

No. EST 1(29)/2012
Government of India
Department of Space

3RD Floor, Lok Nayak Bhawan,
New Delhi-110003

April 17, 2013

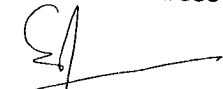
OFFICE MEMORANDUM

Subject: Filling up of one post of Personal Assistant in Department of Space, Branch Secretariat, New Delhi in the scale of ₹9300-34800/- with Grade Pay of ₹4600/- on deputation basis - reg.

It is proposed to fill up one post of Personal Assistant in Department of Space (DOS) Branch Secretariat, New Delhi, in the scale of ₹9300-34800/- with Grade Pay of ₹4600/- on deputation basis. The eligibility criteria as per Recruitment Rules is given in Annexure-I. The pay and other conditions of service of the selected Officer will be regulated in accordance with DoPT OM No.6/8/2009-Estt.(Pay-II) dated June 17, 2010, as amended from time to time.

2. Applications of only such Officers will be considered as are routed through proper channel and are accompanied with (i) bio-data in the proforma at **Annexure-II** (ii) clear photocopies of the up-to-date CR/APAR dossier of the Officer containing CRs/APARs of atleast last five years duly attested by a Group-A Officer (iii) cadre clearance, (iv) clearance from vigilance and disciplinary angle, and (v) statement giving details of major or minor penalties, if any, imposed on the officer during the last ten years.

3. All Ministries/Departments are requested to forward the applications of willing and eligible Officer in the prescribed proforma to the undersigned at the address mentioned above so as to reach this office latest by **20.05.2013**.


(Dr. J. R. Sharma)
Officer on Special Duty

To:

1. Joint Secretaries (Admin) of all the Ministries/Departments of Government of India
2. Technical Director, NIC, Department of Personnel & Training for up-loading the circular under the heading 'what is new' in DoPT's web-site immediately.
3. Dy. Director, INSES, ISRO Hqtrs. with a request to make arrangements to post the advertisement in ISRO website (**Internet**).

Rec
31/4/13

ANNEXURE-I

**Eligibility criteria for the post of Personal Assistant in Department of Space (DOS),
Branch Secretariat, New Delhi.**

01.	Name of the post	Personal Assistant, Department of Space (DOS), Branch Secretariat, New Delhi.
02.	Scale of pay/Pay Band/Scale	₹9300-34800/- with Grade Pay of ₹4600/-
03.	Eligibility	Officers holding analogous posts on a regular basis in the Central Secretariat Service or in any other Central Government Organisation OR Officers with 10 years service in the post of Stenographer in PB-1 (Rs.5200-20200) with grade pay of Rs.2400/- in their parent cadre or Department.
04.	Period of deputation	The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organisations / Departments of the Central Govt. shall ordinarily not exceed 3 years.
05.	Age limit	The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications

ANNEXURE-II

**Eligibility criteria for the post of Personal Assistant in Department of Space (DOS),
Branch Secretariat, New Delhi.**

PROFORMA

01.	Name					
02.	Date of birth					
03.	Designation & Pay Band with Grade Pay					
04.	Cadre/Service to which belong					
05.	Educational qualification					
06.	Whether belong to SC/ST/Minority					
07.	Details of the present post held : (a).Date from which held (b).Pay Band with Grade Pay (c).Whether regular/adhoc/deputation (d).If the present post is held on 'deputation basis' since when and the date on which the deputation period will be completed. (e).If the position held is on deputation, the regular post held in the Cadre with pay band with grade pay and from which date.					
08.	Position held during the past : -					
Sl. No.	Name of Office/Organisation where employed	Post held and service/cadre to which it belongs	From	To	Pay Band with Grade Pay	Nature of duties in brief:-
(1)	(2)	(3)	(4)	(5)	(6)	(7)

9. Additional information, if any, which you would like to mention in support of the application for the post.

Signature of the Candidate:

Tel No.....

Mob.No.....

a). Office Address:

b). Residential Add.

Place:

Date:

ANNEXURE-III

CERTIFICATE TO BE FURNISHED BY THE EMPLOYER/HEAD OF OFFICE/FORWARDING AUTHORITY

1. Certified that the particulars furnished by Shri/Smt./Kum..... are correct and he/she possesses educational qualifications and experience mentioned in Annexure-II.
2. It is also certified that there is no Vigilance/Disciplinary case either pending or being contemplated against him/her.
3. His/her Integrity is certified.
4. No major or minor penalty was imposed on Shri/Smt./Kum..... during the last 10 years period.
5. The up-to-date attested Photostat copies of ACR/APARs (Each Photostat copy of ACR/APAR should be attested) in respect of Shri/Smt./Kum..... is enclosed herewith.

Signature:

Name, designation
of the forwarding
Officer with seal &
Telephone No.

Mobile No.

Place:

Date: