

**Government of India**  
**Ministry of Statistics and Programme Implementation**  
**National Academy of Statistical Administration (NASA)**

**Plot – 22, Knowledge Park – II**  
**Greater Noida, U.P**  
**Date: - 10<sup>th</sup> September, 2013**

**CIRCULAR**

The National Academy of Statistical Administration (NASA) under the Ministry of Statistics and Programme Implementation, Government of India is an apex institute for imparting training in the field of "Official Statistics and Related Methodology". The Academy intends to fill-up the following vacancies on deputation (including short term contract) basis.

| Sl.No.       | Name of the post                | Pay Band (PB) and (GP) | Number of post |
|--------------|---------------------------------|------------------------|----------------|
| 1            | Jr. System Analysts             | PB 2 + G.P 4200        | 1              |
| 2            | Assistant Librarian             | PB 2 + G.P 4200        | 1              |
| 3            | Assistant / Assistant Caretaker | PB 2 + G.P 4200        | 3              |
| 4.           | Personnel Assistant             | PB 2 + G.P 4200        | 5              |
| 5.           | Sr. Accountant / Accountant     | PB 2 + G.P 4200        | 1              |
| 6.           | UDC / Field Assistant           | PB 1 + G.P 2400        | 2              |
| <b>TOTAL</b> |                                 |                        | <b>13</b>      |

2. The particulars of the post are given in Annexure – I. **Same may be downloaded from [www.mospi.gov.in](http://www.mospi.gov.in)**
3. The appointment will be governed by the terms and conditions laid down in the Department of Personnel & Training's O.M No. 6/8/2009-Est(Pay II) dated 17.06.2010.
4. The applications of willing and eligible officers, who can be spared by Central/State Govts./ Union Territories/Universities/recognized research institution/ Public Sector Undertaking / Semi-Govt. or autonomous or statutory organizations may be sent (in triplicate) in the enclosed proforma (Annexure – II and III) to the undersigned by **6<sup>th</sup> November, 2013** alongwith vigilance clearance, ACR/APAR for the preceding 5 years, duly attested on each page by the competent authority.
5. Applicants will not be allowed to withdraw their candidature at later stage. Application received without complete documents will not be considered. No action will be taken on advance copies of the application not received through proper channel.

  
(Vishwajeet Kumar)  
Deputy Director & Head of Office  
0120-2328910

1. All Ministries/ Departments of Government of India with the request to circulate in their attached / subordinate offices.
2. Chief Secretaries of all State Government / Union Territories.
3. All Attached/Subordinate offices / all sections/ divisions of Ministry of Statistics and PI.
4. PSUs/universities/ research institution
5. Computer Center, MoSPI for uploading on Ministry's website for wide circulation.
6. Employment News / Rojgar Samachar
7. Guard File.
8. Notice Board

**I. Junior System Analysts**

1. Number of Post: - 1 (one).
2. Place of posting :- Greater Noida, U.P
3. Classification: - General Central Service, Group 'B', Non-Gazetted, Non-Ministerial.
4. Scale of Pay: - PB – 2, Rs. 9300 – 34800, Grade Pay – Rs. 4200/-.
5. Method of Recruitment: - On Deputation (including short term contract).
6. Period of deputation :-  
 Period of deputation(including short term contract) including period of deputation(including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding 56 years, as on the closing date of receipt of application.
7. Eligibility conditions: - Officers under the Central/State Government /Union Territories /Universities /Recognize Research Institutions/Public Sector Undertaking/Semi-Govt or Autonomous or Statutory Organizations:-
  - (a)(i) Holding analogous posts on regular basis in parent cadre/Department; or
  - (ii) with six years' service in the grade rendered after appointment thereto on regular basis in posts in Pay Band –1, Rs.5200-20200 +Grade Pay of Rs.2800 or equivalent in parent cadre/department ; and
  - (b) Possessing the Bachelor's Degree in Computer Application/Information Technology from a recognized University/Institute.

Desirable: - One Year working experience in C++, Fox Pro, Oracle, SQL, ASP.NET etc. /Visual basic or One year experience of handling large IT Network on WINDOWS platform.

Note: - For the purpose of appointment on deputation basis , the service rendered on regular basis by an officer prior to 1<sup>st</sup> January 2006,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/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 up gradation.

