

No. A-12023/1/2012-Estt.I
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

Date: - 1st June, 2016

OFFICE MEMORANDUM

Subject : Recruitment to the post of Research Assistant. Gr.II in the Staff Selection Commission (Hqrs.), New Delhi on transfer on deputation / transfer basis – regarding.

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Services of suitable Officers are required on transfer on deputation / transfer basis for the post of Research Assistant, in the Staff Selection Commission, New Delhi. The eligibility criteria are given in Annexure-I.

2. Only applications 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 dossiers of the officer for the last five years, duly attested by an officer of the level of Under Secretary or equivalent (original ACRs 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, (Annexure- III) will be considered .

3. It is requested that the applications of suitable officers who are willing and eligible for the post and who can be relieved immediately in the event of selection, may be sent to the following address within a period of **Thirty days** of uploading of this vacancy circular in the commission's website:-

Smt. Monika Rai , Under Secretary (Estt.I), Staff Selection Commission, Block No.12, CGO Complex, Lodhi Road, New Delhi-110003

4. The applicants for the above posts will not be allowed to withdraw their applications at any stage during selection process. Advance copies of applications, sent directly will be summarily rejected.

(Monika Rai)
Under Secretary (Estt.I)

To

All Ministries/Departments, of Govt. of India (with the request to circulate the post to their attached and subordinate offices.)

ANNEXURE-I

Name of the Post	:	Research Assistant . Gr.II
Number of the Post	:	3 (Three)
Scale of Pay	:	Rs.5200-20200/- (PB-1) Grade Pay – Rs.2800/-
Ministry/Department	:	Staff Selection Commission, New Delhi
Eligibility	:	<u>Transfer on Deputation / Transfer</u> 1. Officers holding analogous / or equivalent posts: or Upper Division Clerks of Central Secretariat Clerical Service and Stenographer Grade 'D' of Central Secretariat Stenographer Service / Computers with 5 years' regular service in the grade; Possessing the following educational qualifications; Degree of recognized University with Statistics or Mathematics or Commerce or Economics as one of the subjects at the degree level. <u>DESIRABLE</u> Experience of collection and analysis of Statistical Data.
Period of deputation	:	Period of deputation shall ordinarily not exceed three years.
Regulation of pay and other terms of deputation	:	The pay of the selected candidate will be regulated under the provisions contained in the DoPT OM No. 6/8/2009-Estt.(Pay II) dated 17.06.2010 as amended time to time.
Responsibilities	:	(i) Collection, compilation, scrutiny and tabulation of statistical data relating to Pre and Post recruitment examinations / Tests conducted by the Staff Selection Commission. (ii) Maintenance of data information folders and registers relating recruitments (All India Open Examination / Selection Posts). (iii) Any other statistical Tabulation / Comparison work assigned by the Commission.

ANNEXURE-II**BIO-DATA PROFORMA**

1	Name	
2	Designation	
3	Date of Birth	
4	Educational Qualifications	
5	Date of continuous appointment in the present post	
6	Date of return from the last ex-cadre post, if any.	
7	Experience	
8	Brief Service Particulars (giving designation, pay scale and duration of service in each grade	
9	Whether SC/ST	
10	Remarks	

Date:

(Signature of the Candidate)
Full Office address
Tel. No. _____

ANNEXURE-III

(Certificate To Be Furnished By The Employer / Head of Office / Forwarding Authority)

Certified that the particulars furnished by _____
are correct and he/she possesses educational qualifications and experience
mentioned in the vacancy circular.

2. Also certified that:-

- i) There is no vigilance or disciplinary case pending / contemplated against Shri / Smt. _____
- ii) His/Her integrity is certified.
- iii) His/Her photocopies of up-to-date CR Dossier of the officer for the last five years, duly attested by an officer of the level of Under Secretary or above are enclosed.
- iv) No major / minor penalty has been imposed on him/her during the last 10 years*
- v) A list of major / minor penalties imposed on him / her during the last 10 years is enclosed*

Signature :
Name & Designation :
Telephone No. :
Office Seal :

Place:

Dated:

List of enclosure:

- 1.
- 2.
- 3.
- 4.
- 5.

(*Strike out which is not applicable).