

File No.:Admn-15014/1/2026-ADMN-CIC

केन्द्रीय सूचना आयोग
Central Information Commission
 बाबा गंगनाथ मार्ग/Baba Gangnath Marg
 मुनिरका/Munirka, नई दिल्ली-११००६७/New Delhi –110067

Dated: 17 .07.2026

Advertisement

Subject: Filling up of various posts in Central Information Commission on Deputation (Including short term contract)/ Deputation/ Absorption/ Re-employment (for Armed Forces personnel) basis.

Applications are invited from eligible persons for filling up the following posts in the Central Information Commission. The details of posts, pay scales, method of recruitment and number of vacancies are as follows:

S. No.	Name of post	Pay Level	No. of Posts	Method of Recruitment
1	Principal Private Secretary	Level - 11	3	02 post by deputation (ISTC); and 01 post by deputation (ISTC)/absorption
2	Section Officer	Level - 8	5	By deputation (ISTC)
3	Private Secretary	Level - 8	8	By deputation (ISTC)
4	ALIO (Assistant Library and Information Officer)	Level - 8	1	By deputation
5	Assistant Section Officer	Level - 7	2	By deputation (ISTC)
6	Personal Assistant	Level - 7	3	By deputation (ISTC)
7	Staff Car Driver, Ordinary Grade	Level - 2	4	By Deputation/absorption. For Armed Forces Personnel: deputation/ re-employment.

2. The details of the post, along with eligibility criteria, educational qualification/ experience etc. required for the post is given in the enclosed **Annexure-I**.

3. Application must be sent in the Bio-data/Curriculum Vitae Proforma given in the enclosed **Annexure-II** to **Deputy Secretary (Admn), Central Information Commission, 5th Floor, Baba Gangnath Marg, Munirka, New Delhi-110067**. This proforma can be downloaded from Central Information Commission's website www.cic.gov.in

4. Application duly filled in and supported by all relevant documents and envelop should be superscripted: **"Application for the post of -----on Deputation (ISTC)/ Deputation/ Absorption/ Re-employment (for Armed Forces personnel) basis."**

5. While forwarding applications, the copy of APARs (each page duly attested by the officer not below the rank of Under Secretary to the GOI) for the last five years, Cadre clearance, Vigilance Clearance and Integrity Certificate and Statement showing Major or Minor penalties, if any, imposed during the last ten years, may positively be furnished by the sponsoring authority.

6. Applicants will not be allowed to withdraw their candidature at a later date. Incomplete applications or applications received without up-to-date APAR dossiers, Cadre Clearance, Vigilance Clearance and Integrity Certificate (duly attested each page by the officer not below the rank of Under Secretary) will not be entertained.

7. The period of appointment on deputation and other terms and conditions of service shall be governed by O.M. No.6/8/2009-Estt..(Pay II) dated 17th June, 2010 of Department of Personnel & Training, Ministry of Personnel Public Grievances & Pensions, Govt. of India as amended from time to time.

8. The last date of receipt of application in the Commission is **60 days from the date of publication** of the advertisement in Employment News.

(Sonia Maheshwari)
Deputy Secretary (Admn.)
Tele: 011-26716023
011-26105041
E-mail Id: dsadmin-cic@cic.nic.in

Annexure-I**The details of eligibility criteria, educational qualification/ experience etc. required for the post**

S. No.	Name of the Post	Eligibility Criteria
1.	Principal Private Secretary (Level 11 in the pay matrix)	Stenographers of the Central Government/State Governments/Union territory Administrations/ Public Sector Undertakings/ Universities/ Recognized Research Institutions/ Semi Government or Autonomous Bodies or Statutory Organizations: (a) (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) with five years' service in the grade rendered after appointment thereto on regular basis in Level-10 in the Pay Matrix or equivalent in the parent cadre or department; or (iii) With six years' service in the grade rendered after appointment thereto on regular basis in Level-8 in the Pay Matrix or equivalent in the parent cadre or department. Note 1: Only Officers from Central/ State Governments/ Union territory Administrations will be considered for absorption. Note 2: The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. Note 3: Period of deputation (including short term contract including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed four years. Note 4: The maximum age limit for appointment by deputation (including short term) shall be not exceeding 56 years as on the closing date of receipt of applications.
2	Section Officer, Level - 8 in the Pay Matrix	Officers of the Central Government or State Government or Union territories or Public Sector Undertakings or Universities or Recognised Research Institutions or Semi Government or Autonomous Bodies or Statutory Organisations: - (a)(i) holding analogous posts on regular basis in the parent cadre or Department; or (ii) with eight years' service in the grade rendered after appointment thereto on regular basis in posts in Level-7 in the Pay Matrix or equivalent in the parent cadre or Department; and (b) possessing the following educational qualification and experience, namely: - (i) Graduation from a recognised university; and (ii) two years' experience in the field of Administration or Finance and/or in dealing with Right to Information matters. Note 1: The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for

		consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. Note 2: (Period of deputation including short term contract including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Government shall ordinarily not to exceed three years. Note 3: The maximum age limit for appointment by deputation including short term contract shall be not exceeding 56 years as on the closing date of receipt of applications.
3	Private Secretary, Level - 8 in the Pay Matrix	Stenographers of the Central Government/State Governments/Union territory Administrations / Public Sector Undertakings / Universities / Recognised Research Institutions / Semi Government or Autonomous Bodies or Statutory organisations: (a)(i) holding analogous posts on regular basis in the parent cadre or Department; or (ii) with five years' service in the grade rendered after appointment thereto on regular basis in posts in Level-7 in the Pay Matrix or equivalent in the parent cadre or department. Note 1: The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. Note 2: (Period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years. Note 3: The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.
4.	ALIO (Assistant Library and Information Officer), Level - 8 in the Pay Matrix	From amongst Officers of the Central Government: (a)(i) Holding analogous posts on regular basis in the parent cadre or department: or (ii) With two years' service in the grade rendered after appointment thereto on regular basis in posts in Pay Band -2 (Rs. 9300-34800 plus grade pay of Rs. 4600) or equivalent grade in the parent cadre or Department, or iii. With six years' service in the grade rendered after appointment thereto on regular basis in posts in Pay Band -2 (Rs. 9300-34800 plus grade pay of Rs. 4200), and (b) Possessing the following educational qualifications and experience, namely Essential: (i) Bachelor's Degree in Library Science or Library and