\*\*\*\*\*



## **II. Assistant Librarian**

1. Number of Post: - 1 (one).
2. Place of posting :- Greater Noida, U.P
3. Classification: - General Central Service, Group 'B', Non-Gazetted, Non-Ministerial.
4. Scale of Pay: - PB – 2, Rs. 9300 – 34800, Grade Pay – Rs. 4200/-.
5. Method of Recruitment: - On Deputation (including short term contract).
6. Period of deputation :- Period of deputation(including short term contract) including period of deputation(including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding 56 years, as on the closing date of receipt of application.
7. Eligibility conditions :- Officers under the Central/State Government/Union territories /Universities/ Recognized Research Institutions/Public Sector Undertaking/Semi-Govt. or Autonomous or Statutory Organizations:-
  - (a) (i) Holding analogous posts on regular basis in parent cadre/Department ;or
  - (ii) With six years' service in grade rendered after appointment on a regular basis in post in Pay Band –1, Rs.5200-20200 +Grade Pay of Rs.2800 or equivalent in parent cadre/department; or
  - (iii) With Ten Years service in the grade rendered after appointment on a regular basis in posts in Pay Band-1, Rs.5200-20200 +GP Rs.2400 or equivalent in parent cadre/department, and

(b) possessing the following educational qualifications and experience:

  - (i) Bachelor's Degree from recognized University,
  - (ii) Bachelor's Degree in Library Science from recognized University/Institute.
  - (iii) Two years professional experience in an institutional Library or having successfully undergone Certificate Course in Computer Application from a recognized institute.

Note: - For the purpose of appointment on deputation basis , the service rendered on regular basis by an officer prior to 1<sup>st</sup> January 2006, 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/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 up gradation.

\*\*\*\*\*

### **III. Assistant / Assistant Caretaker**

1. Number of Post: - 3 (Three).
2. Place of posting :- Greater Noida, U.P
3. Classification: - General Central Service, Group 'B', Non-Gazetted, Non- Ministerial.
4. Scale of Pay: - PB – 2, Rs. 9300 – 34800, Grade Pay – Rs. 4200/-.
5. Method of Recruitment: - On Deputation (including short term contract).
6. Period of deputation :- Period of deputation(including short term contract) including period of deputation(including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding 56 years, as on the closing date of receipt of application.
7. Eligibility conditions :- Officers under the Central/State Government/Union Territories/ Universities/ Recognized Research Institutions/Public Sector Undertaking/Semi-Govt. or Autonomous or Statutory Organizations:-
  - (a)**(i) Holding analogous posts on regular basis in parent cadre/Department; or
  - (ii) With six years' service in grade rendered after appointment thereto on a regular basis in post in Pay Band –1, Rs.5200-20200 +Grade Pay of Rs.2800 or equivalent in parent cadre or equivalent in the Parent Cadre/Department; or
  - (iii) With ten years service in the grade rendered after appointment thereto on a regular basis in posts in Pay Band-1, Rs.5200-20200+GP Rs.2400 or equivalent in Parent Cadre/Department; and

**(b)** Possessing the following educational qualifications and experience:

  - (i) Bachelor's Degree from recognized University,
  - (ii) Passed Foundational Course in Computer Application from recognized institution; and
  - (iii) Possessing two yers experience of handling administrative matters including housekeeping functions in Government Department / Undertaking or in a recognized institution.

Note: - For the purpose of appointment on deputation basis , the service rendered on regular basis by an officer prior to 1<sup>st</sup> January 2006, the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay/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 / pay scale , and where this benefit will extend only for the post(s) for which that grade pay/pay scale is the normal replacement grade without any up gradation.

\*\*\*\*\*



#### **IV. Personal Assistant**

1. Number of Post: - 5 (Five).
2. Place of posting :- Greater Noida, U.P
3. Classification: - General Central Service, Group 'B', Non-Gazetted, Non- Ministerial.
4. Scale of Pay: - PB – 2, Rs. 9300 – 34800, Grade Pay – Rs. 4200/-.
5. Method of Recruitment: - On Deputation (including short term contract).
6. Period of deputation :- Period of deputation(including short term contract) including period of deputation(including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding 56 years, as on the closing date of receipt of application.
7. Eligibility conditions :- Officers of Stenographer Cadre under the Central/State Government/Union Territories/Universities / Recognized Research Institutions/Public Sector Undertaking/Semi-Govt. or Autonomous or Statutory Organizations:-
  - (a)(i)Holding analogous posts on regular basis in parent cadre/Department; or
  - (ii) With ten years service in the grade rendered after appointment thereto on a regular basis in posts in Pay Band-1, Rs.5200-20200+GP Rs.2400 is equivalent in Parent Cadre/Department; and

**(b)** Possessing a speed of 100 W.P.M in Stenography.

Note: - For the purpose of appointment on deputation basis , the service rendered on regular basis by an officer prior to 1<sup>st</sup> January 2006,the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay/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 / pay scale , and where this benefit will extend only for the post(s) for which that grade pay/pay scale is the normal replacement grade without any up gradation.

