



संयुक्त सचिव (नीति एवं प्रशा.)
Joint Secretary (P&A)
डा. सं./Dy. No. 502680
दिनांक/Date 06/09/21

अजय साहनी, आई.एस.
AJAY SAWHNEY, I.A.S.

Handwritten initials: JS (P&A)

सचिव
इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय
भारत सरकार
Secretary
Ministry of Electronics &
Information Technology (MeitY)
Government of India

DO. No. N-21012/8/2021-NeGD
Dated : 19th August 2021

Dear Sir/Ma'am,

Handwritten date: 19/8/21

National e-Governance Division (NeGD) under Digital India Corporation, is a not for profit company of MeitY, to facilitate and support MeitY in implementation of the Digital India Programme with a vision to transform India into a digitally empowered society and knowledge economy. NeGD has a judicious mix of Deputationists & Professionals from Government & industry to ensure that requisite skill sets are available to execute the designated tasks.

2. National e-Governance Division (NeGD) has implemented many important e-Governance projects namely UMANG Digilocker, NCOG/GIS, Open Forge, RAS, Poshan Tracker etc, in the past. NeGD also supports MeitY in implementation of Digital India which includes Programme Management, Capacity Building, Awareness & Communication etc. NeGD has also supported the development of Aarogya Setu and Cowin etc. Currently NeGD is implementing of Digital Platform in important sectors of Education, Agriculture, Health, Skills etc. to integrate various systems and provided personalized services to citizens.

3. NeGD currently invites applications for **Director (Project Appraisal & Finance); Director (Programme Management) and Director (Strategic Planning & e- Infra)** on deputation bases in Pay Matrix Level-14 PB-4 - Rs. 37,400/-67,000/- Grade Pay - Rs. 10,000/- from officers of the Central Government / Autonomous/Statutory bodies & organizations of Government of India, States and UTs.

4. It is requested to kindly publicize for the above mentioned positions in your Organization/Department. You are also requested to kindly recommend suitable officers from your Organization/Department for applying for the above mentioned positions. The last date for applying to these positions is 14th Sept. 2021.

...2/-

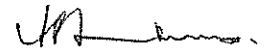
सचिव का कार्यालय (सू.प्र. मंत्रा.)
Secretary Office (I & B)
डा. सं./Dy. No. 502680/2021
दिनांक/Date 29/8/21

Handwritten notes and signatures: us(A), 19/8/21, 6/9/21, 50(A.1)

5. Prescribed proforma of application form, eligibility conditions, Job Description and other details can be downloaded from the official website of MeitY, Digital India & NeGD viz. <https://www.meity.gov.in/>, <https://www.digitalindia.gov.in/> and <https://negd.gov.in/>. The detailed advertisement is also enclosed with this letter for circulation and uploading in your official websites

With regards,

Yours sincerely,



(Ajay Sawhney)

Secretaries of Central Ministry / Department (Cadre Controlling Ministries)

①

अण्डमान तथा निकोबार प्रशासन
Andaman and Nicobar Administration
सचिवालय/Secretariat.

Port Blair, dated the 13th August, 2021.

CIRCULAR

Subject: Vacancy Circular for appointment of Chief Engineer (Civil) in Andaman Public Works Department, A&N Administration on deputation (ISTC) basis.

It is proposed to fill up one (01) post of Chief Engineer (Civil), (General Central Services) Group 'A' Gazetted (Non-Ministerial) carrying the Level - 14 (₹ 144200 - 218200) in the Andaman Public Works Department under A&N Administration on deputation (ISTC) basis from the officers under the Central Govt./State Government/Public Sector undertakings/Semi Govt./autonomous or statutory organization and possessing experience and other eligibility conditions of appointment.

The last date for receipt of applications for appointment of Chief Engineer (Civil) in the Andaman Public Works Department under A&N Administration on deputation (Including Short Term Contract) earlier circulated vide Administration's Circular dated 12.11.2020, 22.01.2021 and 24.02.2021 are hereby extended for another 45 days. Copy of earlier Circular dated 12.11.2020 is also enclosed.

Details of the post, eligibility conditions etc. are available on website of the APWD (www.apwd.and.nic.in) and Administration (www.and.nic.in). The application form for this purpose can be obtained from the Office of CE, APWD, Nirman Bhawan, Port Blair, A&N Islands, Pin-744101 and the websites. Applications complete in all respects of suitable and eligible officers may be sent through proper channel to the Office of CE, APWD within a period of 45 days from the date of issue/publishing of this Vacancy Circular.

Applications received after the prescribed closing date or not accompanied with the required certificates/documents are liable to be rejected.

It is requested that wide publicity may be given to the above vacancy and circulated for information of all the eligible officers.

संयुक्त सचिव (लो.नि.वि.)

Joint Secretary (PWD)

A&N Administration

(F.NO.2-41/2020-PWD)/537

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अण्डमान तथा निकोबार प्रशासन
Andaman and Nicobar Administration
सचिवालय/Secretariat.

Port Blair, dated the

12th November, 2020.

CIRCULAR

Subject: Vacancy Circular for appointment of Chief Engineer (Civil) in Andaman Public Works Department, A&N Administration on deputation (ISTC) basis.

It is proposed to fill up one (01) post of Chief Engineer (Civil), (General Central Services) Group 'A' Gazetted (Non-Ministerial) carrying the Level - 14 (₹ 144200 - 218200) in the Andaman Public Works Department under A&N Administration on deputation (ISTC) basis from the officers under the Central Govt./State Government/Public Sector undertakings/Semi Govt./autonomous or statutory organization and possessing the following experience and other eligibility conditions of appointment.

Deputation (ISTC):

Officers under the Central Government/State Govt. or Semi-Government/Autonomous/Statutory Organization/PSUs or Faculty of Universities/recognized Research Institutions:-

(a)

(i) *holding analogous posts on regular basis in the parent cadre/department.*

OR

(ii) *with three years service in the grade rendered after appointment thereto on a regular basis in the scale of Pay in PB-4 of Rs. 37400-67000 with Grade Pay of Rs. 8700 or equivalent in the parent cadre or department; OR*

(iii) *with eight years service in the grade rendered after appointment thereto on a regular basis in the scale of Pay in PB-3 of Rs. 15600-39100 with Grade Pay of Rs. 7600 or equivalent in the parent cadre or department; AND*

(b) *Possessing the following educational qualification and experience*

(i) *Degree in Civil Engineering of a recognized University/Institute*

(ii) *15 years of experience in Planning, Designing, Construction and Execution of Civil Engineering Projects including atleast 2 years of Administrative Experience.*

The departmental officer in the feeder category who is in the direct line of Promotion will not be eligible for consideration for appointment on deputation. Similarly, Deputationist shall not be eligible for consideration for appointment by promotion.

Note 3:

(Period of Deputation (ISTC) including period of Deputation (ISTC) in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/Department of the Central Govt. shall ordinarily not to exceed five years. The maximum age limit for appointment by Deputation (ISTC) shall be not exceeding 56 years as on the closing date of receipt of applications).

