

F. N. 2201/SSC-CR/2011-Admn.
Government of India
Staff Selection Commission (Central Region)

8, A-B Beli Road, Allahabad-211002
Dated :- 28.07.2011

VACANCY CIRCULAR

Subject: - Filling up the various posts in the Staff Selection Commission (Central Region), Allahabad on transfer/ deputation basis.

Applications are invited for filling up the following posts on deputation basis from suitable Officers/Officials working in Central Govt. Offices to the Staff Selection Commission (Central Region) at Allahabad :-

S. No.	Name of the Post	Pay Scale	No. of Posts
01.	Assistant Director (S.O. level of CSS Cadre)	PB-II(9300-34800) Grade Pay 4800/-	02Nos.
02.	Assistant	PB-II(9300-34800) Grade Pay 4600/-	01 No.
03.	Stenographers Grade 'C'	PB-II(9300-34800) Grade Pay 4600/-	01 No.
04.	Accountant	PB-II(9300-34800) Grade Pay 4200/-	01No.
05	Stenographer Grade 'D'	PB-I(5200-20200) Grade Pay 1900/-	01 No.
06.	LDC	PB-I(5200-20200) Grade Pay 1900/-	02 Nos.

Requisite Qualifications/ Experience and Service conditions required for the aforesaid posts are given in the annexure I.

The selected candidate will be appointed on deputation basis for a period of three year. The deputation will be governed by the terms and conditions as contained in the Deptt. of Personnel & Training's O.M. No. 2/29/91-Estt. (Pay-II) dated 05/01/94 as amended from time to time. Officers who volunteer for the posts will not be permitted to withdraw their names later.

Application from eligible candidates, who are desirous of being considered for appointment, may be forwarded to the Commission **by 15.09.2011 (Thursday) positively**. The applicant should clearly indicate their service particulars, experience and educational qualifications in the enclosed Bio-Data form in Annexure II. The attested copies of update ACR dossiers of the applicants for last five years along with vigilance clearance must also be sent along with the application.

The information by the candidate in his bio-data is to be certified by the office in the attached proforma. Incomplete application forms or those not accompanied with attested copies of ACRs for the last five years and vigilance clearance or not received through proper channel are liable to be rejected.

This issues with the approval of competent authority.

(K. K. Srivastava)
Deputy Director (Admn.)

Copy to:-

1. All Department of Govt. of India, situated in Allahabad & Lucknow
2. Shri R. K. Arora, Under Secretary (Estt.II), Staff Selection Commission, Block No. 12, C.G.O. Complex, Lodhi Road, New Delhi-3 with reference to letter No. A-34012/1/2011-Estt.II dated 25.01.2011

(K. K. Srivastava)
Deputy Director (Admn.)

Annexure - I

Requisite qualifications/ experience and service condition required for the following post:-

01. Assistant Director i) : Holding Analogous posts in Central Govt. Office
OR
: Regular Assistant of CSS cadre with 8 years service in the Pay Scale Rs. 9300-34800/- + Grade Pay 4600/- or Persons holding equivalent posts in Central/State Govt.
Pay Band-II(9300-34800) Grade Pay 4800/-
02. Assistant i) : Holding Analogous posts in Central Govt. Office
OR
: Regular UDC in PB-1 Rs. 5200-20200/-+ Grade Pay Rs. 2400/- with 5 years or Persons holding equivalent posts in Central/State Govt.
Pay Band-II(9300-34800) Grade Pay 4600/-
03. Stenographer Grade 'C' i) : Holding Analogous Post in Central Govt. Office
OR
ii) : Regular Stenographer Grade 'D' in pay scale of Rs. 5200-20200/- + Grade Pay Rs. 2400/- with 08 years service in Central Govt. Office.
Pay Band-II (9300-34800) Grade Pay 4600/-
04. Accountant (i) : Holding Analogous Post in Central Govt. Office
OR
ii) Regular UDC with 8 years service in the grade of Rs. 5200-20200/- + Grade Pay Rs. 2400/- or Persons holding equivalent posts in Central/State Govt. and who have undergone training in Cash & Accounts work in the ISTM or equivalent and posses 3 years experience in Cash, Accounts and Budget work.

Pay Band 9300-34800/- Grade Pay 4200/-

05. Stenographer Grade 'D' i) : Holding Analogous post in Central Govt. Office
OR
ii) LDC with 5 years service in the grade and Experience of Short hand with 80 w.p.m speed in English shorthand

Pay Band 5200-20200/- Grade Pay 2400/-

06. LDC i) : Holding Analogous Post in Central Govt. Office

Pay Band 5200-20200/- Grade Pay 1900/-

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ANNEXURE – II

CURRICULAM VITAE PROFORMA

1. Name and Address (in Block Letters) :
2. Date of Birth (in Christian era) :
3. Date of retirement under Central/
State Govt. :
4. Educational Qualifications :
5. Whether Educational and other qualification:
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.	Qualifications/ Experience Possessed by the officer
Essential	(1) (2) (3)	
Desired	(1) (2)	

6. Please state clearly whether in the light
of entries made by you above, you meet the
requirement of the post :

7. Details of Employment, in chronological order. Enclose a separate sheet duly
authenticated by your signature, if the space below is insufficient:

Office/ Institution	Post held	From	To	Scale of Pay and Basic Pay	Nature of duties (in detail)

Contd.....2/-

::2::

8. Nature of present employment i.e. Ad-hoc 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 present office/organization to which you belong.
10. Additional details about present employment. Please state whether working under (indicate the name Of your employer against the relevant column):
 - a) Central Government.
 - b) State Government.
 - c) Autonomous Organization.
 - d) Government Undertaking.
 - e) Universities.
 - f) Others
11. Please state whether you are working in the same Department and are in the feeder grade or feeder to Feeder grade :
12. 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 :
13. Total emoluments per month now drawn :
14. Additional information, if any, which you would like to mention in support of your suitability for the post. (tthis 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)

15. 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 Organizations are eligible only for Short Term Contract).

