

# केन्द्रीय सूचना आयोग

## Central Information Commission

2 तल, विंग 'B' / 2<sup>nd</sup> Floor, 'B' Wing  
अगस्त क्रान्ति भवन / August Kranti Bhavan  
भीकाजी कामा प्लेस/ Bhikaji Cama Place  
नई दिल्ली - 110066 / New Delhi - 110066

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File No.2/1/2011/Admn-CIC

Dated 11.10.2011

### CIRCULAR

**Sub: Filling up 08 posts of Assistant [PB-2 '9300-34800 + 4600 Grade Pay] in the Central Information Commission on deputation basis.**

Applications are invited from eligible officials for the post of Assistant in Central Information Commission. Application may be forwarded through proper channel. Direct applications and applications not accompanied by required documents or received after the due date will not be entertained. The deputation will be initially for a period of one year and may be extended up to three years. The details prescribed for the post, proforma of application are in Annexure-I and Annexure-II respectively. The last date of receipt of application is 15th November, 2011.

**(G. Subramanian)**  
**Under Secretary (Admn.)**

Copy to:

1. All Ministries/Offices of Central Government/Semi Government,/Judicial/ semi-judicial Organizations etc as per list.

## Annexure-1

1. Name of the post: Assistant
2. No. of Post (s) : 08 (Eight)
3. Scale of Pay : Pay Band-2 (9300-34800) Grade Pay +4600/-(Revised)
4. Classification of the Post: General Central Service – Group ‘B’ Non-Gazetted, Non-Ministerial.
5. Qualification :
  - i) Holding analogous posts on regular basis or
  - ii) With 6 years service in the Post with GP of Rs. 2800 or
  - iii) With 10 years regular service in the Post with GP of Rs.2400/- or
  - iv) five years service in the post with GP of Rs.4200/-
6. 3 years’ experience in Administration, accounts and establishment matters in Government/Semi-Government/Quasi-judicial/judicial organization.

**Desirable:** Experience in work relating to Right to Information and /or Govt. recognized certificate in RTI.

**Note** : 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 ordinarily not exceed 3 years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application.

7. Duties : To assist the Commission in matters pertaining to Administrative and financial sanctions for Capital/Revenue works of the Commission. Please note that:

i) Applications must be sent in the prescribed Performa (Annexure-II) to the: Under Secretary (Admn), Central Information Commission, (Room No. 304), 2<sup>nd</sup> Floor, August Kranti Bhavan, Bikhaji Cama Place, New Delhi – 110066.

Applications duly filled-in and supported by all relevant documents and envelop should be super scribed: “APPLICATION FOR THE POST OF ASSISTANT ON DEPUTATION”.

ii) While forwarding applications, the Confidential Reports (photocopies of the CRs/APARs each page duly attested by an Officer not below the rank of Under Secretary) for the last five years, Vigilance Clearance Certificate, Integrity Certificate and Statement showing penalties, if any, imposed during the last ten years, may positively be furnished by the sponsoring authority.

iii) The Officer selected will have the option to draw his/her pay fixed in the scale of the post in accordance with DoP&T O.M. No. 2/12/87-Estt (Pay-II) dated 29.04.1988, as amended from time to time.

iv) The last date of receipt of application in the Commission is 15<sup>th</sup> November, 2011.

**PROFORMA**

1. Name of the applicant :
2. Date of Birth :
3. Educational qualification :
4. Post held on regular basis and its scale of pay:
5. Date of regular appointment to the post :
6. Present post held (Whether ad-hoc/regular/deputation)  
with scale of pay and date of appointment:
7. Brief service particulars and experience:

Period From	To	Post held on regular basis	Scale of pay	Brief description of duties

8. Date of return from last ex-cadre post if any:
9. Whether belongs to SC/ST/OBC/PH:

Signature of the applicant

**Certificate to be given by head of office of the Applicant**

1. It is certified that the particulars furnished by the official are correct.
2. It is certified that no disciplinary/vigilance case is either pending or contemplated against the applicant and he/she is clear from the vigilance angle.
3. The record of service of the officer has been carefully scrutinized and it is certified that there is no doubt about his/her integrity.

Date:

Signature/Office seal