Note: for the purpose of appointment on Deputation basis, the service rendered on regular basis by an officer, prior to 01.01.2006, the date from which the revised pay structures based on the VIIth CPC recommendation has been extended shall be deemed to be the service rendered in the corresponding Grade Pay/Pay scale extended based on the recommendations of the Commission except where there has been merger of more than one pre-revised Pay Scale of Pay into one Grade with a common Grade Pay/Pay Scale and where this benefit will extend only for the post(s) for which that Grade Pay/Pay scale is the normal replacement grade without any upgradation.

It is requested that the Circular may be given wide publicity by circulating it to eligible officers and applications of such eligible candidate as are desirous of being consider for the aforesaid post and who can be relieved immediately on selection may be forwarded alongwith the bio-data (in duplicate) in the prescribed application form together with the following documents within 15.12.2020.


List of documents to be attached with the nomination:

- i. Statement of Bio-data in the prescribed Profoma (as per Annexure-I) in duplicate duly signed by the Volunteering Officer and forwarded through proper channel.
- ii. Vigilance clearance certificate.
- iii. Integrity certificate.
- iv. Statement of penalty (Major/Minor) imposed if any.
- v. ACR dossier of ACRs for the last five years (it may kindly be noted that in case of photo of ACRs the same should be attested one each page by an officer not below the rank of Under Secretary or equivalent rank).

The application form for this purpose can be obtained from the Office of the Chief Engineer, APWD, Nirman Bhawan, Port Blair, A&N Islands, Pin-744101 upto 30.11.2020. Applications can also be downloaded from the website of the A&N Administration as well as APWD viz. www.and.nic.in or www.apwd.and.nic.in.

The application and the bio-data duly specifying (i) the name (ii) address (iii) date of birth (iv) education qualifications (v) detail of present employees (vi) the details of post presently held (vii) present pay scale (viii) present salary (ix) details of experiences (x) vigilance clearance certificate (xi) Integrity certificate (xii) Statement of penalty (Major/minor) imposes, if any and (xiii) ACRs dossier or ACRs for the last five years and forwarded by the employer should reach the office of the CE, APWD by 15.12.2020.

Incomplete applications and applications forwarded without the complete set of essential documents listed above, shall be rejected. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.


उप सचिव (लो.नि.वि)
Deputy Secretary (PWD)
(F.NO.2-41/2020-PWD)/1201

To

The Chief Secretaries / all State Governments to circulate the vacancies among all State Department autonomous / statutory organization public undertaking department.

1. Andhra Pradesh (Hyderabad) - 500022
2. Arunachal Pradesh (Itanagar) - 791111
3. Assam (Guwahati) - 781032
4. Bihar (Patna) - 800020
5. Chattisgarh (Raipur) - 492001
6. Delhi - 110001
7. Goa (Panaji) - 403521
8. Gujarat (Ahmedabad) - 382010
9. Haryana (Chandigarh) - 134114
10. Himachal Pradesh (Shimla) - 171001
11. Jammu & Kashmir (Srinagar) - 190009
12. Jharkhand (Ranchi) - 834001
13. Karnataka (Bangalore) - 560001
14. Kerala (Trivandrum) - 695036
15. Madhya Pradesh (Bhopal) - 462010
16. Maharashtra (Mumbai) - 400032
17. Manipur (Imphal) - 795005
18. Meghalaya (Shilong) - 793001
19. Mizoram (Aizwal) - 796007
20. Nagaland (Kohima) - 797004
21. Orissa (Cuttack) - 751008
22. Punjab (Chandigarh) - 160001
23. Rajasthan (Jaipur) - 302005
24. Sikkim (Gangtok) - 737101
25. Tamil Nadu (Chennai) - 600009
26. Tirpura (Agartala) - 799010
27. Uttar Pradesh (Lucknow) - 226001
28. West Bengal (Kolkata) - 711102
29. Chandigarh - 160001
30. Pondicherry - 605004
31. Daman & Diu - 396220
32. Dadara Nagar Haveli - 396220
33. Lakshadweep - 682554
34. Ladakh - 194101
35. Telengana - 500022
36. Uttarakhand - 248001

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ANNEXURE - B

The Secretary to the Government of India under various Ministries to circulate the vacancies amongst the eligible candidate for filling up the post of Chief Engineer (Civil), APWD, A & N Administration.

1.	The Secretary Ministry of External Affairs, South Block, New Delhi - 110 011	2.	The Secretary Ministry of Rural Development Room No. 48, Krishi Bhawan New Delhi - 110 001
3.	The Secretary Ministry of Defence, Room No. 104 South Block, New Delhi - 110 011	4.	The Secretary Information & Broadcasting, Parliamentary Affairs, Room No. 210, Shram Shakti Bhawan, New Delhi - 110 001.
5.	The Secretary Ministry of Human Resource Development Room No. 30, 1C-Wing, Shastri Bhawan, New Delhi - 110 001.	6.	The Secretary, Development of North - Eastern Region, Ministry of Panchayati Raj, Youth Affairs & Sports, Room No. 201, Shastri Bhawan, New Delhi - 110 001.
7.	The Secretary Ministry of Agriculture and Minister of Consumer Affairs, Food & Public Distribution, Room No. 120, Krishi Bhawan, New Delhi - 110 001	8.	The Secretary Ministry of Coal, Room No. 353- Wing, Shastri Bhawan, New Delhi - 110 003.
9.	The Secretary Ministry of Railways, Room No. 239, Rail Bhawan, New Delhi - 110 001.	10.	The Secretary Ministry of Social Justice & Empowerment, Room No. 120, Shram Shakti Bhawan, New Delhi - 110001
11.	The Secretary Ministry of Home Affairs, Room No. 104, North Block, New Delhi - 110 001.	12.	The Secretary Ministry of Labour & Employment Room No. 120, Shram Shakti Bhawan, New Delhi - 110 001.
13.	The Secretary Ministry of Chemicals & Fertilizers and Minister of Steel, Room No. 192, Udyog Bhawan, New Delhi - 110 011.	14.	The Secretary Ministry of Environment & Forests Room No. 423, Paryavaran Bhawan, New Delhi - 110 003.
15.	The Secretary Ministry of Urban Development, Room No. 106, C-Wing, Nirman Bhawan, New Delhi - 110 011.	16.	The Secretary Ministry of Communications & Information Technology, Electronic Niketan Lodhi Road. New Delhi - 110 003
17.	The Secretary Ministry of Mines, Room No. 101C, C-Wing, Shastri Bhawan, New Delhi.	18.	The Secretary Ministry of Health & Family Welfare, Room No. 150-A Nirman Bhawan, New Delhi - 110 003.

