

केन्द्रीय सूचना आयोग
Central Information Commission
2 तल, विंग 'ब' / 2nd Floor, 'B' Wing
अगस्त क्रान्ति भवन / August Kranti Bhavan
भीकाजी कामा प्लेस/ Bhikaji Cama Place
नई दिल्ली - 110066 / New Delhi - 110066

F.No.32/1/2012/CIC/Admn.

Dated: January 22, 2015

Subject: Filling up the posts of Registrar/SO/PS/PA/Assistant & Hindi Translator in the Central Information Commission on deputation basis.

(FOR GOVERNMENT EMPLOYEES ONLY)

Applications in the prescribed Proforma, as per the Annexure-II are invited from eligible persons for filling up the following posts in the Central Information Commission on deputation basis. The details of the posts are as under:

Group A

1. Registrar,

Group B

1. Section Officer,
2. Private Secretary,
3. Personal Assistant,
4. Assistant,
5. Hindi Translator.

The eligibility criteria, qualifications and particulars to be submitted with the application regarding the above posts are given in Annexure-I.

2. It is requested that applications of such eligible persons, who are desirous of being considered for the post advertised and can be relieved immediately on selection, may be forwarded along with their complete and up to date APAR Dossiers for the last five years, Cadre Clearance, Vigilance Clearance and Integrity Certificate, Certificate towards Major/Minor Penalties imposed, if any during the period of last 10 years, to Central Information Commission within a period of 45 days from the date of publication of this circular in Employment News. 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 by the officer not below the rank of Under Secretary) will not be entertained.

This has the approval of Secretary, CIC.

(Sushil Kumar)
Deputy Secretary (Admn.)
011-26717354

Copy to:

1. All Ministries/Departments of the Government of India as per standard distribution list etc.
2. Shri Sandeep Jain Director (IR Divn), Deptt. of Personnel & Training, North Block, New Delhi.
3. Sh. Rakesh Malik, Scientist 'E' NIC, CIC - for uploading on CIC website.

केन्द्रीय सूचना आयोग
Central Information Commission

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

File No.32/1/2012/CIC/Admn

Dated: January 22, 2015

C I R C U L A R

The Central Information Commission, quasi-judicial authority, requires Registrar / Section Officers / PS / PA / Assistant and Hindi Translator on deputation basis.

The required qualifications for these posts have been indicated against each of them.

1. Name of the Post : Registrar

- a) No. of Post(s) : 01 (One)
- b) Scale of Pay : PB-4 Rs.37,400-67,000/- + Grade Pay Rs.10,000/-
- c) Eligibility : Officers under the Central Government or State Governments or Supreme Court or High Court or Tribunal.
- d) Classification : General Central Service Group 'A' Non-Ministerial.
of the post

(I) Holding analogous posts on regular basis in the parent cadre or department; or

(II) With two year's service in the grade rendered after appointment thereto on regular basis in the Pay Band-4, Rs.37400-67000/- plus grade pay of Rs.8900/- or equivalent in the parent cadre or department ; or

(III) With three years' service in the grade rendered after appointment thereto on regular basis in the Pay Band-4. Rs.37400-67000/- plus Grade pay of Rs.8700/- or equivalent in the parent cadre or department; and

(IV) **Possessing the following Educational Qualifications and Experience:**

- (i) A Degree in Law from a recognized University.
- (ii) 15 Years work experience in a Group 'A' post in a Court or Tribunal or Quasi Judicial Authority or Experience in Personnel and Administrative matters or experience relating to filing applications, scrutiny and interpretation of rules, regulations, instructions issued by the Government from time to time.

2. **Name of the Post** : **Section Officer**
- a) No. of Post(s) : 02 (Two)
- b) Scale of Pay : PB-2 Rs.9300-34800 + Grade Pay Rs.4800/-
- c) Eligibility : Officers of the Central Government:
- d) Classification of the post : General Central Service Group 'B' Non-Ministerial.
- (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 Pay Band-2 Rs.9300-34800 plus grade pay of Rs.4600 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 post in Pay Band-2 Rs.9300-34800 plus grade pay of Rs.4200 or equivalent in the parent cadre or department and
- (IV) Possessing the following Education Qualification and experience namely:
- (i) Graduation from a recognized university,
- (ii) Two years experience in the field of Administration or Finance and/or in dealing with Right to Information matters.
3. **Name of the Post** : **Private Secretary**
- a) No. of Post(s) : 05 (Five)
- b) Scale of Pay : PB-3 Rs.9300-34800 + Grade Pay Rs.4800/-
- c) Eligibility : Officers of the Central Government:
- d) Classification of the post : General Central Service Group 'B' Ministerial.
- (I) Holding analogous posts of Stenographers 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 of Stenographers in Pay Band-2 Rs.9300-34800 plus grade pay of Rs.4600 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 post of Stenographers in Pay Band-2 9300-34800 plus grade pay of Rs.4200 or equivalent in the parent cadre or department and
- (IV) Possessing a graduation from a recognized university.
4. **Name of the Post** : **Personal Assistant**
- a) No. of Post(s) : 04 (Four)
- b) Scale of Pay : PB-2 Rs.9300-34800 + Grade Pay Rs.4600/-
- c) Eligibility : Officers of the Central Government.
- d) Classification of the post : General Central Service Group 'B' Ministerial.
- (I) Holding analogous posts of Stenographers 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 Pay Band-2 Rs.5200-20200 plus grade pay of Rs.2400 or equivalent in the parent cadre or department and
- (III) Possessing a Graduation from a recognized University.

