

No. A-12034/5/2023-E.III(E.56710)
Government of India
Ministry of Statistics & Programme Implementation
National Sample Survey Office
(Field Operations Division)

Sankhiyiki Bhawan,
CBD, Shahdara, Delhi-110032
Dated: 21.06.2024

OFFICE MEMORANDUM


Subject:-Filling up of 21 vacant posts of Assistant in National Sample Survey Office, Field Operations Division (Headquarters Office), Delhi by deputation.

The undersigned is directed to say that it is proposed to fill up on post of Assistant, Group 'B' Non-Gazetted in Level-6 in the Pay Matrix as per 7th CPC (i.e. Rs.35400-112400/-) by Deputation in National Sample Survey 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 Assistant are given in Annexure-II. The pay and other terms of deputation will be regulated under the provisions contained in the Department of Personal & Training's O.M. No. 6/8/2009-Estt.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 of eligible and interested officers, in the enclosed Proforma (Annexure-III) may be forwarded in duplicate alongwith the following documents, within 60 days from the date of publication in Employment News, to the Additional Director General, Field Operations Division, National Sample Survey Office, Ministry of Statistics & Programme Implementation, Sankhiyiki Bhawan, Shahdara, Delhi-110032.

- (i) Attested photocopies of the ACRs/APARs for the last five years i.e. 2018-19 to 2022-2023 on each page by an Officer not below the rank of Under Secretary to the Government 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 certificate/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. Number of actual vacancies will be decided during finalization of appointment process. (Note details available on <https://www.mospi.gov.in/administration-circulars>).


21.6.24
(Ajay Kumar)
Deputy Director(Admn.)


Copy 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 and Subordinate Offices of Ministry of Personnel, Public Grievances & Pensions.
3. Central Board of Direct Taxes/Central Board of Excise & Customs.
4. DoP&T(Estt.B), North Block, New Delhi/DoP&T(CS-I(U), Lok Nayak Bhawan, Khan Market, New Delhi with the request to place the circular on DoP&T website.
5. Director General, DAVP, Ministry of Information and Broadcasting, 10 Floor, Sookhana Bhawan, Phase-IV, CGO Complex, Lodhi Road, New Delhi-110003 with the request to publish the circular in the ensuing issue of Employment News/Rozgar Samachar.
6. Circulating-cum-advertising Manager, Employment News, East Block-IV, R.K. Puram, New Delhi with the request to publish the circular in the ensuing issue of Employment News/Rozgar Samachar.
7. All Regional Sub Regional Offices of SSC.
8. 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.
9. Web Cell, SSC.

Copy to :-

1. Additional Director General, NSSO(FOD), Sankhiyiki Bhawan, Shahdara, Delhi-110032.
2. Deputy Director General, NSSO(DPD), Mahalanobis Bhawan 164, GLT Road, Kolkata-700108.
3. Deputy Director General, NSSO(Survey Design & Research Division), Mahalanobis Bhawan 164, GLT Road, Kolkata-700108.
4. Director(Admn.), I.S. Wing, 1-Council House Street Kolkata-700001.
5. Deputy Director General, Computer Centre, R.K. Puram, New Delhi for placing on website of the Ministry.


(Ajay Kumar)
Deputy Director(Admn.)
Tel.No. 011- 22388162

LIST OF VACANT POSTS

S.No.	Name of RO/ ZO	Post
1	New Delhi Hqrs	9
2	Bareilly RO	1
3	Agra RO	1
4	Bhopal RO	2
5	Gwalior RO	2
6	Kolkata RO	1
7	Barddhaman RO	2
8	Maldah RO	1
9	Muzaffarpur RO	2
10	Bhubaneshwar RO	2
11	Sambalpur RO	1
12	Guwahati ZO	1
13	Guwahati RO	2
14	Dibrugarh RO	2
15	Shillong RO	1
16	Gangtok RO	1
17	Jaipur RO	2
18	Ajmer RO	1
19	Mohali RO	2
20	Jalandhar RO	1
21	Chandigarh RO	2
22	Shimla RO	1
23	Bangalore ZO	1
24	Bangalore RO	2
25	Hubli RO	2
26	Panaji RO	1
27	Hyderabad RO	1
28	Vijayawada RO	2
29	Cuddapah RO	1
30	Chennai RO	2
31	Madurai RO	2
32	Coimbatore RO	2
33	Kozhikode RO	2
34	Nagpur ZO	1
35	Nagpur RO	2
36	Mumbai RO	2
37	Aurangabad RO	2
38	Pune RO	2
39	Ahmedabad RO	1
40	Baroda RO	2
	Total	70

Note: 21 vacancy have been circulated for filling up on deputation basis and remaining will be filled up by Promotion/ Direct Recruitment.