	The Secretary Ministry of Finance, Room No. 134 North Block, New Delhi - 110 001	20.	The Secretary Ministry of Overseas Indian Affairs, Akbar Bhawan, 10 th Floor, Chanakyapuri, New Delhi.
21.	The Secretary Ministry of Small Scale Industries and Minister of Agro & Rural Industries, Room No. 168, Udyog Bhawan, New Delhi - 110 011.	22.	The Secretary Ministry of Petroleum, Room No. 201 Shastri Bhawan, New Delhi - 110 001.
23.	The Secretary Ministry of Shipping, Road Transport & Highways, Room No.504, Transport Bhawan, New Delhi- 110 001.	24.	The Secretary Ministry of Water Resources, Room No. 210, Shram Shakti Bhawan, New Delhi - 110 001.
25.	The Secretary Ministry of Textiles, Room No. 130 A, Udyog Bhawan, New Delhi - 110 011.	26.	The Secretary Heavy Industries & Public Enterprises, Udyog Bhawan, New Delhi.
27.	The Secretary Ministry of Commerce & Industry, Udyog Bhawan, New Delhi - 110 011.	28.	The Secretary Company Affairs, Room No. 437, C- Wing, New Delhi.
29.	The Secretary Ministry of Law & Justice, Room No. 401, Shastri Bhawan, New Delhi - 110 001	30.	The Secretary Science & Technology, Ocean Development, CSIR Building, Rafi Marg, New Delhi.
31.	The Secretary Ministry of Power, Room No. 201, Shram Shakti Bhavan, New Delhi - 110 001.		

ANNEXURE - C

Sl. No.	Department
1.	Chief Engineer, APWD, Nirman Bhawan, A & N Administration, Port Blair.
2.	CEO, Zilla Parishad, South Andaman, Port Blair
3.	Chief Engineer-cum-Chief Administrative Officer, ALHW, Port Blair.
4.	Executive Director (P), Regional Office, NHIDCL, 2 nd Floor, Near Karpagam Dream Hotel, Birdline, Calicut (PO), Port Blair.
5.	Commander Work Engineer, Military Engineering Services, Minniebay, Junglighat (PO), Port Blair - 744103.

PROFORMA OF BIO-DATA

1.	Name and address in BLOCK letters	
2.	Date of birth (in Christian era)	
3.	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 for the post, state the authority for the same)	

			Qualifications / Experience required	Qualifications / Experience possessed by the officer
Essential	(a)	(i)		
		(ii)		
	(b)	(i)		
		(ii)		

6.	Please state clearly whether in the lights of entries made by you above, you meet the requirements of the post	
7.	Details of past service in chronological order (please enclosed separate sheet, authenticated by your signature, if required)	

Name of the Office/Organization	Post held	Period for which post held		Scale of pay	Nature of duties in brief
		From	To		
8.	Nature of present employment i.e. whether adhoc or regular				
9.	In case the present Employment is held on deputation / contract basis, please states:				
	a) The date from which on deputation / contract				
	b) Period of appointment on deputation / contract				
	c) Name of the parent office / organization to which candidate belongs				
	d) Scale of pay in the parent department				
	e) Date from which drawing that scale in the parent department against regular appointment				
10.	Additional details about present employment Please State whether working under: -				
	a. Central Government				
	b. State Government				
	c. Autonomous Organizations				
	d. Government undertakings				
	e. Universities				
11.	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.				
12.	Total emoluments per month drawn				
13.	Additional information, if any which candidate would like to mention in support of one's suitability for the post. Enclose a separate sheet, if required.				
14.	Whether belongs to SC / ST				
15.	Remarks				

Dated:

Signature of the candidate
Address:

VERIFICATION / CERTIFICATE TO BE FURNISHED BY THE EMPLOYER

It is certified that the information furnished by Mr. /Ms. has been checked as per the service record of the individual and found correct.

Records of service of Mr. / Ms. who has applied for post of Chief Engineer (Civil), APWD, A & N Administration has been carefully examined and it is certified that there is no doubt about his / her integrity.

Neither any disciplinary proceedings are pending nor a decision has been taken to initiate disciplinary proceedings against Mr./ Ms. who has applied for the post of Chief Engineer (Civil), APWD, A & N Administration.

In the event of his / her selection Mr./Ms. will be relieved of his / her duties in this office.

(Signature with office seal)
Name:
Designation:
Tele. No.

Date :

Note: Incomplete applications or applications not in accordance with the format / particulars will not be entertained.

STATEMENT OF PENALTIES FOR THE LAST TEN YEARS IN RESPECT OF

Mr. / Ms.

Sl. No.	Name of the penalty	Details of penalty	Period	Remarks

(Signature with office seal)
Name:
Designation:
Tele. No.

Dated:

Note: Kindly furnish 'Nil' statement if no penalty has been imposed.

(11)

TERMS AND CONDITIONS OF APPOINTMENT

1. In addition to pay the selected persons will be entitled to DA as admissible.
2. Special compensatory allowance and Island Special Allowance as admissible under rules.
3. Rent free unfurnished accommodation subject to general review from time to time.
4. Free sea passage once in a year for self and family members while proceeding / returning from leave in accordance with the orders in force from time to time.
5. Deputation allowance as admissible under rules.
6. Tenure: Initially for a period of 1 (one) year, which may be extended in accordance with the rules.
7. They shall be governed by the relevant rules and order in force from time to time in respect of the Government servants of their category serving under the Andaman & Nicobar Administration.
8. The officer selected for appointment on deputation basis will have the option either to get his pay fixed in the depositions post or to draw pay of the post held by him in his parent department plus deputation allowances in accordance with and, subject to the condition, as modified from time to time and such other general or special orders issued by the Ministry of Finance.
9. The period of deputation / contract of official shall not ordinarily exceed four years. The maximum age limit for appointment by transfer on deputation shall not be exceeding 56 years, as on the closing date of receipt of application.
10. The officer once selected shall not be allowed to withdraw or refused to join and it shall be responsibility of sponsoring authority to release the selected officers within a month of the issue of appointment letter / order.

सं.-32013/1/2011-ई।।।।(वैल्यूम. I)

भारत सरकार

सांख्यिकी और कार्यक्रम कार्यान्वयन मंत्रालय

सरदार पटेल भवन,

संसद मार्ग, नई दिल्ली-110001

दिनांक 16/08/2021

कार्यालय ज्ञापन

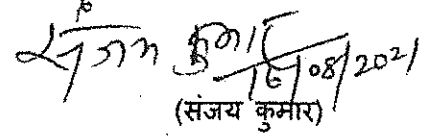
विषय: राष्ट्रीय सांख्यिकीय कार्यालय, क्षेत्र संकार्य प्रभाग (मुख्यालय), दिल्ली में उप-निदेशक (प्रशासन) के रिक्त पद को प्रतिनियुक्ति द्वारा भरा जाना।

अधोहस्ताक्षरी को यह कहने का निदेश हुआ है कि राष्ट्रीय सांख्यिकीय कार्यालय, क्षेत्र संकार्य प्रभाग (मुख्यालय कार्यालय), दिल्ली, सांख्यिकी और कार्यक्रम कार्यान्वयन मंत्रालय के अधीनस्थ कार्यालय में प्रतिनियुक्ति आधार पर छठे केंद्रीय वेतन आयोग के अनुसार पे बैंड-3, 15600-39100+ग्रेड वेतन 6600/-में (7वें केंद्रीय वेतन आयोग के अनुसार पे मैट्रिक्स में लेवल-11) उप निदेशक (प्रशा.), (समूह 'क', राजपत्रित मंत्रालयी) का एक पद भरा जाना प्रस्तावित है। पद के लिए पात्रता मानदंड आदि के संबंध में विवरण अनुबंध-1 में दिए गए हैं। उप-निदेशक(प्रशा.) के पद के कार्य अनुबंध-1 में दिए गए हैं। प्रतिनियुक्ति के संबंध में वेतन एवं अन्य शर्तें कार्मिक एवं प्रशिक्षण विभाग के दिनांक 17.06.2010 के का.जा.सं.6/8/2009-स्था.(वेतन-II), समय-समय पर यथासंशोधित में निहित प्रावधानों के अंतर्गत विनियमित होंगे।

