

Cabinet Secretariat**Govt of India**

Applications are invited from the officers of the Central Government, for filling up following posts in an organization under Cabinet Secretariat on **deputation basis** as per details given below :-

Sl. No.	Name of the post along with Scale of Pay [Pay Band plus Grade Pay] & No. of Post	Essential educational and other qualification required for deputation	Place of Posting
1.	Deputy Director(G) PB-4 plus Rs.8,700/- (Grade Pay) No. of Post - 01	(a) Officers in the Central Government:- i) holding analogous post on regular basis; or, ii) in the Pay Band-3 (Rs.15,600-39,100/-) plus Grade Pay of Rs.7,600/- with five years regular service in the grade in Civilian Organisation; and, b) Possessing two years experience of working in Intelligence or Police or Army set up including experience in establishment and administration.	Delhi (with All India transfer liability)
2.	Joint Deputy Director (G) PB-3 plus Rs.7,600/- (Grade Pay) No. of Post - 02	(a) Officers in the Central Government:- i) holding analogous posts on regular basis; or, ii) in the Pay Band-3 (Rs.15,600-39,100/-) plus Grade Pay of Rs.6,600/- with five years regular service in the grade; and, b) Possessing minimum of two years experience of working in Intelligence or Police or Army set up including experience in establishment and administration. OR Officers holding the rank of Lieutenant Colonel or equivalent in defence organisations.	Delhi, Tinsukia (Assam), Cuttack (Odisha) (with All India transfer liability)
3.	Deputy Director (IA) PB-4 plus Rs.8,700/- (Grade Pay) No. of Post - 02	Officers in the Central Government:- i) holding analogous post on regular basis in Central Government Civilian organizations; or, ii) in the Pay Band-3 (Rs.15,600-39,100/-) plus Grade Pay of Rs.7,600/- with five years regular service in the grade. OR Officers holding the rank of Brigadier or equivalent in defence organisations. Essential qualification and experience for deputation (i) Master's Degree in Science in Physics or Mathematics or Statistics or Computer Science or Computer Applications or Geology or Geography or Remote Sensing; or, Bachelor's Degree in Engineering or Technology in Computer Science or Electronics or Communications or Electrical or Civil or Mechanical or Remote sensing (ii) Institutionalised training and ten years experience in Remote Sensing.	Delhi (with All India transfer liability)
4.	Joint Deputy Director (IA) PB-3 plus Rs.7,600/- (Grade Pay) No. of Post - 01	(a) Officers in the Central Government:- i) holding analogous post in Civilian organization; or, ii) in the Pay Band-3 (Rs.15,600-39,100/-) plus Grade Pay of Rs.6,600/- with five years regular service in the grade. OR Officers holding the rank of Lieutenant Colonel or equivalent in defence organisations. Essential qualification and experience for deputation (i) Master's Degree in Science in Physics or Mathematics or Statistics or Computer Science or Computer Applications or Geology or Geography or Remote Sensing; or, Bachelor's Degree in Engineering or Technology in Computer Science or Electronics or Communications or Electrical or Civil or Mechanical or Remote sensing (ii) Institutionalised training and five years experience in Remote Sensing.	Delhi (with All India transfer liability)

