

No. A-12034/3/2023-E.III(E.58782)
 Government of India
 Ministry of Statistics & Programme Implementation
 National Sample Survey Office
 (Field Operations Division)

Sankhiyiki Bhawan,
 CBD, Shahdara, Delhi-110 032

Dated : 26.06.2024
 03.07

OFFICE MEMORANDUM

Subject:- Filling up of nineteen (19) vacant post of Administrative Officer in National Sample Survey Office, Field Operations Division, Delhi by deputation.

The undersigned is directed to say that it is proposed to fill up on 19 post of Administrative Officer, Group 'B' Gazetted in Level-7 in the Pay Matrix as per 7th CPC (i.e. Rs.44900-142400/-) by Deputation in National Sample Survey Office, Field Operations Division, 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 Administrative Officer 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>).



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

From pre-page:-

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.

Annexure – I

1.	Name of post	Administrative Officer
2.	Number of post	19 (As per Annexure-III)
3.	Scale of pay/Level in the Pay Matrix	level-7 in the Pay Matrix as per 7 th CPC (i.e. Rs.44900-142400)
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 of the Central Government or State Government or Union territory-</p> <p>(a) (i) holding analogous posts on a regular basis in parent cadre or Department ; or</p> <p>(ii) with at least five years service in the grade rendered after appointment thereto on a regular basis in the post in Level-6 (Rs.35400-112400) of the Pay Matrix or equivalent in the parent cadre/Department; and</p> <p>(b) Possessing the following educational qualifications and experience:-</p> <p>(i) a Bachelor Degree of a recognised University or equivalent;</p> <p>(ii) Two years experience in administration, establishment and accounts works in a Government Office/Public Sector Undertaking/Autonomous body/Statutory body.</p> <p>Note 1: The Departmental Officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for appointment by promotion.</p> <p>Note 2: Period of deputation including period of deputation in any other 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 fifty six (56) years as on the closing date of receipt of applications</p>

Duties & Responsibilities of Administrative Officer in NSO(FOD)

The Administrative Officer is In-charge of a Section consisting of Assistant(s), Upper Division Clerk(s), Lower Division Clerk(s) etc. and discharge the following :-

1. **General duties :**
 - i. Distribution of work among the staff as evenly as possible - that is one Dealing Assistant should not be overloaded while the other is idle;
 - ii. Training, helping and advising the staff;
 - iii. Management and co-ordination of the work;
 - iv. Maintenance of order and discipline in the section;
 - v. Maintenance of a list of residential addresses of the Staff.
2. **Responsibilities relating to Dak :**
 - (i) to go through the receipts;
 - (ii) to submit receipts which should be seen by the Branch Officer or higher officers at the dak stage;
 - (iii) to keep a watch on any hold-up in the movement of dak; and
 - (iv) to scrutinize the section diary once a week to know that it is being properly maintained.
3. **Responsibilities relating to issue of drafts :**
 - (i) to see that the draft is letter-perfect, i.e. all corrections have been made before it is marked for issue;
 - (ii) to indicate whether a clean copy of the draft is necessary;
 - (iii) to indicate the number of spare copies required;
 - (iv) to check whether all enclosures are attached;
 - (v) to indicate priority making;
 - (vi) to indicate mode of despatch;
4. **Responsibility for efficient and expeditious disposal of work and checks on delays :**
 - (i) to keep a note of important receipts with a view to watching the progress of action;
 - (ii) to ensure timely submission of arrear and other returns;
 - (iii) to undertake inspection of Dealing Assistants' tables to ensure that no paper or file has been overlooked;
 - (iv) to ensure that cases are not held up at any stage;
 - (v) to go through the list of periodical returns every week and take suitable action on items requiring attention during next week.
5. **Independent disposal of cases :**

He/She should take independently action of the following types :-

 - (i) issuing reminders;
 - (ii) obtaining or supplying factual information of a non-classified nature;
 - (iii) any other action which a Administrative Officer is authorized to take independently.
6. **Duties in respect of recording and indexing :**
 - (i) to approve the recording of files and their classification;
 - (ii) to review the recorded file before destruction;
 - (iii) to order and supervise periodic weeding of unwanted spare copies;
 - (iv) ensuring proper maintenance of registers required to be maintained in the section.
7. He/She should ensure proper maintenance of Reference Books, Office Orders, etc., and keeping them up to date.
8. He/She should ensure neatness and tidiness in the Section.
9. He/She should Deal with important and complicated cases himself.
10. He/She should ensure strict compliance with Department Security Instructions.
11. He should discharge duties and responsibility of the Head of office/Drawing & Disbursing Officer, delegated to him, if any, by the Head of the Department.

12. He/She should associate as a Member in various Departmental Promotion Committee as per provisions of the various Recruitment Rules as well as Screening Committees constituted in Field Operations Division.
13. Any other duties assigned to him by the Head of Department, Chief Administrative Officer and Deputy Director (Admn.) including other senior officers of Field Operations Division from time to time.

Place: Delhi-32

Date :



(Sandeep Sharma)
Joint Director

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.)

- 1 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

List of Vacant Posts

S.No.	Offices	V
1	New Delhi Hqrs	3
2	Faridabad Hqrs	1
3	Bareilly RO	1
4	Allahabad RO	1
5	Agra RO	1
6	Dehradun RO	1
7	Bhopal RO	1
8	Gwalior RO	1
9	Jabalpur RO	1
10	Barddhaman RO	1
11	Maldah RO	1
12	Patna RO	1
13	Dibrugarh RO	1
14	Ajmer RO	1
15	Delhi RO	1
16	Mohali RO	1
17	Jalandhar RO	1
18	Shimla RO	1
19	Hyderabad RO	1
20	Vijayawada RO	1
21	Cuddapah RO	1
22	Chennai RO	1
23	Coimbatore RO	1
24	Thiruvananthapuram RO	1
25	Kozhikode RO	1
26	Mumbai RO	1
27	Pune RO	1
28	Ahmedabad RO	1
29	Baroda RO	1
30	Raipur RO	1