2. यह अनुरोध किया जाता है कि उपर्युक्त पद को संबद्ध एवं अधीनस्थ कार्यालयों सहित मंत्रालयों/विभागों में परिचालित किया जाए और पात्र और इच्छुक अधिकारियों के आवेदन संलग्न प्रोफार्मा में (अनुबंध-III), दो प्रतियों में, रोजगार समाचार पत्र में प्रकाशन की तारीख से 60 दिनों के भीतर निम्नलिखित कागजातों सहित अवर सचिव (प्रशा.।।।।।), सांख्यिकी और कार्यक्रम कार्यान्वयन मंत्रालय, सरदार पटेल भवन, संसद मार्ग, नई दिल्ली 110 001 को अद्योषित कर दिए जाए।

- (i) गत पांच वर्ष अर्थात् 2015-16 से 2019-20 के लिए एसीआर/एपीएआर की सत्यापित प्रतियां(प्रत्येक पृष्ठ एक अधिकारी द्वारा सत्यापित होना चाहिए जो भारत सरकार के अवर सचिव के रैंक से कम न हो)।
- (ii) सत्यनिष्ठा प्रमाणपत्र
- (iii) सतर्कता पुष्टि
- (iv) एक प्रमाणपत्र कि गत 10 वर्षों के दौरान संबंधित अधिकारी पर कोई बड़ी/लघु शास्ति नहीं लगाई गई है।

3. वे आवेदन/परिचय जो अभ्यर्थियों द्वारा अपनी योग्यता और अनुभव के समर्थन में सहायक प्रमाण-पत्र/कागजातों के बिना प्रस्तुत किए जाएंगे, चयन के लिए उनकी उपयुक्तता पर विचार नहीं किया जाएगा ।


(संजय कुमार)

अवर सचिव, भारत सरकार

दूरभाष : 23747356

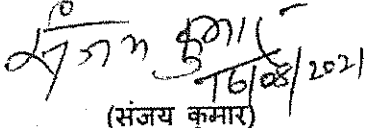
संजय कुमार/BANJAY KUMAR
अवर सचिव/Under Secretary
सांख्यिकी एवं कार्यक्रम कार्यान्वयन मंत्रालय
Ministry of Statistics & P. I.
भारत सरकार/Govt. of India
नई दिल्ली/New Delhi

सेवा में,

1. भारत सरकार के सभी मंत्रालय/विभाग (संलग्न सूची के अनुसार) को इस अनुरोध के साथ कि रिक्ति को परिचालित किया जाए ।
2. कार्मिक, लोक शिकायत एवं पेंशन मंत्रालय के सभी संबद्ध/अधीनस्थ कार्यालय ।
3. सचिव,संघ लोक सेवा आयोग, नई दिल्ली ।
4. मंत्रिमंडल सचिवालय/केंद्रीय सतर्कता आयोग/राष्ट्रपतिसचिवालय/उपराष्ट्रपति सचिवालय/प्रधानमंत्री कार्यालय/नीति आयोग।
5. केंद्रीय प्रत्यक्ष कर बोर्ड/केंद्रीय सीमा शुल्क एवं कस्टम बोर्ड ।
6. राष्ट्रीय मानवाधिकार आयोग, नई दिल्ली ।
7. का.एवं प्रशि. विभाग (स्था-बी), नार्थ ब्लॉक, नई दिल्ली/का.एवं प्रशि. विभाग (सीएसआई -यू), लोक नायक भवन, खान मार्केट, नई दिल्ली को इस अनुरोध के साथ कि परिपत्र को का.एवं प्रशि. विभाग की वेबसाइट पर डाल दिया जाए ।
8. महानिदेशक, दृश्य श्रव्य प्रचार निदेशालय, सूचना और प्रसारण मंत्रालय, 10वां तल, सूचना भवन, फेस-IV, सीजीओ कॉम्प्लेक्स, लोदी रोड, नई दिल्ली-110003 को इस अनुरोध के साथ कि इस परिपत्र को एंप्लायमेंट न्यूज/रोजगार समाचार पत्र के आगामी अंक में प्रकाशित किया जाए ।
9. परिचालन एवं विज्ञापन प्रबंधक, रोजगार समाचार पत्र, ईस्ट ब्लॉक-IV,आर.के.पुरम, नई दिल्ली को इस अनुरोध के साथ कि इस परिपत्र को एंप्लायमेंट न्यूज/रोजगार समाचार पत्र के आगामी अंक में प्रकाशित किया जाए ।
10. कर्मचारी चयन आयोग के सभी क्षेत्रीय/उप-क्षेत्रीय कार्यालय ।
11. हिंदी अनुभाग को इस अनुरोध के साथ कि इस परिपत्र की साफ्ट प्रति और हार्ड प्रति वेब सैल, एसएससी और रोजगार समाचार को प्रेषित कर दी जाए ।
12. वेब सैल, एसएससी ।

प्रतिलिपि निम्नलिखित को भी प्रेषित:-

1. अपर महानिदेशक, एनएसओ (क्षेत्रीय कार्य प्रभाग) सांख्यिकी भवन, जीपीओए बिल्डिंग, सीबीडी शाहदरा, निकट कड़कड़मा न्यायालय, दिल्ली 110 032 ।
2. उप महानिदेशक, एनएसओ (डीक्यूएडी) महालनोबिस भवन, 164 जीएलटी रोड, कोलकाता 700 108 ।
3. उप महानिदेशक, एनएसओ, सर्वेक्षण अभिकल्प एवं अनुसंधान प्रभाग, महालनोबिस भवन, 164 जीएलटी रोड, कोलकाता 700 108 ।
4. निदेशक (प्रशा.), आईएस विंग, 1-काउंसिल हाउस स्ट्रीट, कोलकाता 700 001 ।
5. उप महानिदेशक, डीआईआईडी/संगणक केंद्र, आर.के.पुरम नई दिल्ली को मंत्रालय की वेबसाइट पर डालने के लिए ।


(संजय कुमार)

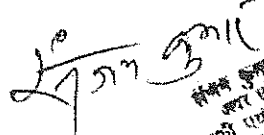
अवर सचिव, भारत सरकार

दूरभाष : 23747356

संजय कुमार / SANJAY KUMAR
अवर सचिव / Under Secretary
सांख्यिकी एवं कार्यक्रम कार्यान्वयन मंत्रालय
Ministry of Statistics & P. I.
भारत सरकार / Govt. of India
नई दिल्ली / New Delhi

