



No. A-12023/2/2014-Estt. I

भारत सरकार  
कर्मचारी चयन आयोग  
कार्मिक तथा प्रशिक्षण विभाग  
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय  
ब्लॉक सं.12  
केन्द्रीय कार्यालय परिसर, लोधी रोड

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 –110003

Dated: 23<sup>rd</sup> May, 2017

### OFFICE MEMORANDUM

**Subject: Appointment of Deputy Director (Research & Analysis) in the Headquarters of Staff Selection Commission, New Delhi, on transfer on deputation/transfer basis.**

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Services of suitable Officers are required on transfer on deputation/transfer basis for the post of Deputy Director (Research & Analysis) in the Staff Selection Commission (Hqrs), New Delhi. The eligibility criteria are given in the Annexure-I. Pay of the selected officer 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 officers will be considered as are routed through proper channel and accompanied with (i) bio-data (in triplicate) as in proforma at Annexure II, (ii) photocopies of up-to-date CR/APAR dossiers of the officer for the last five years, duly attested by an officer of the level of Under Secretary or equivalent (Original ACRs/APARs 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 official, if any.

3. It is requested that the applications of suitable officers 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 uploading of this vacancy circular in the website of Staff Selection Commission i.e. **www.ssc.nic.in** :

**Under Secretary (Estt.I), Staff Selection Commission, Block No. 12, CGO Complex, Lodhi Road, New Delhi – 110003.**

4. The applicants for the post of Deputy Director (Research & Analysis) in Staff Selection Commission, will not be allowed to withdraw their application at 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 be entertained.

**(Zoya C.B.)**

Under Secretary to the Govt. of India

No. A-12025/1/2017-Estt.I, NewDelhi Dated: 23<sup>rd</sup> May, 2017

To

1. All Ministries/Departments of Government 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. Office of the Comptroller and General of India, New Delhi
2. Controller General of Accounts/Controller of Accounts, Ministry of 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 and Training, North Block, New Delhi.
9. All Officers/Sections of Staff Selection Commission.
10. Director (NIC) with the request to upload the advertisement in Staff Selection Commission website.

**(Zoya C.B.)**

Under Secretary to the Govt. of India

**ANNEXURE-I**

1.	Post	Deputy Director (Research & Analysis)
2.	Pay-Scale /Pay Matrix	<b>Rs. 1200-1600 (Pre-revised as per 3<sup>rd</sup> Pay Commission) now Pay Matrix -11 (Rs.67700-208700 as per 7<sup>th</sup> CPC recommendations)</b>
3.	Ministry/Department	<b>Staff Selection Commission, New Delhi</b>
4.	Method of Appointment	<b>transfer on deputation/transfer</b>
5.	Eligibility	<p>Officers under the Central Government</p> <p>A</p> <p>(i) holding analogous posts in the pay scale of Rs.1100-1600 (Pre-revised as per 3<sup>rd</sup> Pay Commission) now <b>Pay Matrix 11 (Rs. 67700-208700)</b> ;</p> <p>(ii) with 5 years service in posts in the pay scale of Rs. 700-1300 (Pre-revised as per 3<sup>rd</sup> Pay Commission) now <b>Pay Matrix - 9 (Rs. 53100-167800)(As per 7<sup>th</sup> CPC recommendations)</b> or equivalent, or</p> <p>(iii) with 8 years service in posts in the pay scale of Rs. 650-1200 (Pre-revised as per 3<sup>rd</sup> Pay Commission) now <b>Pay Matrix- 6 (Rs. 35400-112400)(As per 7<sup>th</sup> CPC recommendations)</b> or equivalent</p> <p><b><i>and</i></b></p> <p>B. Possessing the following educational qualifications:</p> <p>I. Masters' Degree in Economics/Statistics /Mathematics from a recognized University or equivalent</p> <p>II. 5 years experience in a supervisory capacity in job analysis / work study and analysis/interpretation of data or research relating to socio-economic matters.</p> <p>(Period of deputation, including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other Organization/Department shall ordinarily not to exceed three years).</p>
6.	Period of deputation	Period of deputation shall ordinarily not exceed 3 years.

**CURRICULUM VITAE : PROFORMA**

1.	Name and address (In Block Letters)					
2.	Date of Birth (in Christian era)					
3.	Date of retirement under Central Government Rules					
4.	Educational Qualifications					
5.	Whether Educational and other qualifications required for the post are satisfied, (if any qualifications has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)					
			Qualifications / Experience required		Qualifications/Experience possessed by the officer	
	Essential	1.				
		2.				
		3.				
	Desirable	1				
2						
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, Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.					
	Office/Institution	Post Held	From	To	Scale of pay and basis pay in old pay band	Nature of duties (In details)
8.	Nature of present employment i.e. Ad-hoc or Temporary 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 C. Name of the parent office/organization to which you belong	
10	Additional details about present employment	
	Please state whether working under (indicate the name of your employer against the relevant column)	
A	Central Govt.	
B	State Govt.	
C	Autonomous Organization	
D	Government Undertaking	
E	Universities	
F	Others	
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 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 (iii) work experience over and	

	above prescribed in the vacancy circular/Advertisement). (Note: Enclose a separate sheet, if the space is insufficient)	
15	Please state whether you are applying for Deputation	
16	Whether belongs to SC/ST	
17	Remarks (The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards/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)	

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:

Countersigned

(Employer with Seal)