

Immediate.

No. A-11011/4/2017-Admn.III
Government of India
Ministry of Statistics & Programme Implementation

Sardar Patel Bhavan, Sansad Marg,
New Delhi-110001 dated 11.07.2018.

OFFICE MEMORANDUM

Subject:- Filling up the post of Deputy Director(Administration) in Field Operations Division, NSSO, New Delhi on deputation basis.

The undersigned is directed to say that one post of Deputy Director(Admn), a Group 'A' post in PB-3 i.e Rs.15600-39100 + grade pay of Rs. 6600/-(pre-revised) is proposed to be filled up on deputation basis in Field Operations Division, National Sample Survey Office, New 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. Duties to the post of Deputy Director(Admn) 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 17.6.2010, 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 Under Secretary, (Admn.III) M/o Statistics & P.I., 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. 2013-14 to 2017-2018(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.

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

Sanjay Kumar

(Sanjay Kumar)

Under Secretary to the Govt. of India.
Tel. No. 23747356.

Director, DSDD (In-Computer Centre)
Ministry of Statistics & P.I.
Dy. No. 852
Date: 12/7/18

Director (PS)

12/7/18

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, Sookhna 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, Field Operations Division, NSSO, Sankhiyiki Bhawan, GPOA Building at CBD Shahdar, near Karkardooma Court, Delhi-110032.
2. Deputy Director General, Data Processing Division, National Sample Survey Office, Mahalanobis Bhavan, 164, GLT Road, Kolkatta-700108.
3. Deputy Director General, Survey Design & Research Division, National Sample Survey Office, Mahalanobis Bhavan 164, GLT Road, Kolkatta-700108.
4. Director (Admn.) CSO (I.S Wing), 1-Council House Street, Kolkata-700001.
5. Deputy Director General, Computer Centre, R K Puram, New Delhi-110022 **for placing on website of the Ministry.**

Sanjay Kumar

(Sanjay Kumar)

Under Secretary to the Govt. of India.

Tel. No. 23747356.

1.	Name of the post	Deputy Director (Administration)
2.	Number of post	One
3.	Scale of pay	Rs. (Rs.15600-39100 + grade pay Rs 6600/- PB.3) (Group 'A' – Gazetted –Ministerial).
4.	Method of recruitment	By promotion failing which by deputation.
5.	Eligibility Criteria for deputation	<p>Deputation:</p> <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 Government shall ordinarily not to <u>exceed three years</u>. 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>

Duties of the post of Deputy Director(Admn) in Field Operations Division, National Sample Survey Office.

1. Deputy Director(Admn) is in-charge of a Branch consisting of two or more Section in Field Operations Division Hqrs and is responsible for disposal of administrative matters related to this Division.
2. He/She is responsible for ensuring maintenance of order and discipline in all sections.
3. He/She is responsible to keep track of all Court case matters of this Division on regular basis.
4. He/She looks after the work routed through Senior Administrative Officer(s)/Administrative Officer(s) under his/her control.
5. He/She has to supervise and assist the Chief Administrative Officer/Head of the Department in all matters relating to administration, establishment, vigilance and accounts of the Field Operations Division.
6. He/She has to function as Welfare Officer for the staff/officers posted in Field Operations Division, Hqrs. Delhi.
7. He/She 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.
8. He/She has to utilize the statutory powers delegated to her/him, if any, under Central Civil Service(Classification, Control and Appeal)Rules 1957, as amended from time to time.
9. He/She discharges duties and responsibilities of the Head of Office/Drawing & Disbursing Officer, delegated to him/her, if any, by the Head of the Department.
10. Any other duties assigned to him/her by the Chief Administrative Officer/Head of Department including other senior officers of Field Operations Division from time to time.

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 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>			

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> <p>a) Central Govt. b) State Govt. c) Autonomous Organization d) Government Undertaking e) Universities f) Others</p>	
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
<p>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.</p>		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc. (with break-up details)	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

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)