		Information Science of a recognized University or Institute; (ii.) Two years' professional experience in a Library under Central or State Government or Autonomous or Statutory Organization or Public Sector Undertakings or University or Recognized Research or Educational Institution. Desirable: (i) Master's Degree in Library Science or Library and Information Science of a Recognized University; (ii) Diploma in Computer Application from a Recognised University or Institution. Note 1: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications. Note 2 : For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1st day of January, 2006 /the date from which the revised pay structure based on the 6th Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one Pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the posts for which that grade pay or pay scale is the normal replacement grade without any up-gradation.
5	Assistant Section Officer, Level - 7 in the Pay Matrix	Officers under the Central Government/State Governments or Union territories or Public Sector Undertakings or Universities or Recognised Research Institutes or Semi Government or Autonomous Bodies or Statutory Organisations: (a)(i) holding analogous posts on regular basis in the parent cadre or Department; or (ii) with five years regular service in the grade rendered after appointment thereto on a regular basis in posts in Level -6 in the pay matrix or equivalent in the parent cadre or department; or (iii) with ten years' service in the grade rendered after appointment thereto on regular basis in posts in Level -4 in the pay matrix or equivalent in the parent cadre or Department; and (b) possessing the following educational qualifications and experience: (i) Graduation from a recognised university / Institute; and (ii) two years' experience in the field of Administration or Finance or in dealing with Right to Information matters. Note 1: The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly,

		deputationists shall not be eligible for consideration for appointment by promotion. Note 2: period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Government shall ordinarily not to exceed three years. Note 3: The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.
6	Personal Assistant, Level - 7 in the Pay Matrix	Stenographers of the Central Government/State Government or Union territory Administrations or Public Sector Undertakings or Universities or Recognised Research Institutions or Semi Government or Autonomous Bodies or Statutory Organisations: - (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) with ten years' service in the grade rendered after appointment thereto on regular basis in posts of stenographers in Level -4 in the pay matrix or equivalent in the parent cadre or department. Note 1: the departmental officers 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 2: (Period of deputation including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the central government shall ordinarily not to exceed three years. Note 3: The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.
7	Staff Car Driver, Ordinary Grade, Level - 2 in the Pay Matrix	Deputation/Absorption: From the regular Dispatch Rider (Group C) and Group C employees in Level - 1 in pay matrix (Rs. 18000-56900) in the Central Information Commission who possess valid Driving License for Motor Cars on the basis of a Driving Test to assess the competence to drive Motor Cars failing which from officials holding the post of Dispatch Rider on regular basis or regular Group C employees in Level -1 in the pay matrix (Rs. 18000-56900) in other Ministries of the Central Government who fulfill the necessary qualifications as follows: Essential: (i) Possession of a valid Driving License for motor cars; (ii) Knowledge of motor mechanism (The candidate should be able to remove minor-defects in vehicle); (iii) Experience of driving a motor car for at least three years.; and

		(iv) Pass in 10th standard. Desirable: Three years' service as Home Guard /Civil Volunteers. <u>Deputation /re-employment for Armed Forces Personnel:</u> The Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed shall also be considered. Such persons would be given deputation terms upto the date on which they are due for release from the Armed Forces; thereafter they may be continued on re-employment. Note: The period of deputation including the 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 three years. The maximum age-limit for appointment by deputation/ absorption shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.
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BIO-DATA/ CURRICULUM VITAE PROFORMA

1. Name and Address (in Block Letters)					
Contact No. & E-mail					
2. Date of Birth (in Christian era)					
3. i) Date of entry into service					
ii) Date of retirement under Central/State Government Rules					
4. Educational Qualifications					
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification 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		Essential			
A) Qualification		A) Qualification			
B) Experience		B) Experience			
Desirable		Desirable			
A) Qualification		A) Qualification			
B) Experience		B) Experience			
5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.					
5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.					
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.					
6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.					
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 on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail highlighting experience required for the post applied for)

*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme		From	To
8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent 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 the applicant belongs	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation	
9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate. 9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organisation				
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details				
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others				
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade				
13. 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				

14. Total emoluments per month now drawn		
Basis Pay in the PB	Grade Pay	Total Emoluments
15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief /other Allowances etc. (with break-up details)	Total Emoluments
16.A Additional information , if any, relevant to the post you applied for in support of your suitability for the post (This among other things may provide information with regard to (i) additional academic qualifications (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)		
16.B Achievements: i) Research publications and reports and special projects ii) Awards/Scholarships/Official Appreciation iii) Affiliation with professional bodies/ institutions/ societies iv) Patents registered in own name or achieved for the organization v) Any research/innovative measure involving official recognition vi) Any other information		
17. Please state whether you are applying for deputation (ISTC)/ Absorption/ Re-employment Basis. # (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract) # (The option of 'STC' / 'Absorption' / 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").		
18. Whether belongs to SC/ST		

Declaration: I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address _____

Date _____

Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

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 CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/ minor penalty has been imposed on him/ her during the last 10 years **Or** A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with Seal)