5.	<p>Assistant Director (IA) PB-3 plus Rs.6,600/- (Grade Pay)</p> <p>No. of post - 17</p>	<p>(a) Officers in the Central Government:- i) holding analogous post in Civilian organization; or, ii) in the Pay Band-3 (Rs.15,600-39,100/-) plus Grade Pay of Rs.5,400/- with five years regular service in the grade.</p> <p><u>OR</u> Officers holding the rank of Major or equivalent in defence organisations.</p>	<p>Delhi (with All India transfer liability)</p>
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		<p><u>Essential qualification and experience for deputation</u> (i) Master's Degree in Science in Physics or Mathematics or Statistics or Computer Science or Computer Applications or Geology or Geography or Remote Sensing; or, Bachelor's Degree in Engineering or Technology in Computer Science or Electronics or Communications or Electrical or Civil or Mechanical or Remote sensing (ii) Institutionalised training and five years experience in Remote Sensing.</p>	
6.	<p>Senior Research Officer (IA) PB-3 plus Rs.5,400/- (Grade Pay)</p> <p>No. of post - 01</p>	<p>(a) Officers in the Central Government:- i) holding analogous post in Civilian organization; or, ii) in the Pay Band-2 (Rs.9,300-34,800/-) plus Grade Pay of Rs.4,800/- with two years regular service in the grade.</p> <p><u>OR</u> Officers holding the rank of Lieutenant or equivalent in defence organisations.</p> <p><u>Essential qualification and experience for deputation</u> (i) Master's Degree in Science in Physics or Mathematics or Statistics or Computer Science or Computer Applications or Geology or Geography or Remote Sensing; or, (ii) Bachelor's Degree in Engineering or Technology in Computer Science or Electronics or Communications or Electrical or Civil or Mechanical or Remote sensing</p>	<p>Delhi</p> <p>(with All India transfer liability)</p>
7.	<p>Deputy Director (Tech) PB-4 plus Rs.8,700/- (Grade Pay)</p> <p>No. of post - 04</p>	<p>Officers in the Central Government:- i) holding analogous post on regular basis in Civilian / Defence organization; or, ii) in the Pay Band-3 (Rs.15,600-39,100/-) plus Grade Pay of Rs.7,600/- with five years regular service in the grade, with technical or research experience in Electronics or Radio Physics or Computer Science in the Central Government or in a recognized University or technical institution and possessing the following educational qualifications:- (a) Master's Degree in Physics with Electronics or Radio Physics or computer or Telecommunication or Solid State Science as a special subject from a recognized University; or, (b) Degree in Engineering with Electronics or Telecommunication or Computer Science from a recognized University.</p>	<p>Delhi, Cuttack (Odisha), Tinsukia (Assam) & Saharanpur (UP)</p> <p>(with All India transfer liability)</p>
8.	<p>Joint Deputy Director (Tech) PB-3 plus Rs.7,600/- (Grade Pay)</p> <p>No. of post - 06</p>	<p>Officers in the Central Government:- i) holding analogous post on regular basis in Civilian/Defence organization; or, ii) in the Pay Band-3 (Rs.15,600-39,100/-) plus Grade Pay of Rs.6,600/- with five years regular service in the grade, with technical or research experience in Electronics or Radio Physics or Computer Science in the Central Government or in a recognized University or technical institution and possessing the following educational qualifications:- (i) Master's Degree in Physics with Electronics or Radio Physics or computer or Telecommunication or Solid State Science as a special subject from a recognized University; or, (ii) Degree in Engineering with Electronics or Telecommunication or Computer Science from a recognized University.</p>	<p>Delhi, Cuttack (Odisha), Tinsukia (Assam) & Saharanpur (UP)</p> <p>(with All India transfer liability)</p>