Annexure – I

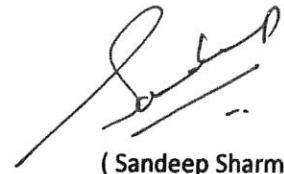
1.	Name of post	Assistant
2.	Number of post	21
3.	Scale of pay/Level in the Pay Matrix	level-6 in the Pay Matrix as per 7 th CPC (i.e. Rs.35400-112400)
4.	Method of recruitment	By promotion failing which by deputation
5.	Grades from which promotion or deputation is to be made	<p>Deputation:</p> <p>Officers holding the post of UDC under the Central Government;</p> <p>(i) holding analogous posts on a regular basis in parent cadre or Department ; or</p> <p>(ii) with ten (10) years regular service in the UDC grade rendered after appointment thereto on a regular basis in Level-4 (Rs.25500 -112400) in the Pay Matrix or equivalent in the parent cadre or Department; or</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 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>

Duties & Responsibilities of Assistant in NSO(FOD)

1. He/she should lead the team of Administrative Staff of the Section in absence of Administrative Officer.
2. He/she should deal with all matters concerning establishment like appointments/ recruitment, promotion, transfer, deputation, reservation in services, confirmation, seniority, etc. including maintenance of Rosters and other related records/register etc.
3. He/she should deal with matters concerning Service Associations recognised under Central Civil Services (Recognition of Service Association) Rules, 1993.
4. He/she should deal with matters concerning pension & related matters.
5. He/she should advise the field offices about purchase procedures, purchase of stores, Tenders & Contracts etc. and examine their proposal as per rules.
6. He/she should advise the field offices about hiring / purchase of office accommodation; examination of their proposals as per the instruction of Director General (Works) and Directorate of Estates, etc.
7. He/she should deal with House Building Advance case including related matter
8. He/she should Check Pay Bill Registers and all others Registers/Records pertaining to accounts matters
9. He/she should Check and control of sanctioned budget.
10. He/she should deal with matter concerning Court cases .
11. He/she should deal with matter concerning disciplinary cases.
12. He/she should assist senior officers in House Keeping jobs etc.
13. He/she should prepare Agenda Notes for meetings of the Departmental Promotion Committees/Screening Committees.
14. He/she should watch over major and minor Head of Accounts including item-wise expenditure incurred without proper allocation of funds.
15. He/she should deal with Audit objections etc.
16. He/she should prepare Budget Estimate (Plan and Non-plan) including Excesses and Savings Statements and their timely submission.
17. He/she should reconcile the figures of expenditure booked by the Pay & Accounts office and rectify discrepancies.

18. He/she should scrutinize and verify the Liveries and Perishable/Non-perishable Stock Register.
19. He/she should scrutinize and verify the Service Books of Staff members including Officers (Once in a year) in the Field Offices.
20. He/she should handle cash work if any, assign to him by Head of the Department/Head of the Office.
21. Any other work assigned by Administrative Officers as well as other Senior Officer from time to time.

Place: Delhi
Date :



(Sandeep Sharma)
Joint Director

ANNEXURE-A

BIO-DATA PRO FORMA FOR DEPUTATION

1.	Name and Address (in block letters)					
2.	Father 's Name					
3.	Place of Birth					
4.	Home State					
5.	Date of Birth(in Christian era)					
6.	Date of joining Govt service and name of the parent department/Ministry/PSU/Autonomous body etc.					
7.	Date of retirement under Central/State Government Rules					
8.	Educational Qualifications including extra professional qualification					
9.	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	*Pay Band and Grade Pay & Basic Pay	Nature of Duties
	<ul style="list-style-type: none"> (Pay Band and Grade pay of the post being held on regular basis) 					
10	Nature of present employment i.e. ad-hoc or temporary or quasi-permanent or permanent/contract					
11	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/organization to which the applicant belongs					
12	If earlier worked on deputation whether cooling off period of 3 years since last deputation completed, as per rules (if yes, please also indicate the date of repatriation)					
13.	Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate					

	sheet, if the space is insufficient.	
14.	Experience in the field of Intelligence Collection: (Please specify the no. of years in intelligence collection and nature of duties performed)	
15.	Please intimate whether the officer is likely to be promoted in near future	
16	Whether belongs to SC/ST/OBC	
17	Remarks	

Date : _____

Signature of the candidate

Address _____

Mobile/Phone No.

E-mail Address

Certified that particulars furnished above are correct as per available records. There is nothing adverse pending or contemplated against him. He is clear from vigilance angle. His integrity is beyond doubt.

Countersigned

(Employer with Seal, not below the rank of Under Secretary in the Govt of India.)

I Certified that the particulars furnished by _____ are correct and he/she possesses educational qualifications and experience mentioned in the circular.

Also Certified that:

- (i) There is no vigilance case pending/contemplated against him/her.
- (ii) His complete CR dossier/ACRs for the last five years duly attested on each page by an officer of the rank of Under Secretary to the Government of India are enclosed.
- (iii) His Integrity is beyond doubt.
- (iv) No major/minor penalties has been imposed on him during the last 10 years /list of major/minor penalties imposed on him/her during the last 10 years is enclosed.

(Strike out which is not applicable.)

Signature

Date

Name & Designation of

the Employer

Place