

No. A.12011/08/2018-Ad.IA

Government of India

Ministry of Finance

Department of Economic Affairs

New Delhi

Subject: Filling up of three (03) posts of Section Officer (Excluded) in the Level-8 (Rs.47600-151100) of 7th CPC Pay Matrix in Department of Economic Affairs, Ministry of Finance.

It is proposed to fill up three (03) posts of **Section Officer (Excluded)** in the Department of Economic Affairs, Ministry of Finance in the LEVEL-8 (Rs.47600-151100) of 7th CPC Pay Matrix in the Department of Economic Affairs, Ministry of Finance. One post is to be filled up by composite method (Deputation plus Promotion) basis and the two posts are to be filled up by Deputation/Absorption basis. The eligibility conditions for recruitment to the post of S.O. (Excluded) are detailed in **Annexure-I**.

2. It is requested that Applications in (duplicate) from the eligible and willing officers who can be relieved, if selected, may be forwarded in the prescribed proforma, as in **Annexure-II to this Department within 60 days from the date of publication in the Employment News alongwith the following documents :-**

- CR dossiers containing CRS for the last five years. In case of photocopies of CR dossiers, it should be duly attested by an officer not below the rank of Under Secretary to the Government of India. (Attestation on each page).
- Vigilance/Disciplinary clearance.
- Integrity Certificate.
- A statement showing major/minor penalties imposed during the last 10 years. The statement is also required in case of 'NIL' information.
- Cadre clearance.

3. Applications received incomplete, otherwise than through proper channel and without the above mentioned documents and after the due date will not be entertained. Further, the candidate who applies for the post will not be allowed to withdraw his candidature subsequently.

(Sanjeev Gupta)

Under Secretary to the Government of India
Annexure-I

- 1. Name of the post :** Section Officer (Excluded)
2. Number of vacancy : Three (03)
3. Classification : General Central Service, Group-'B', Gazetted Ministerial
4. Ministry/Department : Ministry of Finance, Department of Economic Affairs
5. Level in the Pay Matrix : Level-8 (Rs.47600-151100) of 7th CPC Pay Matrix
6. Method of Recruitment : (i) Two posts by Deputation/Absorption basis
 (ii) One post by Composite Method (Deputation plus Promotion)
7. Eligibility conditions : Deputation (Absorption (including on Composite Method) Officers under 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 Level-7 in the Pay Matrix (Rs.44900-142400) or equivalent in the parent cadre or department, and
 (b) possessing the following qualifications :-

- Essential:-**
 (i) successful completion of training in the cash and accounts work in Institute of Secretariat Training and Management,
 (ii) a minimum three years experience in cash, accounts, budget work.

Desirable qualifications :-
 One year Certificate or Diploma course or any higher qualification in the field of computer application from a recognized institution;

Note 1: The departmental Assistant Superintendent in Level-7 in the Pay Matrix (Rs.44900-142400) with two years regular service in the grade and possessing the requisite educational qualifications and experience prescribed for deputationist will also be considered along with outsiders and in case he is selected for appointment to the post, the same shall be deemed to have been filled-up 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 organisation/department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 5 years as on the closing date of receipt of applications.

Annexure-II

PROFORMA

- Post applied for
- Name and address in Block Letters
- Date of Birth
- Date of retirement under Central Govt. Rules
- Educational Qualifications
- 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)

Qualification/Experience
Required

Qualification/Experience
Possessed

- Please state clearly whether in the light of entries made by you above, you meet the requirement of the post?
- Details of employment, in chronological order. (Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient)

Ministry/ Department	Post held	From	To	Level in the Pay Matrix	Nature of Duties

- Nature of present employment i.e. ad-hoc or temporary or quasi-permanent or permanent
- In case the present employment is held on deputation basis/contract basis, please state:

- The date of initial appointment
 - Period of appointment on deputation/contract
 - Name of the parent Office/Organization to which belong.
- Additional details about present employment. Please state whether working under:
 - Central Government
 - State Government
 - Autonomous Organization
 - Universities
 - Others
 - Are you in the revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.
 - Total emoluments drawn per month.
 - Whether belongs to SC/ST
 - Additional information, if any
 - Remarks, if any

Date:
Place:

Signature of the Candidate
Address.....

Service particulars given by the applicant are verified with reference to service records and found to be correct.

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Signature with seal of the Competent Authority