<p>9.</p>	<p>Senior Field Officer (Tech) PB-3 plus Rs.5,400/- (Grade Pay)</p> <p>No. of post - 02</p>	<p>Officers in the Central Government:- i) holding analogous post on regular basis in Civilian/Defence organization; or, ii) in the Pay Band-2 (Rs.9,300-34,800/-) plus Grade Pay of Rs.4,800/- with two years regular service in the grade and possessing following educational qualification:-</p> <p>Master's Degree in Science with Electronics or Radio Physics or Telecommunications or Computer Science or</p>	<p>Delhi, Cuttack (Odisha), Tinsukia (Assam) & Saharanpur (UP)</p> <p>(with All India transfer liability)</p>
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		Information Technology or Master in Computer Applications from a recognized University; or Degree in Engineering or Technology in Electronics or Telecommunications or Radio Physics Electronics and Electronics or Electronics and Communications or Electrical and Electronics or Computer Science or Information Technology from a recognized University; or Passed sections 'A' and 'B' examinations of the Institution of Engineers (India) in Electronics and Communications or Computer Science; or Passed Graduate membership Examination of Institute of Electronics and Telecommunication Engineers *India) in Electronics and Communications or Computer Science.	
10.	Deputy Director (Language) PB-4 plus Rs.8,700/- (Grade Pay) No. of post - 01	(a) Officers in the Central Government:- i) holding analogous post on regular basis in Civilian or Defence organization; or, ii) in the Pay Band-3 (Rs.15,600-39,100/-) plus Grade Pay of Rs.7,600/- with five years regular service in the grade. (b) Educational qualifications:- (i) Bachelor's Degree in Chinese, Urdu, Tibetan or Pushtu Language from a recognised University or Institute; or, (ii) A Bachelor's Degree with a Diploma in Chinese, Urdu, Tibetan or Pushtu Language from a recognised University or Institute.	Delhi (with All India transfer liability)
11.	Joint Deputy Director (Language) PB-3 plus Rs.7,600/- (Grade Pay) No. of post - 02	(a) Officers in the Central Government:- i) holding analogous post on regular basis in Civilian or Defence organization; or, ii) in the Pay Band-3 (Rs.15,600-39,100/-) plus Grade Pay of Rs.6,600/- with five years regular service in the grade. (b) Possessing the following educational qualifications:- (i) Bachelor's Degree in Chinese, Urdu, Tibetan or Pushtu Language from a recognised University or Institute; or (ii) A Bachelor's Degree with a Diploma in Chinese, Urdu, Tibetan or Pushtu Language from a recognised University or Institute.	Cuttack (Odisha) & Tinsukia (Assam) (with All India transfer liability)
12.	Assistant Director (Language) PB-3 plus Rs.6,600/- (Grade Pay) No. of post - 02	(a) Officers in the Central Government:- i) holding analogous post on regular basis in Civilian or Defence organization; or, ii) in the Pay Band-3 (Rs.15,600-39,100/-) plus Grade Pay of Rs.5,400/- with five years regular service in the grade; and (b) Possessing the following educational qualifications:- (i) Bachelor's Degree in Chinese, Urdu, Tibetan or Pushtu Language from a recognised University or Institute; or (ii) A Bachelor's Degree with a Diploma in Chinese, Urdu, Tibetan or Pushtu Language from a recognised University or Institute.	Delhi & Cuttack (Odisha) (with All India transfer liability)
13.	Senior Interpreter PB-3 plus Rs.5,400/- (Grade Pay) No. of post - 01	(a) Officers in the Central Government:- i) holding analogous post on regular basis in Civilian or Defence organization; or, ii) in the Pay Band-2 (Rs.9,300-34,800/-) plus Grade Pay of Rs.4,800/- with two years regular service in the grade; and (b) Possessing the following educational qualifications:- (i) Bachelor's Degree in Chinese, Urdu, Tibetan or Pushtu Language from a recognised University or Institute; or (ii) A Bachelor's Degree with a Diploma in Chinese, Urdu, Tibetan or Pushtu Language from a recognised University or Institute.	Delhi (with All India transfer liability)
14.	Fire Officer		

14. **Fire Officer**
PB-3 plus Rs.6,600/-
(Grade Pay)

No. of post - 01

Officers in the Central Government:-

- i) holding analogous posts on regular basis in Civilian organization; or,
- ii) in the Pay Band-3 (Rs.15,600-39,100/-) plus Grade Pay of Rs.5,400/- with five years regular service in the grade.

OR

Officers holding the rank of Squadron Leader or Flight Lieutenant or equivalent in defence organisations.

