

No.A.12026/6/2012-Ad.I  
Government of India  
Ministry of Finance  
Department of Expenditure

North Block,  
New Delhi, the 28<sup>th</sup> September, 2012.

CIRCULAR


Subject: Filling up the post of Assistant Director in the scale of pay of PB-3 of Rs.15600-39100+Rs.5400(GP) [Rs.8,000-275-13,500 (pre-revised)] in the Ministry of Finance, Department of Expenditure on deputation basis - regarding.

It is proposed to fill up four (04) posts of Assistant Director carrying the scale of pay of PB-3 of Rs.15600-39100+Rs.5400(GP) [Rs.8,000-275-13,500 (pre-revised)] in the Ministry of Finance, Department of Expenditure on deputation basis. The details of the post, eligibility conditions etc. are given at Annexure-I.

2. The terms and conditions for appointment on deputation will be governed in terms of Department of Personnel & Training's Office Memorandum No.6/8/2009-Est. (Pay II) dated 17.6.2010 as amended from time to time.

3. It is requested that applications of such eligible candidates as are desirous of being considered for the post and who can be relieved immediately on selection, may be forwarded through proper channel alongwith their bio-data in the proforma prescribed at Annexure II, complete & upto-date ACR Dossier (in case of photocopies, the same may be attested by an officer not below the rank of Under Secretary to the Government of India), Vigilance clearance, Integrity Certificate and Statement of Major/minor penalties imposed during the last 10 years, so as to reach to Under Secretary (Admn.), Department of Expenditure, Room No.225(E), North Block, New Delhi-110001, within 45 days of publication of this Office Memorandum in the Employment News/Rozgar Samachar. Applications received without the aforesaid documents or after stipulated period will not be entertained. Applicants, if selected will not be permitted to withdraw their candidature at a later date.

4. Hindi version is enclosed.

  
(BIPLAB KUMAR ROY)  
Under Secretary to the Government of India  
☎ 2309 5695

1. All Ministries/Departments of the Government of India/The Chief Secretaries of State Governments/Union Territories.
2. The Editor (Advertisement), Employment News, East Block-4, Level-5, R.K. Puram, New Delhi-66
3. Sr. Tech. Director, NIC, North Block, New Delhi, with the request to upload this circular in the web-site of the Ministry of Finance and also "on-line Notice Board".
4. ✓ Technical Director, NIC, Room No.11/A, North Block, New Delhi with request to post the vacancy circular on the DoP&T website.
5. Guard File - 2012.

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**ANNEXURE - I**

1.	Ministry/Department	:	Ministry of Finance, Department of Expenditure.	
2.	Name of the Post and Classification	:	Assistant Director, General Central Service Group 'A, Gazetted, Non-Ministerial.	
3.	Scale of Pay	:	PB-3 of Rs.15600-39100+Rs.5400(GP) [Rs.8,000-275-13,500(pre-revised)]	
4.	Method of Recruitment	:	On deputation basis.	
5.	Eligibility Conditions	:	Officers of the Central Government or State Government or Union Territories: -	
		(a)	(i)	Holding analogous posts on regular basis; or
			(ii)	With 5 years' regular service in posts in the scale of pay of Rs.6500-10500(pre-revised) or equivalent; and
			(iii)	With eight years regular service in posts in the scale of pay scale of Rs.5500-9000 (pre-revised) or equivalent; and
		(b)	Possessing the following educational qualifications:	
		(i)	Master's Degree in Statistics or Mathematics or Economics or Commerce (with Statistics) from recognized University or equivalent; or  Degree with Mathematics or Statistics or Economics or Commerce (with Statistics) as one of the subject from a recognized University or equivalent; and diploma obtained after two years' Post Graduate training in Statistics from an institution recognized by the Central Government or a State Government or the University Grants Commission.	
		(ii)	Three years' experience in applied Statistics or any of the subjects mentioned above; or  Three years' experience in directing surveys or research studies on Economic and Social problems	
6.	Last date of receipt of applications	:	45 days from the date of publication of the circular in the Employment News/Rozgar Samachar.	

(Period of deputation, including period of deputation 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 shall be not exceeding 56 years as on the closing date of receipt of applications).  
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BIO-DATA PROFORMA

1. Post applied for : Assistant Director
2. Name and address in Block Letters :
3. Date of Birth :
4. Date of retirement under Central Govt. rules :
5. Educational qualifications

Sl. No.	Educational Qualifications possessed by the candidate	Year of Passing	Percentage/Class/Division
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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)?

Qualifications/Experience  
required

Qualifications/Experience  
possessed

7. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post?

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8. Details of employment in chronological order (Please enclose a separate sheet duly authenticated by your signature, if space below is insufficient)

Ministry/ Department	Post held	From	To	Scale of pay and Basic Pay	Nature of duties
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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/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 belongs :

11. Additional details about present  
employment. Please state whether working  
under

(a) Central Government :

(b) State Government :

(c) Autonomous Undertaking :

(d) Universities :

(e) Others (Please indicate) :

12. Please state whether you are working in the  
same department and are in the feeder  
grade or in the feeder to the feeder grade

13. Are you in the revised scale of pay? If yes,  
please give the date from which the  
revision took place and also indicate the  
pre-revised scale.

14. Total emoluments per month now drawn :

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15. Additional information, if any, which you would like to mention in support of your suitability for the post :
16. Whether belongs to SC/ST :
17. Additional information, if any :
18. Option for appointment : Not applicable.
19. Remarks, if any :
- 

Signature of the candidate \_\_\_\_\_

Address for communication \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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.

Signature of the Competent Authority with seal