अनुबंध-1

1.	पद का नाम	उप निदेशक(प्रशा.)
2.	पदों की संख्या	एक
3.	वेतनमान	15,600-39,100+ग्रेड वेतन 6600/-रु. पे बैंड-3, छठे केंद्रीय वेतन आयोग के अनुसार)(7वें केंद्रीय वेतन आयोग के अनुसार पे मैट्रिक्स लेवल-11)
4.	भर्तों की पद्धति	पदोन्नति द्वारा अन्यथा प्रतिनियुक्ति द्वारा
5.	वे ग्रेड जिनसे पदोन्नति या प्रतिनियुक्ति की जानी है।	<p>केंद्र सरकार के अधिकारी</p> <p>(क) (i) मूल संवर्ग/विभाग में नियमित आधार पर समकक्ष पद अथवा</p> <p>(ii) 15600-39100/-रु.+ग्रेड वेतन 5400/-रु.के पदपर नियमित आधार पर नियुक्ति होने पर,नियुक्ति पश्चात ग्रेड में पांच वर्ष की नियमित सेवा अथवा मूल संवर्ग/विभाग में समकक्ष; अथवा</p> <p>(iii) वेतन बैंड-2 9300-34800/-रु.+ग्रेड वेतन 4600/-रु. के पद पर नियमित आधार पर नियुक्ति होने पर नियुक्ति के पश्चात ग्रेड में आठ वर्ष की नियमित सेवा अथवा मूल संवर्ग/विभाग में समकक्ष; और</p> <p>(ख) प्रशासन, स्थापना और लेखा संबंधी मामलों में पांच वर्ष का अनुभव रखते हों ।</p> <p>टिप्पणी 1 : फीडर कैडर के विभागीय अधिकारी, जो शीघ्र ही पदोन्नत होने वाले हैं, प्रतिनियुक्ति अथवा आमेलन आधार पर नियुक्ति के लिए विचार किए जाने के पात्र नहीं होंगे । इसी प्रकार प्रतिनियुक्ति किए जाने वाले अधिकारी पदोन्नति द्वारा नियुक्ति पर विचार किए जाने के पात्र नहीं होंगे ।</p> <p>टिप्पणी 2 : प्रतिनियुक्ति की अवधि में केंद्र सरकार के किसी अन्य संगठन अथवा विभाग अथवा उसी में इसी नियुक्ति के तत्काल पश्चात् प्राप्त अन्य बाह्य-संवर्ग पद में प्रतिनियुक्ति की अवधि सहित सामान्यतः तीन वर्ष से अधिक नहीं होगी । प्रतिनियुक्ति द्वारा नियुक्ति के लिए</p>


 संचालक/उप निदेशक/SANJAY KUMAR
 उप निदेशक/Under Secretary
 सांख्यिकी एवं सांख्यिकी सर्वेक्षण विभाग
 Ministry of Statistics & P. I.
 भारत सरकार/GOVT. of India
 नई दिल्ली/New Delhi

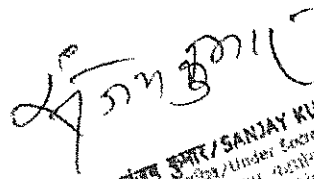
	<p>अधिकतम आयु सीमा आवेदन प्राप्ति की अंतिम तारीख को 56 वर्ष से अधिक नहीं होनी चाहिए ।</p> <p>टिपपणी 3: प्रतिनियुक्ति के आधार पर नियुक्ति के लिए 1 जनवरी, 2006 से पूर्व किसी अधिकारी द्वारा की गई नियमित सेवा अथवा वह तारीख जिससे छठे केंद्रीय वेतन आयोग की सिफारिशों पर आधारित संशोधित वेतन ढांचा जिस तारीख से लागू हुआ है, संबंधित ग्रेड वेतन में की गई सेवा मानी जाएगी, सिवाय इसके जहां सामान्य ग्रेडवेतन के ऐसे संशोधित पूर्व एक से अधिक वेतनमानों का एक ग्रेड में आमेलन हुआ हो वहां और जहां यह लाभ केवल उन पद (पदों) को दिया गया हो जिसके लिए ग्रेड वेतन अथवा वेतनमान बिना किसी उन्नयन के सामान्य प्रतिस्थापन ग्रेड हो ।</p>
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(Handwritten Signature)

बंजय कुमार / BANJAY KUMAR
जूनियर सचिव / Junior Secretary
सांख्यिकी एवं आंकड़ों का विभाग / Ministry of Statistics & P. I.
भारत / Govt. of India
नई दिल्ली / New Delhi

एनएसओ, क्षेत्रीय संकार्य प्रभाग (मुख्यालय) में उप निदेशक (प्रशासन) के पद के कार्य

1. उप निदेशक (प्रशासन) एक ऐसी शाखा के प्रभारी होते हैं जिसमें क्षेत्र संकार्य प्रभाग के दो या उससे अधिक अनुभाग शामिल होते हैं तथा वे कार्यों का निष्पादन और अनुशासन बनाए रखने दोनों में अपने अधिकारों का प्रयोग करेंगे।
2. उन्हें उनके नियंत्रणाधीन वरिष्ठ प्रशासनिक अधिकारी (रियों)/प्रशासनिक अधिकारियों के माध्यम से कार्यों को देखना होता है।
3. शाखा के प्रभारी के रूप में उन्हें महत्वपूर्ण मामलों पर यथा आवश्यक मुख्य प्रशासनिक अधिकारी या उच्चतर अधिकारियों के विधिवत अनुमोदन/निर्देशों के साथ स्वयं की जिम्मेदारी पर यथासंभव मामलों का निपटान करना होगा।
4. उन्हें क्षेत्र संकार्य प्रभाग के प्रशासनिक, स्थापना, सतर्कता और लेखा और न्यायालय (कानूनी) से संबंधित सभी मामलों में मुख्य प्रशासनिक अधिकारी/विभागाध्यक्ष का पर्यवेक्षण तथा सहायता करनी होगी।
5. वे क्षेत्र संकार्य प्रभाग, मुख्यालय, दिल्ली में तैनात कर्मचारियों/अधिकारियों के लिए कल्याण अधिकारी के तौर पर कार्य करते हैं।
6. वे विभिन्न भर्ती नियमावलियों के प्रावधानों तथा क्षेत्र संकार्य प्रभाग में गठित स्क्रीनिंग समितियों के लिए विहित प्रावधानों के अनुसार विभिन्न विभागीय प्रोन्नति समितियों के सदस्य के तौर पर अध्यक्षता/सहयोग करेंगे।
7. वे समय-समय पर यथा संशोधित केंद्रीय सिविल सेवा (वर्गीकरण, नियंत्रण तथा अपील) नियमावली 1957 के तहत प्रत्यायोजित सांविधिक शक्तियों, यदि कोई हैं, का उपयोग करना।
8. वे विभागाध्यक्ष द्वारा उनको प्रत्यायोजित कार्यालय प्रमुख/आहरण एवं वितरण अधिकारी के कर्तव्यों तथा उत्तरदायित्वों का निर्वहन करते हैं।
9. समय-समय पर क्षेत्र संकार्य प्रभाग के अन्य वरिष्ठ अधिकारियों सहित मुख्य प्रशासनिक अधिकारी/विभागाध्यक्ष द्वारा सौंपे गए अन्य कार्यों का निष्पादन।