Delhi

(with All India transfer liability)

		<p><u>Essential qualification and experience for deputation</u> 1. Must have passed the Fire Service Course from a recognized institute. 2. Two years experience in Aviation Fire Fighting.</p>	
15.	<p>Assistant Fire Officer PB-3 plus Rs.4,600/- (Grade Pay)</p> <p>No. of post - 02</p>	<p>Officers in the Central Government:- i) holding analogous posts on regular basis in Civilian organization; or, ii) in the Pay Band-2 (Rs.9,300-34,800/-) plus Grade Pay of Rs.4,200/- with three years regular service in the grade.</p> <p>OR</p> <p>Officers holding the rank of Warrant Officer or Junior Warrant Officer or equivalent in defence organisations.</p> <p><u>Essential qualification and experience for deputation</u> 1. Must have passed the Fire Service Course from a recognized institute. 2. Two years experience in Aviation Fire Fighting.</p>	<p>Delhi, Cuttack (Odisha) & Tinsukia (Assam)</p> <p>(with All India transfer liability)</p>
16.	<p>Assistant Director (Accounts) PB-3 plus Rs.6,600/- (Grade Pay)</p> <p>No. of post - 02</p>	<p>(a) Officers holding analogous posts on regular basis who have qualified subordinate Accounts Services examination; or, (b) Officers who have qualified Subordinate Accounts Services examination with five years of regular service in the Pay Band-2 (Rs.9300-34,800/-) plus Grade Pay of Rs.5,400/-.</p>	<p>Delhi & Cuttack (Odisha)</p> <p>(with All India transfer liability)</p>
17.	<p>Accounts Officer PB-2 plus Rs.5,400/- (Grade Pay)</p> <p>No. of post - 02</p>	<p>(i) Officers holding analogous posts on regular basis who have qualified Subordinate Accounts Services examination; or, (ii) Officers who have qualified Subordinate Accounts Services examination with two years of regular service in Pay Band-2 (Rs.9,300-34,800/-) plus Grade Pay of Rs.4,800/-.</p>	<p>Tinsukia (Assam) and Saharanpur (UP)</p> <p>(with All India transfer liability)</p>
18.	<p>Assistant Accounts Officer PB-2 plus Rs.4,800/- (Grade Pay)</p> <p>No. of post - 09</p>	<p>a) Persons having passed Subordinate Accounts Services examination and holding analogous post in the Central Government Civilian Organization; or, b) Officers having passed Subordinate Accounts Services examination with six years of regular service in pay band-2 (Rs.9,300-34,800) plus grade pay of Rs.4,200/-.</p>	<p>Delhi, Cuttack (Odisha), Tinsukia (Assam) & Saharanpur (UP)</p> <p>(with All India transfer liability)</p>
19.	<p>Assistant Director (Workshop) PB-3 plus Rs.6,600/- (Grade Pay)</p> <p>No. of post - 01</p>	<p>Officers in the Central Government:- i) holding analogous posts on regular basis in Civilian / Defence organization; or, ii) in the Pay Band-3 (Rs.15,600-39,100/-) plus Grade Pay of Rs.5,400/- with five years regular service in the grade and possessing the following qualifications and experience:- (a) Degree or Diploma in Automobile Engineering from a recognized University or Institute; or, (b) Ten Years experience of working in motor vehicle workshop.</p>	<p>Cuttack (Odisha)</p> <p>(with All India Transfer Liability)</p>
20.			

20.	<p>Assistant Director (Legal) PB-3 plus Rs.6,600/- (Grade Pay)</p> <p>No. of post - 01</p>	<p>(a) Officers in the Central Government:- i) holding analogous posts on regular basis in Civilian / Defence organization; or, ii) with five years regular service in the post in the Pay Band-3 (Rs.15,600-39,100/-) plus Grade Pay of Rs.5,400/- ; and, (b) Possessing the following educational qualifications and experience:- Bachelor's Degree of Law from a recognised University or equivalent with at least five years experience in legal matters in a supervisory capacity and having proficiency in dealing with the service matters involving legal issues and handling of court or departmental enquiry cases.</p>	<p>Delhi</p> <p>(with All India Transfer Liability)</p>
21.	<p>Senior Field Officer (Legal) PB-3 plus Rs.5,400/- (Grade Pay)</p>	<p>(a) Officers of the Central Government:- i) holding analogous posts in the relevant field on regular basis in Civilian/Defence organization; or, ii) with two years regular service in the post in the Pay Band-2 (Rs.9,300-34,800/-) plus Grade Pay of Rs.4,800/-;</p>	<p>Delhi</p> <p>(with All India Transfer</p>

