

No. A- 35012/1/2015-Ad.I  
Government of India  
Ministry of Statistics & Programme Implementation  
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Sardar Patel Bhawan,  
Sansad Marg, New Delhi.

Dated: 11<sup>th</sup> August, 2015.

**OFFICE MEMORANDUM**

**Subject: Filling up of one post of Desk Officer, Group 'B' (Gazetted) in MPLADS Division in the Ministry of Statistics & Programme Implementation on deputation basis-regarding.**

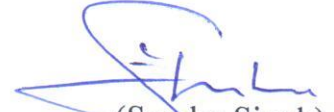
The undersigned is directed to say that one post of Desk Officer is to be filled in MPLADS Division of this Ministry in the Pay Band of Rs.9300-34800 (PB-2) with Grade Pay of Rs.4600/- on deputation basis from the officials of the Central Government. The eligibility criteria for the post is as given in Part-I of the Annexure-I.

2. The official appointed on deputation for a period of three years will be governed by the terms and conditions laid down in the Department of Personnel & Training O.M No. 2/29/91-Estt.(pay) dated 5.1.1994 as amended from time to time.
3. The maximum age limit for appointment on deputation shall be 56 years as on the closing date for receipt of applications.
4. It is requested that the application (in the duplicate) from the eligible and willing officers who can be relieved, if selected, may be forwarded in the prescribed proforma as in Annexure-II (can also be download from the Website of the Ministry i.e. [www.mospi.gov.in](http://www.mospi.gov.in)) to "The Under Secretary (Admn.I), Ministry of Statistics & Programme Implementation, Room No. 201, Sardar Patel Bhawan, Sansad Marg, New Delhi-110001., so as to reach this Ministry latest **by 25<sup>th</sup> September, 2015** alongwith (a) up-to-date CR dossiers/Photocopies of ACRs for the last five year (attested) (b) Vigilance Clearance Report clearly indicating that no disciplinary or criminal proceedings are either pending or contemplated against the officer concerned; (c) statement showing the minor/ major penalties imposed, if any, and (d) Integrity Certificate.
5. Applications received incomplete, otherwise than through proper channel and without the above mentioned documents and after the due date will not be

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entertained. Further, the candidate who applied for the post will not be allowed to withdraw his candidature subsequently.



(Sunder Singh)

Under Secretary to the Government of India  
Tel.: 011-23737929

**Copy to :**

1. All Ministries/Department of Government of India with the request that this may also be circulated among their attached/subordinate offices.
2. All Sections/Divisions of Ministry of Statistics & Programme Implementation, including attached and subordinate offices.
3. DDG, Computer Centre, Ministry of Statistics & Programme Implementation, R.K. Puram for uploading the website of this Ministry.
4. Notice Board/Guard File.

**Proforma**

1. Post applied for :
2. Name and address in Block letters:
3. Date of Birth :
4. Date of retirement under Central Government rules :
5. Educational Qualifications :
6. Whether educational and other qualifications required for the post are satisfied ?
7. 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	Scale of Pay and Basic Pay	Nature of duties

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 basis/contract basis, please state
  - (a) the date of initial appointment
  - (b) Period of appointment on deputation/contract
  - (c) Name of the parent office/organization to which belong
10. Additional details about present employment please state whether working under
  - (a) Central Government
  - (b) State Government
  - (c) Autonomous organization
  - (d) Govt. Undertaking/Universities
11. 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 :
12. Total emoluments per month now drawn
13. Whether belongs to SC/ST

14. Additional information, if any

15. Remarks, if any

(Signature of the candidate)

Address:.....

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

- (i) It is certified that no vigilance case is either pending or being contemplated against the officer.
- (ii) It is certified that no major/minor penalty has been imposed on the officer during the last 10 years.
- (iii) It is certified that the integrity of the officer is beyond doubt.
- (iv) It is certified that the Ministry/Department has no objection to relieve on deputation if he/she will select to the post.

(Signature with seal of the Competent Authority)

1.	Name of Post	<b>Desk Officer</b>
2.	Number of Posts	<b>One (1)</b>
3.	Classification	<b>General Central Service, Group 'B' Gazetted, Non-Ministerial</b>
4.	Pay Scale of the Post	<b>PB-2 (Rs.9300-34800/- with Grade Pay of Rs.4800/-</b>
5.	Method of Recruitment	<b>Deputation</b>
6.	Period of deputation	<b>Three Years</b>
7.	Eligibility	<p><b>Persons working under Central/ State Governments</b></p> <p>i) <b>Officers holding an analogous post on regular basis in the parent cadre or Department; or</b></p> <p>ii) <b>With two year service in the grade rendered after appointment thereto on regular basis in PB-2 of Rs.9300-34800/- with Grade Pay of Rs.4600/- or equivalent in the parent cadre or department; or</b></p> <p>iii) <b>With eight year service in the grade rendered after appointment thereto on regular basis in PB-2 of Rs.9300-34800 with Grade Pay of Rs.4200/- or equivalent in the parent cadre.</b></p> <p><b>Essential :</b></p> <p>i) <b>Bachelor's degree in any discipline from a recognized University or equivalent</b></p> <p><b>Desirable: Knowledge and experience in the use of Computer application software such as MS-Word, Ms-Excel /Power point.</b></p>