संजय कुमार/SANJAY KUMAR
अवर सचिव/Under Secretary
सांख्यिकी एवं वित्त विभाग, नया दिल्ली
Ministry of Statistics & P. I.
भारत 110011/Govt. of India
नई दिल्ली/New Delhi

बायोडाटा/परिचय प्रोफॉर्मा

1.	नाम एवं पता (बड़े साफ शब्दों में)	
2.	जन्म तिथि(ईस्वी सन् में)	
3.	i) सेवा में प्रवेश की तारीख ii)केंद्र/राज्य सरकार नियमों के तहत सेवानिवृत्ति की तारीख	
4.	शैक्षिक योग्यताएं	
5.	क्या पद के लिए आवश्यक शैक्षिक योग्यताएं संतोषजनक हैं (यदि कोई योग्यता समान पद के लिए राज्य प्राधिकारी के लिए नियमों में निर्धारित के समकक्ष मानी गई है)	
	अहर्ताएं/अनुभव विज्ञापन/रिक्ति परिपत्र में उल्लिखित के अनुसार	अधिकारी द्वारा प्राप्त अहर्ताएं/अनुभव
	अनिवार्य	अनिवार्य
	क) अहर्ताएं	क) अहर्ताएं
	ख) अनुभव	ख) अनुभव
	वांछनीय	वांछनीय
	क) अहर्ताएं	क) अहर्ताएं
	ख) अनुभव	ख) अनुभव

5.1 टिप्पणी: इस कॉलम में,परिपत्र जारी किए जाने के समय और रोजगार समाचार-पत्र में विज्ञापन जारी होने के समय प्रशासनिक मंत्रालय/विभाग/कार्यालय द्वारा जारी भर्ती नियमों में उल्लिखित अनिवार्य और वांछनीय अहर्ताओं को दर्शाने की आवश्यकता है ।

5.2 डिग्री और स्नातकोत्तर अहर्ता के मामले में,अभ्यर्थी द्वारा इलेक्टिव/मुख्य विषय और सह-विषयों का उल्लेख किया जाए ।

6. कृपया बताएं कि उपर्युक्त प्रविष्टियों के परिप्रेक्ष्य में आप पद के लिए आवश्यक अनिवार्य अहर्ताएं और कार्य अनुभव रखते हैं	
6.1 टिप्पणी: आवेदित पद के संदर्भ में, अभ्यर्थी द्वारा धारित संबंधित अनिवार्य अहर्ताओं/कार्य अनुभव की पुष्टि करते हुए संबंधित विभाग अपनी विशिष्ट टिप्पणियां/विचार दें	

7. क्रमानुसार रोजगार का विवरण: यदि निम्नलिखित स्थान अपर्याप्त हैं तो अपने हस्ताक्षर द्वारा प्रमाणिकृत करते हुए एक पृथक पृष्ठ संलग्न करें:

कार्यालय/संस्था	नियमित आधार पर धारित पद	कबसे	कब तक	*नियमित आधार पर धारित पद के पे-बैंड और ग्रेड-पे/वेतनमान	आवेदित पद के लिए आवश्यक अनुभव को दर्शाते हुए कर्तव्यों(विस्तारित रूप में) की प्रकृति

*महत्वपूर्ण: एसीपी/एमएसीपी के तहत प्रदत्त पे-बैंड/ग्रेड-पे अधिकारी को व्यक्तिगत रूप से दिए गए हैं, अतः उनका उल्लेख नहीं किया जाना चाहिए। केवल नियमित आधार पर धारित पद का पे-बैंड और ग्रेड-पे/वेतनमान का उल्लेख किया जाए। वर्तमान पे-बैंड और ग्रेड-पे के साथ एसीपी/एमएसीपी का विवरण, जहां अभ्यर्थी द्वारा ऐसे लाभ प्राप्त किए गए हों, का उल्लेख निम्नानुसार किया जाए;

कार्यालय/संस्था	एसीपी/एमएसीपी योजना के अंतर्गत लिया गया वेतन/पे-बैंड और ग्रेड-पे	कबसे	कब तक

8. वर्तमान रोजगार की प्रकृति अर्थात् तदर्थ अथवा अस्थायी अथवा अर्द्ध-स्थायी अथवा स्थायी			
9. यदि वर्तमान रोजगार प्रतिनियुक्ति/संविदा आधार पर है, कृपया बताएं:			
क) आरंभिक नियुक्ति की तारीख	ख) प्रतिनियुक्ति/संविदा आधार पर नियुक्ति की अवधि	ग) मूल कार्यालय/संगठन का नाम जहां से आवेदक है	घ) मूल संगठन में वास्तविक क्षमता में धारित पद का नाम और वेतन
9.1 टिप्पणी: यदि अधिकारी पहले से ही प्रतिनियुक्ति पर है, ऐसे अधिकारियों के आवेदन उनके मूल संवर्ग/विभाग द्वारा संवर्ग पुष्टि/सतर्कता पुष्टि और सत्यनिष्ठा प्रमाण-पत्र सहित प्रेषित किए जाने चाहिए।			
9.2 टिप्पणी: ऐसे सभी मामलों में जहां एक व्यक्ति संवर्ग/संगठन के बाहर प्रतिनियुक्ति पर पद को धारण किए हुए है तथा अपने मूल संवर्ग/संगठन में अभी भी अपना पुनर्गठनाधिकार रखे हुए है, की सूचना उपर्युक्त कॉलम 9(ग) और (घ) में दी जाए।			

10.	यदि आवेदक प्रतिनियुक्ति पर विगत में भी किसी पद पर रहा है/रही है तो गत प्रतिनियुक्ति से वापसी की तारीख और अन्य विवरण	
11.	वर्तमान रोजगार से संबंधित अतिरिक्त विवरण: कृपया बताएं किसके तहत कार्यरत हैं: (संबंधित कॉलम के समक्ष अपने नियोजक का नाम दर्शाएं क) केंद्र सरकार ख) राज्य सरकार ग) स्वायत्त संगठन घ) सरकारी उपक्रम ड) विश्वविद्यालय च) अन्य	
12.	कृपया बताएं कि क्या आप उसी विभाग में कार्यरत हैं और फीडर ग्रेड अथवा फीडर ग्रेड के फीडर में हैं	
13.	क्या आप संशोधित वेतनमान में हैं ? यदि हां, तो जिस तारीख से संशोधित वेतनमान लागू हुआ और पूर्व संशोधित वेतनमान की तारीख भी दर्शाएं ।	
14.	प्रति माह प्राप्त परिलब्धियां	

पे बैंड में मूल वेतन	ग्रेड-पे	कुल परिलब्धियां
15. यदि आवेदक किसी ऐसे संगठन से संबंधित है जो केंद्र सरकार के वेतनमानों का अनुपालन नहीं कर रहा है, संगठन द्वारा जारी विभिन्न विवरण दर्शाते हुए वर्तमान वेतन-पर्ची संलग्न की जाए		
मूल वेतन वेतनमान सहित और वेतन वृद्धि की दर	मंहगाई वेतन/अंतरिम राहत/अन्य भत्ते इत्यादि (अलग-अलग विवरण सहित)	कुल परिलब्धियां
16.(क) पद के लिए उपयुक्तता के समर्थन में। आवेदित पद से संबंधित अतिरिक्त सूचना, यदि कोई है, (इस संबंध में अन्य किसी जानकारीके अतिरिक्त (i) अतिरिक्त शैक्षिक अहर्ताएं (ii) व्यावसायिक प्रशिक्षण और(iii)		