	No. of post - 01	and, (b) Possessing the following educational qualifications and experience:- Bachelor's Degree of Law from a recognised University or equivalent with at least five years experience in legal matters in a supervisory capacity and having proficiency in dealing with the service matters involving legal issues and handling of court or departmental enquiry cases.	Liability)
22.	Medical Officer PB-3 plus Rs.5,400/- (Grade Pay) No. of post - 01	Officers of the Central Government departments holding analogous posts on regular basis and possessing the following educational qualification:- MBBS degree (Bachelor of Medicine and Bachelor of Surgery) or equivalent degree from a college or institute recognized by Medical Council of India.	Saharanpur (UP) (with All India Transfer Liability)
23.	Library & Information Officer PB-3 plus Rs.6,600/- (Grade Pay) No. of post - 01	Officers of the Central Government:- a) holding analogous posts in the relevant field on regular basis in Civilian organizations; and, b) possessing the following educational qualifications and experience:- (i) Master degree in Arts or Science or Commerce from a recognized university and Bachelor's Degree in Library Science from a recognized university or institute. (ii) seven years experience of working in the library.	Delhi (with All India Transfer Liability)

2. The officers on deputation will be eligible for **15% Security Allowance on the Pay in the Pay Band and Grade Pay** along with other allowances as admissible to Central Government employees.

3. The department officers 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.

4. Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organisations or department of the central government shall ordinarily not exceed three years.

5. The maximum age limit for deputation shall not exceed **fifty-six years** as on the closing date of receipt of applications.

6. The officers who are appointed on deputation can be posted anywhere in India as per requirement of the organisation. *Numbers of posts may increase/decrease.*

7. The initial period of deputation of the officer from Central Government shall normally be **three years** which may be extended as per rules.

8. **How to apply:** Neatly filed applications typed or in own handwriting on A-4 size paper in proforma (placed as Annexure) should be forwarded on following address. The envelope should clearly mention on top "**Application for Deputation for the post of (Name of Post)**".

Assistant Director (Pers B)
Post Box No. 3003,
Lodhi Road Post Office,
New Delhi-110003

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

10. Attested copies of educational qualification, experience and other certificates should be enclosed with the application. Candidates however, will be required to produce original certificates for verification at the time of interview.

11. The applications in the proforma (placed at Annexure) may be forwarded through proper channel along with disciplinary / vigilance clearance / integrity certificate and attested copies of ACRs for the last 5 years. Application not in prescribed proforma will be summarily rejected.

12. Incomplete applications and those received late and/or without the requisite enclosures, would be summarily rejected. No correspondence in this regard would be entertained.

13. Canvassing in any form will disqualify the candidates.

Annexure

POST APPLIED FOR

Affix recent
passport size color
photograph duly
attested

1.	Name					
2.	Date of Birth (DD/MM/YYYY)					
3.	Date of Retirement in the parent organization (DD/MM/YYYY)					
4.	Present Address					
5.	Permanent Address					
6.	Contact No.					
7.	Whether belongs to SC/ST/OBC					
8.	Nationality / Religion					
9.	Educational & Professional qualifications (starting with the last degree till high school or matriculation level)					
	Sl. No	Qualification	Year of passing	Institute / Board / University / College (along with place)	Subjects	Marks Obtained and Division
10.	Details of employment in chronological order					
	Ministry / Department / Office / Institute	Post Held	From	To	Scale of Pay and basic pay (as per 6th CPC)	Nature of duties
11.	Nature of present employment i.e., Permanent or Temporary or Ad-hoc					
12.	Whether you meet the requirements of the post applied for					
13.	Additional information, if any, which you would like to mention in support of your suitability for the post					
14.	List of enclosures attached					

UNDERTAKING

I solemnly affirm that the information submitted above is correct to the best of my knowledge & belief. I also undertake that in the event of my selection to the above post, I will not withdraw my candidature or decline the post when offered.

Date : _____
Place : _____

Signature of the Candidate

Countersigned
(Present Employer with stamp)

day 58101/11/0064/1314