Contd.....3/-

::3::

16. Whether belongs to SC/ST:

17. Remarks (The candidates may indicate information with regard to (i) Research publications and report and special projects (ii) Awards/Scholarship/Official Appreciation (iii) Affiliation with the professional bodies/Institutions/Societies and (iv) Any other information.
(Note : Enclose a separate sheet if the space is insufficient).

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the Candidate

Address : _____

Date:

Countersigned _____

(Employer with Seal)

F. No. 2003/SSC-CR/95-Admn.
Government of India
Staff Selection Commission (Central Region)
Department of Personnel & Training

8-A-B, Beli Road,
Allahabad-211002
Dated:- 26.07.2011

OFFICE MEMORANDUM

Subject:- Filling up of the post of Accounts Officer on deputation basis in the Regional Office of Staff Selection Commission, Allahabad

Services of suitable officers are required for filling up of post mentioned in Annexure-I. Pay of the officers will be regulated in accordance with the Department of Personnel & Training's O.M. No. 2/29/91-Estt.(Pay-II) dated the 5th January, 1994 as amended from time to time.

2. Officers who volunteer for the post will not be permitted to withdraw their names later. Nominations which are not accompanied by the requisite personal data will not be considered.
3. Name of suitable officers who are eligible, willing and who can be spared may be sent to the undersigned in the attached proforma (Annexure-II), in duplicate, within six weeks from the date of its publication in the Employment News along with C.R. dossiers and a certificate about the vigilance clearance. Applications received after the prescribed date or without C.R. dossiers will not be entertained.
4. This issues with the approval of competent authority.

(K. K. Srivastava)
Deputy Director (Admn.)

Copy to:-

1. All Department of Govt. of India, situated in Allahabad

2. Shri R. K. Arora, Under Secretary (Estt.II), Staff Selection Commission, Block No. 12, C.G.O. Complex, Lodhi Road, New Delhi-3 with reference to your letter No. A-12026/4/2006-Estt.II dated 28.06.2011
3. The Assistant Business Manager (Advt.) 'Employment News' East Block-IV, R. K. Puram, Level 5-7, New Delhi-110066, for publishing in Employment News/ Rojgar Samachar at the earliest.

(K. K. Srivastava)
Deputy Director (Admn.)

Annexure - I

1. Name of Post : Accounts Officer
2. Number of post and office : One are Regional Office of Staff Selection Commission at Allahabad
3. Scale of Pay : PB-2 Rs. 9300-34800/- (Revised Scale)
+ Grade Pay Rs. 4800/-
4. Method of Appointment : Transfer on deputation basis.
5. Eligibility : (i) Section Officers of Central Secretariat or officers holding post in the equivalent grade with at least three years service in the revised Pay Band PB-2 Rs. 9300-34800/- + Grade Pay Rs. 4800/- who have undergone training in Cash and Accounts at ISTM or equivalent and possessing experience in Cash, Accounts and Budget work.

OR

(ii) Officers under the Central Government holding analogous posts or Jr. Accounts Officer or Accountant or equivalent in the revised Pay Band of Rs. 9300/34800/- + Grade Pay Rs. 4200/- with at least five years service in the grades.

OR

(iii) Accounts and Audit Officers or S.A.S. Accountants with at least five years service in the grade from any of the organized Accounts Departments.

6. Period of deputation : Not exceeding 3 years.

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ANNEXURE – II

CURRICULAM VITAE PROFORMA

1. Name and Address (in Block Letters) :

2. Date of Birth (in Christian era) :

3. Date of retirement under Central/
State Govt. :

4. Educational Qualifications :

5. Whether Educational and other qualification:
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.	Qualifications/ Experience Possessed by the officer
Essential	(1) (2) (3)	
Desired	(1) (2)	

6. Please state clearly whether in the light
of entries made by you above, you meet the
requirement of the post :

7. Details of Employment, in chronological order. Enclose a separate sheet duly
authenticated by your signature, if the space below is insufficient:

Office/ Institution	Post held	From	To	Scale of Pay and Basic Pay	Nature of duties (in detail)

Contd.....2/-

::2::

8. Nature of present employment i.e. Ad-hoc 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 present office/organization to which you belong.
10. Additional details about present employment. Please state whether working under (indicate the name Of your employer against the relevant column):
 - g) Central Government.
 - h) State Government.
 - i) Autonomous Organization.
 - j) Government Undertaking.
 - k) Universities.
 - l) Others
11. Please state whether you are working in the same Department and are in the feeder grade or feeder to Feeder grade :
12. 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 :
13. Total emoluments per month now drawn :
14. Additional information, if any, which you would like to mention in support of your suitability for the post. (tthis 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)

15. 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 Organizations are eligible only for Short Term Contract).

Contd.....3/-

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

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the Candidate

Address : _____

Date:

Countersigned _____

(Employer with Seal)