

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

F.No.2/5/2017/Deputation/Admn/CIC

Dated: 08.02.2018

Advertisement

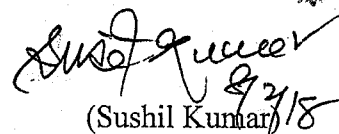
Subject: Filling up the posts of Sr. Principal Private Secretary, Under Secretary, Principal Private Secretary, Private Secretary, Personal Assistant and Hindi Translator in the Central Information Commission on deputation basis.

Applications in the prescribed Performa, 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:

1. Sr. Principal Private Secretary
2. Under Secretary
3. Principal Private Secretary
4. Private Secretary
5. Personal Assistant
6. 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.


(Sushil Kumar) 8/2/18

Deputy Secretary (Admn.)
011-26717352

copy to:-

L Shri A.K. Gehlot, Joint secretary (MR) - for uploading on website of CIE.

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C I R C U L A R

The Central Information Commission, quasi-judicial authority, requires Sr. Principal Private Secretary, Under Secretary, Principal Private Secretary, Private Secretary, Personal 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** : Sr. Principal Private Secretary
- a) No. of Post(s) : 03 (Three)
- b) Level in the pay matrix : Level 12 in the pay matrix
- c) Eligibility : Stenographers of the Central Government or State Government/Union Territory Administration or Public Sector Undertakings or Universities or Recognized Research Institutions or Semi Government or Autonomous Bodies or Statutory Organizations:-
- (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 the Level-11 in the pay matrix or equivalent in the parent cadre or department.
2. **Name of the Post** : Under Secretary
- a) No. of Post(s) : 02 (Two)
- b) Level in the pay matrix : Level 11 in the pay matrix
- c) Eligibility : Officers of the Central Government or State Government/Union Territory Administration or Public Sector Undertakings or Universities or Recognized Research Institutions or Semi Government or Autonomous Bodies or Statutory Organizations:-
- (a) (i) Holding analogous posts on regular basis in the parent cadre or department,
- or

- (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-10 in the pay matrix or equivalent in the parent cadre or department, or
- (iii) With eight years' service in the grade rendered after appointment thereto on regular basis in post in Level-8 in the pay matrix or equivalent in the parent cadre or department; and
- (b) Possessing the following Educational Qualifications and experience, namely

Essential:

- (i) Graduation from a recognized University; and
- (ii) Five years' experience in the field of Administration or Finance or in dealing with Right to Information matters.

3. **Name of the Post** : Principal Private Secretary

a) No. of Post(s) : 05 (Five)

b) Level in the pay matrix : Level 11 in the pay matrix

c) Eligibility : Stenographers of the Central Government or State Government/Union Territory Administration or Public Sector Undertakings or Universities or Recognized Research Institutions or 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 the 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 the Level-8 in the pay matrix or equivalent in the parent cadre or department; or

4. **Name of the Post** : Private Secretary

a) No. of Post(s) : 06 (Six)

b) Level in the pay matrix : Level 08 in the pay matrix

c) Eligibility : Stenographers of the Central Government or State Government/Union Territory Administration or Public Sector Undertakings or Universities or Recognized Research Institutions or Semi Government or Autonomous Bodies or Statutory Organizations:-

Sudhakar
8-11-18

- (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 the Level-7 in the pay matrix or equivalent in the parent cadre or department; or

5. **Name of the Post** : Personal Assistant

a) No. of Post(s) : 05 (Five)
b) Level in the pay matrix : Level 7
c) Eligibility : Stenographers of the Central Government or State Government or Union Territories or Public Sector Undertakings or Universities or Recognized Research Institutions or 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 ten years' service in the grade rendered after appointment thereto on regular basis in the posts of Stenographers in Level-04 in the pay matrix or equivalent in the parent cadre or department; or

6. **Name of the Post** : Hindi Translator

a) No. of Post(s) : 02 (Two)
b) Level in the pay matrix : PB-2 Rs. 9300-34800 plus Grade Pay Rs. 4200 (Revised as per 7th CPC - Level 6 in the pay matrix)
c) Eligibility : From amongst Officers of the Central Government:

- (a) (i) Holding analogous posts on regular basis in the parent cadre or department, or
(i) 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 (Revised as per 7th CPC – Level 5 in the pay matrix) or equivalent in the parent cadre or department, or
(ii) 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 (Revised as per 7th CPC – Level 4 in the pay matrix) or equivalent in the parent cadre or department
(b) Possessing the following Educational and other qualifications, namely

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

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 a medium of examination and the other as a compulsory or elective subject at degree-level.

OR

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 subjects or a medium of examination at degree level; and

- (ii) 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:

- (i) Knowledge at the level of Matriculation of a recognized Board or equivalent of one of the languages other than Hindi mentioned in the Eighth Schedule of the Constitution.

Note 1: Qualifications are relaxable at the discretion of the Staff Selection Commission or Competent Authority, for reasons to be recorded in writing, in case of candidates otherwise well qualified.

Note 2: The qualifications regarding experience is relaxable at the discretion of the Staff Selection Commission or Competent Authority, for reasons to be recorded in writing, in case of candidates belonging to Scheduled Castes or Scheduled Tribes, if at any stage of selection, the Staff Selection Commission or the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.

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.

Note 2: 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 exceed three years.

[Handwritten Signature]
9/1/18

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.

2. Application must be sent in the prescribed Proforma (Annexure-II) to the **Deputy Secretary (Admn), Central Information Commission, Room No.508, 5th floor, Central Information Commission, Baba Gangnath Marg, Munirka, New Delhi-110067.**
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.

[Handwritten Signature]
9/7/18

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) Level in the pay matrix :
(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/Level in the pay matrix	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