                |                  |                   |    |
|     | professional training and                    |              |                |                  | 1                 |    |
|     | (iii)work experience over and                |              |                |                  | -                 |    |
|     | above prescribed in the                      |              |                |                  |                   |    |
|     | vacancy circular                             |              |                |                  |                   |    |
| 15  | Please state whether you are                 |              |                |                  |                   |    |
|     | applying for Deputation                      |              |                |                  |                   |    |
|     | (ISTC/Absorption/Re-                         |              |                |                  |                   |    |
|     | employment Basis. (Officer                   |              |                |                  |                   |    |
|     | under Central/State                          |              |                |                  |                   |    |
|     | Government are only eligible                 |              |                |                  |                   |    |
|     | for "Absorption" Candidates                  |              |                |                  |                   |    |
|     | of non-Government                            |              |                |                  |                   |    |
|     | Organizations are eligible for               |              |                |                  |                   |    |
|     | Short term Contract                          |              |                |                  | 1                 |    |
| 16  | Whether belongs to ST/SC                     |              |                |                  |                   |    |

(7)

| Remarks (The candidates may indicate information with regard to (i) Research Publications and reports and special projects (ii) Award/Scholarship/Official appreciation (iii) Affiliation with the professional bodies/institutions/societies and (iv) any other information. (Note: Enclose a |             |                |             |
|--|-------------|----------------|-------------|
| separate Sheet if the space is insufficient)   | Disk No. 32 | 130 74 weetlex | Led in Boad |
|  |             |                |             |

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.

Date:-

| Signature of the candidate |
|----------------------------|
| Address                    |
|                            |
| The Proposition Sales      |
| Countersigned              |
| (Employer with Seal)       |