<p>कार्य अनुभव, रिक्ति परिपत्र /विज्ञापन में निर्धारित के अलावा)</p> <p>(टिप्पणी: यदि स्थान अपर्याप्त है तो पृथक पृष्ठ संलग्न करें)</p>	
<p>16 (ख) उपलब्धियां:</p> <p>अभ्यर्थियों से निम्नलिखित के संबंध में सूचना उपलब्ध कराने का अनुरोध है:</p> <p>(i) शोध प्रकाशन और रिपोर्टें तथा विशेष परियोजनाएं</p> <p>(ii) पुरस्कार/छात्र वृत्तियां /अधिकारिक अभिमूल्यन</p> <p>(iii) व्यावसायिक निकायों/संस्थानों/ समितियों के साथ संबद्धता और;</p> <p>(iv) अपने नाम अथवा संगठन के लिए प्राप्त पंजीकृत पेटेंट</p> <p>(v) कोई शोध/आधिकारिक मान्यता को शामिल करते हुए नवाचारी उपाय</p> <p>(vi) कोई अन्य सूचना</p> <p>(टिप्पणी: यदि स्थान अपर्याप्त है तो पृथक पृष्ठ संलग्न करें)</p>	
<p>17. कृपया बताएं कि क्या आप प्रतिनियुक्ति (आईएसटीसी)/समावेशन/पुनरोजगार आधार पर आवेदन कर रहे हैं । #(केंद्र/राज्य सरकारों के तहत कार्यरत अधिकारी केवल "समावेशन" के लिए उपयुक्त हैं । गैर सरकारी संगठन के अभ्यर्थी केवल लघु अवधि संविदा के लिए उपयुक्त हैं)</p> <p># एसटीसी /समावेशन/पुनरोजगार का विकल्प केवल तभी उपलब्ध है यदि रिक्ति परिपत्र विशेष रूप से "एसटीसी" अथवा "समावेशन" अथवा "पुनरोजगार" के द्वारा भर्ती के लिए उल्लिखित हो ।</p>	
<p>18. क्या अनुसूचित जाति/जनजाति से संबंधित</p>	

है ?

मैंने ध्यानपूर्वक रिक्ति परिपत्र/विज्ञापन को पढ़ लिया है और मुझे यह ठीक से ज्ञात है कि परिचय पत्र में दी गई सूचना अनिवार्य योग्यताएं/कार्य अनुभव के समर्थन में मेरे द्वारा दिए गए कागजात पद के लिए चयन करते समय चयन समिति द्वारा भी जांचे जाएंगे। मेरे द्वारा दी गई सूचना /विवरण सही और मेरे अनुसार सत्य है और किसी भी भौतिक तथ्य को रोका/छुपाया नहीं गया है जिसका मेरी चयन पर कोई प्रभाव हो।

(अभ्यर्थी के हस्ताक्षर)

पता.....

दूरभाष सं.

दिनांक.....

नियोक्ता/संवर्ग नियंत्रण प्राधिकारी द्वारा प्रमाणीकरण

आवेदक द्वारा उपर्युक्त आवेदन में दी गई सूचना/विवरण रिकार्ड में उपलब्ध तथ्यों के अनुसार सत्य एवं सही है। वह रिक्ति परिपत्र में उल्लिखित शैक्षिक योग्यता और अनुभव रखता है। यदि चयन होता है, इन्हें तत्काल प्रभाव से कार्यमुक्त कर दिया जाएगा।

2. यह भी प्रमाणित किया जाता है कि :-

(i)श्री/श्रीमती के विरुद्ध कोई सतर्कता अथवा अनुशासनात्मक मामला लंबित/विचाराधीन नहीं है।

(ii) उनकी सत्यनिष्ठा प्रमाणित है।

(iii)उनकी सी आर डोज़ियर मूलरूप में संलग्न है/गत पांच वर्षों की वार्षिक कार्य निष्पादन रिपोर्ट की फोटोप्रति भारत सरकार के अवर सचिव अथवा उनसे उच्च अधिकारी द्वारा विधिवत रूप से प्रमाणित, संलग्न है।

(iv)गत 10 वर्षों के दौरान उन पर कोई प्रमुख/लघु दंड नहीं लगाया गया है अथवा उन पर गत 10 वर्षों के दौरान लगाए गए प्रमुख/लघु दंडों की सूची संलग्न है।(जैसा भी मामला हो)

प्रतिहस्ताक्षरित

(नियोक्ता/संवर्ग नियंत्रण प्राधिकारी मोहर सहित)

संख्या / No. 32013/1/2011-E.III-(Vol.I)
भारत सरकार/Government of India
सांख्यिकी और कार्यक्रम कार्यान्वयन मंत्रालय
Ministry of Statistics and Programme Implementation

सरदार पटेल भवन / Sardar Patel Bhawan,
संसद मार्ग, नई दिल्ली / Sansad Marg, New Delhi-110001,
दिनांक / Dated: 16/08/2021

OFFICE MEMORANDUM

Subject:- Filling up of one vacant post of Deputy Director (Admn.) in National Statistical Office, Field Operations Division (Headquarters Office), Delhi by Deputation.

The undersigned is directed to say that it is proposed to fill up one post of Deputy Director (Administration), (Group 'A', Gazetted, Ministerial) i.e. Rs.15600-39100 + Grade Pay Rs.6600/- Pay Band-3 as per 6th CPC (Level - 11 in the Pay Matrix as per 7th CPC) by Deputation in National Statistical Office, Field Operations Division (Headquarters Office), Delhi a Subordinate Office of the Ministry of Statistics & Programme Implementation. The details regarding eligibility criteria, etc. for the post are given in **Annexure-I**. The duties to the post of Deputy Director (Administration) are given in **Annexure-II**. The pay and other terms of deputation will be regulated under the provisions contained in the Department of Personnel & Training's O.M. No.6/8/2009-Estt.(Pay-II) dated 17.06.2010, as amended from time to time.

2. It is requested that the above post may be circulated in the Ministries/Departments including Attached & Subordinate Offices and the applications in duplicate of eligible and interested officers, in the enclosed Proforma (**Annexure-III**) may be forwarded alongwith the following documents within 60 days from the date of publication in the Employment News to the Under Secretary (Admin.II/III), Ministry of Statistics & Programme Implementation, Sardar Patel Bhawan, Sansad Marg, New Delhi-110001.

- (i) Attested photocopies of the ACRs/APARs for the last five years i.e. w.e.f. 2015-16 to 2019-2020 (each page attested by an officer not below the rank of an Under Secretary to the Govt. of India)
- (ii) Integrity Certificate.
- (iii) Vigilance Clearance.
- (iv) A certificate that no major / minor penalty has been imposed on the concerned officer during the last 10 years.