\*\*\*\*\*



## **V. Sr. Accountant / Accountant**

1. Number of Post: - 1 (one).
2. Place of posting :- Greater Noida, U.P
3. Classification: - General Central Service, Group 'B', Non-Gazetted, Ministerial.
4. Scale of Pay: - PB – 2, Rs. 9300 – 34800, Grade Pay – Rs. 4200/-.
5. Method of Recruitment: - On Deputation (including short term contract).
6. Period of deputation :- Period of deputation(including short term contract) including period of deputation(including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding 56 years, as on the closing date of receipt of application.

7. Eligibility conditions :- Upper Division Clerks of Central Secretariat Clerical Service with eight years of regular service in the grade and have undergone training in cash and accounts work in Institute of Secretariat Training and Management or equivalent and possessing three years experience of cash, accounts and budget work;

failing which by,

Officers under the Central/State Government/Union Territories/ Universities/ Recognized Research Institutions/Public Sector Undertaking/Semi-Govt. or Autonomous or Statutory Organizations:-

- (a)(i) Holding analogous posts on regular basis in parent cadre/Department; or
- (ii) With six years' service in grade rendered after appointment thereto on a regular basis in post in Pay Band –1, Rs.5200-20200 +Grade Pay of Rs.2800 or equivalent in parent cadre or equivalent in the Parent Cadre/Department; or
- (iii) With ten years regular service in the grade rendered after appointment thereto on a regular basis in posts in Pay Band-1, Rs.5200-20200+GP Rs.2400 or equivalent in Parent Cadre/Department; and

(b) Possessing the following educational qualifications and experience:-

(ii) Have undergone training in cash and accounts work in Institute of Secretariat Training and Management or equivalent and possessing three years of cash, accounts and budget work.

Or

Passed the Subordinate Accounts Service or equivalent examination conducted by any of the organized accounts Department of the Central Government.

Note: - For the purpose of appointment on deputation basis , the service rendered on regular basis by an officer prior to 1<sup>st</sup> January 2006, the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay/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 / pay scale , and where this benefit will extend only for the post(s) for which that grade pay/pay scale is the normal replacement grade without any up gradation.

\*\*\*\*\*

## **VI. Upper Divisional Clerk / Field Assistant**

1. Number of Post: - 2 (Two).
2. Place of posting :- Greater Noida, U.P
3. Classification: - General Central Service, Group 'C', Non-Gazetted, Ministerial.
4. Scale of Pay: - PB – 1, Rs. 5200 – 20200, Grade Pay – Rs. 2400/-.
5. Method of Recruitment: - On Deputation (including short term contract).
6. Period of deputation :- Period of deputation(including short term contract) including period of deputation(including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding 56 years, as on the closing date of receipt of application.

7. Eligibility conditions :- Officers of the Central Government or State Governments, Autonomous Bodies or Public Sector Undertakings,

(i) Holding analogous posts on regular basis ; or

(ii) With eight years' regular service in the grade of Lower Division Clerk or equivalent;

Note: - For the purpose of appointment on deputation basis , the service rendered on regular basis by an officer prior to 1<sup>st</sup> January 2006, the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay/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 / pay scale , and where this benefit will extend only for the post(s) for which that grade pay/pay scale is the normal replacement grade without any up gradation.

\*\*\*\*\*

**BIO-DATA PROFORMA**

1. Post applied for
2. Name and address in Block letters
3. Date of Birth
4. Date of retirement under Central Govt. rules
5. Educational Qualification
6. 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.)
7. Please state clearly whether in the light of entries made by you above; you meet the requirement of the post?
8. Details of employment, in chronological order (enclosed a separate sheet duly authenticated by your signature, if the space below is insufficient ):

| S.No. | Ministry/Department | Post held | From | To | Scale of pay and Basic pay | Brief job Description |
|-------|---------------------|-----------|------|----|----------------------------|-----------------------|
|       |                     |           |      |    |                            |                       |

9. Nature of present employment i.e. ad-hoc or temporary or quasi-permanent or permanent:-
10. 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:
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. Remark, if any:

Signature of the Candidate

Date:  
Place:  
Address:



**CERTIFICATE**

(To be filled by the employer)

Certified that particulars furnished by Shri/Smt./Kum. .... have been verified and are correct and that no disciplinary proceeding are either pending or being contemplated against him. It is also certified that the integrity of the candidate is bonafide.

Signature and Seal of the Head of Office

Place:-

Date:-