5. Name of the Post : Assistant

- a) No. of Post(s) : 06 (Six)
- b) Scale of Pay : PB-2Rs. 9300-34800+Grade Pay Rs. 4600/-
- c) Eligibility : Officers of the Central Government.
- d) Classification of the post : General Central Service Group 'B' Non-Ministerial.

(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 in Pay Band - 1 Rs. 5200 - 20200 plus grade pay of Rs. 2400 or equivalent in the parent cadre or Department, and

(III) Possessing the following educational qualifications and experience namely :-

- (i) Graduation from recognized university,
- (ii) Two years experience in the field of Administration or Finance and/or in dealing with Right to Information matter.

6. Name of the Post : Hindi Translator

- a) No. of Post(s) : 02 (Two)
- b) Scale of Pay : PB-2 Rs.9300-34800/- + Grade Pay Rs.4200/-
- c) Eligibility : Officers of the Central Government:
- d) Classification of the post : General Central Service Group 'B' Non-Ministerial.

(I) Holding analogous posts on regular basis in the parent cadre or department or

(II) with six years service in the grade rendered after appointment thereto on regular basis in Pay Band-1, Rs.5200-20200/- plus grade pay of Rs 2800/- 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 Pay Band 1, Rs.5200-20200/- plus grade pay of Rs.2400/- or equivalent in the parent cadre or department; and

(IV) Possessing educational and other qualifications, experience as below:

ESSENTIAL

- (i) Masters Degree of a recognized University or equivalent in Hindi or English with English or Hindi as a compulsory or elective subject or as a medium of examination at degree level;
OR
- (ii) Masters Degree of a recognized University or equivalent in any subject other than Hindi or English with English or Hindi as a compulsory or elective subjects or either of the two as medium of examination and the other as a compulsory or elective subject at degree level;
OR
- (iii) Masters Degree of a recognized University or equivalent in any subject other than Hindi or English with English or Hindi medium and English or Hindi as a Compulsory or elective subject or a medium of examination at degree level; and

- (iv) Recognized Diploma or Certificate course in Translation from Hindi to English and vice versa or two years experience of translation work from Hindi to English and vice versa in Central or State Government offices, including Government of India Undertakings.

DESIRABLE:-

Knowledge at the level of Matriculation of a recognized Board or equivalent of one of the languages other than Hindi mentioned in the Eight Schedule of the Constitution.

GENERAL CONDITIONS:

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 (Not applicable for the post of Registrar).

Note 1(A): Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Govt. shall ordinarily not to exceed three* years (*Five years for the post of Registrar). The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application.

Note 2: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the first day of January, 2006 and the date from which the revised pay structure based on the sixth 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 post(s) for which that grade pay or pay scale is the normal replacement grade without any up-gradation.

2. Application must be sent in the prescribed Performa (Annexure-II) to **Shri Sushil Kumar, Deputy Secretary (Admn), Central Information Commission, Room No.301, 2nd Floor, August Kranti Bhawan, Bhikaji Cama Place, New Delhi-110066.**

3. Application duly filled in and supported by all relevant documents and envelop should be superscripted: "Application for the post of _____ on deputation."

4. While forwarding applications, the Confidential Reports (Photocopies of the CRs/APARs each page duly attested by the officer not below the rank of Under Secretary) 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

5. The Officers selected will have the option to draw his/her grade pay plus deputation (duty) allowance or to have his/her pay fixed in the scale of the post in accordance with DoPT O.M. No.2/12/87-Estt (Pay II) dated 29.04.1988, as amended from time to time.

6. The last date of receipt of application in the Commission is 45 days from the date of publication of the advertisement in Employment News.

BIO-DATA PROFORMA**Application for the Post of** :

1. (a) Name of the Applicant :
(in Block Letters) :

Address:

(Office) :

(Residence) :

Telephone No. (Office) :

(Residence) :

2. Father's / Husband's name :

3. Date of Birth (in Christian era) :
and Age as on closing date of application :

4. Date of Entry in Govt. Service :

5. Date of retirement under Central Government Rule :

6. Educational/Professional Qualifications :

7. Present Post held :

(a) Scale of Pay :

(b) Present Pay :

8. Date of regular appointment to the post :

9. Post held (whether ad-hoc/regular/deputation) :

10. Brief service particulars and experience :

Period		Post held on regular basis	Scale of Pay	Organization and Station served	Brief description of duties
From	To				

11. Additional Information, if any which you would like to mention in support of your suitability for the post.

12. Date of return from last ex-cadre post, if any :

13. Whether belongs to SC/ST/OBC/PH :

Date:-

Signature of the applicant

Certificate to be given by head of office of the Applicant

- (i) It is certified that the particulars furnished by the official are correct.
- (ii) 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.
- (iii) The service record of the officer has been carefully scrutinized and it is certified that there is no doubt about his/her integrity.
- (iv) Certified that no Major/Minor Penalty has been imposed upon the official during the last 10 years as per service records.
- (v) Cadre Clearance

Date:

Signature of the sponsoring Authority
with office seal