

No. A-32016/01/2012-SSO  
Government of India/Bharat Sarkar  
Ministry of Home Affairs/Grih Mantralaya  
\*\*\*\*\*

NDCC-II Building, Jai Singh Road,  
New Delhi, the 25<sup>th</sup> June, 2012

1. The Secretary General,  
Lok Sabha/Rajya Sabha Secretariat.
2. The Secretary,  
President's Secretariat/Vice-President's Secretariat/Planning Commission/  
Union Public Service Commission/Central Vigilance Commission/Election  
Commission of India
3. The Registrar,  
Supreme Court of India.

8 6 JUN 2012

Subject:- Filling up of post of Junior Reception Officer/Senior Reception Officer in the Secretariat Security Organization, Ministry of Home Affairs, on deputation basis.

.....

The undersigned is directed to state that this Ministry proposes to prepare a panel for filling up the vacancies in the grades of Junior Reception Officer in the Pay Band-I (₹5200-20200) + Grade Pay ₹2400 and Senior Reception officers in the Pay Band-II (₹9300-34800) + Grade Pay ₹4200 in the Secretariat Security Organization, Ministry of Home Affairs, on deputation basis. The particulars of the posts, eligibility conditions etc. are given in **Annexure-I**.

2. The pay of the selected official will be regulated in accordance with the Department of Personnel and Training Office Memorandum No. 2/29/91-Estt. (Pay-II) dated 5.1.1994, as amended from time to time.

3. The period of deputation including period of deputation in another ex-cadre post held immediately proceeding to this appointment in the same or some other Organisation or Department shall ordinarily not exceed three years. The maximum age limit for appointment on deputation shall be 56 years as on closing date of receipt of the applications.

4. It is requested that wide publicity may be given to the vacancy circular amongst staff working under your administrative control and applications (in duplicate), in the enclosed proforma (**Annexure-II**), along with attested copies of ACRs for the last five years of the officials, who can be spared in the event of their selection, may please be sent to this Ministry, within a period of 60 days from the date of publication of this Office Memorandum in the Employment News. Applications received after last date or without copies of ACRs. or other-wise found incomplete, will not be considered.

P.T.O.

USLA  
3/7

Tech. Dir, NIC for uploading in the website PL,

5. While forwarding the applications, it may please be verified and certified that the particulars furnished by the applicant are correct and no disciplinary case is either contemplated or pending against the official. Besides, the integrity of the applicant may also please be certified.



(HARCHARAN KAUR)

UNDER SECRETARY TO THE GOVT. OF INDIA

Telefax No. 2343 8052

No. A-32016/01/2012-SSO

New Delhi, dated, the 25<sup>th</sup> June, 2012

Copy forwarded to:-

1. All Ministries/Departments of the Government of India. This may please be given wide publicity amongst their attached/subordinate offices.
2. Director General, Assam Rifles, BPR&D/ITBP/BSF/NSG/Narcotics Control Bureau/Civil Defence/CRPF/CISF/SSB.
3. Director, CFSL/IB/Central Hindi Training Institute (D/O Official Language)/NICFS, DC(PW)/Central Translation Bureau/NCRB/Office of the Census Commissioner-cum-Registrar General of India.
4. Office of the Comptroller and Auditor General of India/Controller General of Accounts (Ministry of Finance).
5. Director, Central Bureau of Investigation.
6. All Cadre Units of the Ministry of Home Affairs (including Regional Offices of the Staff Selection Commission).
7. All Sections/Desks in the Ministry of Home Affairs (Proper), Department of Official Language and the Department of Justice.
8. All Sections/Desks in the Department of Personnel and Training.
9. Leader and Members of the Office Council (Staff Side), Ministry of Home Affairs (by name).
10. Chief Supervisor and all Supervisors of Reception Organisation, MHA.
11. All Reception Officers of Reception Organisation of MHA.



(HARCHARAN KAUR)

UNDER SECRETARY TO THE GOVT. OF INDIA

**ANNEXURE-I**

1	Name of the post	Junior Reception Officer
2	Pay Band + Grade Pay	₹5200-20200 + Grade Pay ₹2400
3	Classification of the post	General Central Services Group 'C' (Non-Gazetted) Non-Ministerial
4	Eligibility conditions	<p>Officers of Central Government-</p> <p>(i) holding analogous post on regular basis in the parent cadre or department in Clerical Services; or</p> <p>(ii) with minimum eight years' of regular service as Lower Division Clerk carrying scale of pay of ₹5200-20200 + Grade Pay ₹1900</p>

1	Name of the post	Senior Reception Officer
2	Pay Band + Grade Pay	₹9300-34800 + Grade Pay ₹4200
3	Classification of the post	General Central Services Group 'C' (Non-Gazetted) Non-Ministerial
4	Eligibility conditions	<p>Officers of Central Government-</p> <p>(i) holding analogous post on regular basis in the parent cadre or department in Clerical Services; or</p> <p>(ii) with minimum three years' of regular service in a post carrying scale of pay of ₹9300-34800 + Grade Pay ₹4200 in a Clerical Service; or</p> <p>(iii) with six years' of regular service in a post carrying scale of pay of ₹5200-20200 + Grade Pay ₹2800 in a Clerical Service; or</p> <p>(iv) with minimum ten years' of regular service as Upper Division Clerk in a Clerical Service in the scale of pay of ₹5200-20200 + Grade Pay ₹2400.</p>

**ANNEXURE-II**

**Application for the post of Senior Reception Officer /Junior Reception Officer in the Secretariat Security Organisation, Ministry of Home Affairs.**

1. Name (in block letters)
2. Date of birth (in Christian era)
3. Educational qualifications
4. Details of employment in chronological order

Name of the Ministry/Department/Office	Post held	From	To	Scale of pay + Grade Pay	Nature of duties
(1)	(2)	(3)	(4)	(5)	(6)

5. Nature of employment i.e. ad-hoc, temporary or permanent
6. Whether belongs to SC/ST
7. Additional information, if any.

Signature of the candidate

Name

Address & Telephone No.

**CERTIFICATE TO BE FILLED IN BY THE FORWARDING AUTHORITY**

1. Certified that the particulars furnished by Shri/Smt./Km. \_\_\_\_\_ have been verified from his/her service records and found correct.

2. Further certified that no disciplinary proceedings are either pending or contemplated/pending against Shri/Smt./Km. \_\_\_\_\_. His/her integrity is also certified.

Signatures of Head of the Office