3. Applications /CVs not accompanied by supporting certificates / documents in support of qualifications and experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection.

501854/AdS
26/08/2021
SO(A-1)
28/8
SHW

Sanjay Kumar
16/08/2021
(संजय कुमार / Sanjay Kumar)

अवर सचिव, भारत सरकार
Under Secretary to the Government of India
Tel. No. 011-23747356

संजय कुमार/SANJAY KUMAR
अवर सचिव/Under Secretary
सांख्यिकी एवं कार्यक्रम कार्यान्वयन मंत्रालय
Ministry of Statistics & P. I.
भारत सरकार/Govt. of India
नई दिल्ली/New Delhi

To

1. All Ministries / Departments of Govt. of India (as per list attached) with the request that the vacancy may please be given wide circulation.
2. All attached / subordinate offices of Ministry of Personnel, Public Grievances & Pensions.
3. The Secretary, Union Public Service Commission, New Delhi.
4. Cabinet Secretariat/Central Vigilance Commission/President Secretariat/Vice Presidents Secretariat/Prime Minister's Office/Planning Commission.
5. Central Board of Direct Taxes/Central Board of Excise & Customs
6. National Human Rights Commission, New Delhi
7. DoP&T(Estt-B), North Block, New Delhi/DoP&T(CS-I(U), Lok Nayak Bhavan, Khan Market, New Delhi **with the request to place the circular on DoP&T website.**
8. Director General, DAVP, Ministry of Information and Broadcasting, 10th Floor, Sookhana Bhavan, Phase-IV, CGO Complex, Lodhi Road, New Delhi-110003 **with the request to publish this circular in the ensuing issue of Employment News/Rozgar Samachar.**
9. Circulating-cum-advertising Manager, Employment News, East Block-IV, R.K. Puram, New Delhi with the request to publish this circular in the ensuing issue of Employment News/Rozgar Samachar.
10. All Regional/Sub-Regional Offices of SSC.
11. Hindi Section with the request that soft copy and hard copy of Hindi version may be forwarded for onward transmission to Web Cell, SSC and Rozgar Samachar.
12. Web Cell, SSC.

Copy also forwarded to:-

1. Additional Director General, NSO (FOD), Sankhiyiki Bhawan, GPOA Building at CBD Shahdara, Near Karkardooma Court, Delhi-110032.
2. Deputy Director General, NSO (DQAD), Mahalanobis Bhavan 164, GLT Road, Kolkatta-700108.
3. Deputy Director General, NSO (Survey Design & Research Division), Mahalanobis Bhavan 164, GLT Road, Kolkatta-700108.
4. Director (Admn.), I.S. Wing, 1-Council House Street, Kolkata-700001.
5. Deputy Director General, DIID / Computer Centre, R. K. Puram, New Delhi for placing on website of the Ministry.

Sanjay Kumar
16/08/2021
जनसंख्या विभाग/BANJAY KUMAR
अवर सचिव/Under Secretary
सांख्यिकी एवं कार्यक्रम कार्यान्वयन विभाग
Ministry of Statistics & P. I.
भारत सरकार/Govt. of India
नई दिल्ली/New Delhi

ANNEXURE-I

1.	Name of the post	Deputy Director (Administration)
2.	Number of post	One
3.	Scale of pay	Rs.15600-39100 + grade pay Rs.6600/- PB-3 as per 6th CPC) (Level - 11 in the Pay Matrix as per 7 th CPC)
4.	Method of recruitment	By promotion failing which by deputation
5.	Grades from which promotion or deputation is to be made	<p>Officers of the Central Government</p> <p>(a) (i) holding analogous posts on a regular basis in the parent cadre/Department; or</p> <p>(ii) with five years regular service in the grade rendered after appointment thereto on a regular basis in posts in PB-3 Rs. 15600-39100/- plus grade pay of Rs.5400/- or equivalent in the parent cadre / Department; or</p> <p>(iii) with eight years service in the grade rendered after appointment thereto on a regular basis in posts in PB-2 Rs.9300-34800/- with grade pay of Rs. 4600/- or equivalent in the parent cadre / Department; and</p> <p>(b) Possessing five years experience in Administration, Establishment and Accounts matters.</p> <p>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 or absorption. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>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 or Department of the Central</p>

Sanjay Kumar

		<p>Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.</p> <p>Note 3: For the purpose of appointment on deputation basis, the service rendered on regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the recommendations of the Sixth Central Pay Commission 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 said 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 upgradation.</p>
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Srinjay Kumar

Duties of Deputy Director (Administration) in NSO, FOD (Hq. office)

1. Deputy Director (Admn.) is In-charge of a Branch consisting of two or more Sections in Field Operation Division Hqrs. and exercises his power both in regard to disposal of business and maintenance of discipline.
2. He needs to look after the work comes to him through Senior Administrative Officer(s) / Administrative Officer(s) under his control.
3. As in-charge of Branch he has to dispose of as many cases as possible at his own responsibility with due approval / instructions of Chief Administrative Officer or higher officers on important cases, wherever necessary.
4. He has to supervise and assist the Chief Administrative Officer / Head of the Department in administration, establishment, vigilance, accounts and court (Legal) matters of the Field Operations Division.
5. He is to function as Welfare Officer for the staff / officers posted in Hqrs. Office of the Field Operations Division.
6. He has to Chair / associate as a Member in various Departmental Promotion Committees, as per provisions of the various Recruitment Rules as well as Screening Committees constituted in Field Operations Division.
7. He has to utilize the statutory powers delegated to him, if any, under Central Civil Service (Classification, Control and Appeal) Rules 1957, as amended from time to time.
8. He discharges duties and responsibility of the head of Office / Drawing and Disbursing Officer, delegated to him, if any, by the Head of the Department.
9. Any other duties assigned to him by the Chief Administrative Officer and the head of Department including other senior officer of FOD from time to time.

Singh Khand

BIO DATA/CURRICULUM VITAE PROFORMA

1.Name and Address(in Block letters)	
2.Date of Birth (in Christian era)	
3.i)Date of entry into service	
ii)Date of retirement under Central/ State Govt.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 as mentioned in the advertisement/vacancy circular	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 in-sufficient.

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. adhoc 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/ Organisation to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation

<p>9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department alongwith Cadre Clearance, Vigilance Clearance and Integrity Certificate.</p> <p>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 alien in his parent cadre/organization.</p>	
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10	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.	
11	<p>Additional details about present employment:</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <ul style="list-style-type: none"> a. Central Govt. b. State Govt. 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.	

Basic 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 relief/other etc.(with break-up details)	Pay/interim Allowances	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:

The candidates are requested to indicate information with regard to:

- i. Research publications and reports and special projects.
- ii. Awards/Scholarships/Official Appreciation.
- iii. Affiliation with the professional bodies/institutions/societies and;
- iv. Patents registered in own name or achieved for the organization
- v. Any research/innovative measure involving official recognition
- vi. Any other information

(Note: Enclose a separate sheet if the space is insufficient).

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 Organisation 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	

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 -----

Telephone No. -----

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 to the Government 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)

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