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 25th 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.

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 ₹22400 and Senior Reception officers in the Pay
Band-II (9300-34800) + Grade Pay ₹24200 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 otherwise found incomplete, will not be considered.

P.T.O.

Tech Dir, NIC for uploading in the website p2.
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 25th 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.


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

<table>
<thead>
<tr>
<th></th>
<th>Name of the post</th>
<th>Pay Band + Grade Pay</th>
<th>Classification of the post</th>
<th>Eligibility conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Junior Reception Officer</strong></td>
<td>₹5200-20200 + Grade Pay ₹2400</td>
<td><strong>General Central Services Group ‘C’ (Non-Gazetted) Non-Ministerial</strong></td>
<td>(i) holding analogous post on regular basis in the parent cadre or department in Clerical Services; or</td>
</tr>
<tr>
<td>2</td>
<td><strong>Senior Reception Officer</strong></td>
<td>₹9300-34800 + Grade Pay ₹4200</td>
<td><strong>General Central Services Group ‘C’ (Non-Gazetted) Non-Ministerial</strong></td>
<td>(i) holding analogous post on regular basis in the parent cadre or department in Clerical Services; or (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 (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 (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.</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Name of the Ministry/Department/Office</th>
<th>Post held</th>
<th>From</th>
<th>To</th>
<th>Scale of pay + Grade Pay</th>
<th>Nature of duties</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
<td>(4)</td>
<td>(5)</td>
<td>(6)</td>
</tr>
</tbody>
</table>

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