

Fwd: Application for the post of Assistant Director in Puducherry Govt. Guest House, Chennai.

From : KESHNI ANAND ARORA <cs@hry.nic.in>

Tue, Aug 04, 2020 12:57 PM

Subject : Fwd: Application for the post of Assistant Director in Puducherry Govt. Guest House, Chennai.

1 attachment

To : Nitin Kumar Yadav, IAS <ssps@hry.nic.in>

From: "Kannan M" <usest.pon@nic.in>

To: "CS AP" <cs@ap.gov.in>, "Naresh Kumar" <cs-arunachal@nic.in>, "Kumar Sanjay Krishna IAS" <cs-assam@nic.in>, "Chief Secretary Bihar" <cs-bihar@nic.in>, "Chief Secretary Office" <csoffice.cg@gov.in>, "Chief Secretary" <cs-go@nic.in>, chiefsecretary@gujarat.gov.in, "KESHNI ANAND ARORA" <cs@hry.nic.in>, ch-hp@nic.in, "cs-jandk" <cs-jandk@nic.in>, "Shri Sukhdev Singh" <cs-jharkhand@nic.in>, cs@karnataka.gov.in, "Chief Secretary, Government of Kerala" <chiefsecy@kerala.gov.in>, "Iqbal Singh Bains" <cs@mp.nic.in>, cs@maharashtra.gov.in, "cs-manipur" <cs-manipur@nic.in>, "MSRao" <raoms@gov.in>, "cs miz" <cs_miz@rediffmail.com>, "Mr TALI TOY" <csnsl@nic.in>, "Asit Kumar Tripathy" <csori@nic.in>, "Chief Secretary, Punjab" <cs@punjabmail.gov.in>, csraj@rajasthan.gov.in, "Prakash" <cs-skm@hub.nic.in>, cs@tn.gov.in, "Somesh Kumar IAS" <cs@telangana.gov.in>, "cs-tripura" <cs-tripura@nic.in>, "CHIEF SECRETARY GoUP" <csup@nic.in>, chiefsecyuk@gmail.com, "cs-westbengal" <cs-westbengal@nic.in>, "Chief Secretary Andamans" <cs-andaman@nic.in>, "Praful Patel" <administrator-dd@gov.in>, "Shri. Dineshwar Sharma IPS" <lk-admin@nic.in>, "Shri Vijay Kumar Dev" <csdelhi@nic.in>

Sent: Monday, August 3, 2020 11:56:11 AM

Subject: Application for the post of Assistant Director in Puducherry Govt. Guest House, Chennai.

The contents of the letter attached herewith may kindly be brought to the knowledge of the eligible candidates, please.



— **Application for the post of Assistant Director.pdf**
135 KB



GOVERNMENT OF PUDUCHERRY
CHIEF SECRETARIAT(ESTT.), GOUBERT AVENUE, PUDUCHERRY – 605 001

No.23919/CS(Estt.)/PGGH-CH/2019/E7

Puducherry, dated, 27.07.2020

To

1. Secretaries of all Ministries/Departments of Govt. of India.
2. All Chief Secretaries to the State Government/Administrators of U.Ts.

Sir,

Sub:- CS(Estt.) – Filling up of the post of Assistant Director in Puducherry Government Guest House, Chennai on Composite Method (Promotion/Deputation(including Short term contract)) basis – Reg.

I am directed to say that it is proposed to fill up one post of Assistant Director, in Level-7 (pre-revised:PB-2, Rs.9300-34800/- Grade Pay of Rs.4600/-) in the Puducherry Government Guest House, Chennai by Composite Method Promotion/Deputation (including short term contract). The particulars of the post, eligibility conditions etc. are given in Annexure-1.

2. The pay of the selected officer will be regulated in accordance with the Department of Personnel & Training O.M.No.6/8/2009-Estt.(PayII) dated 17.06.2010 as amended from time to time.
3. The maximum age limit for appointment on deputation (including short-term contract) shall be 56 years. Accordingly, the application of the persons who will be crossing the age of 56 years, on the last date of receiving of application as indicated in Note 3 of para 6 of Annexure -1 need not be forwarded.
4. Only such recommendations as are accompanied by the requisite personal data as in Annexure-II will be considered.
5. It is requested that wide publicity may be given to the vacancy circular amongst staff under your administrative control and applications, in duplicate, in the enclosed proforma (Annexure-II) along with cadre clearance and attested copies of complete and up-to-date ACRs of last five years (with rubber stamp on each page) of the officers who can be spared in the event of their selection, may be sent to Under Secretary to Govt.(Estt.), Chief Secretariat, Goubert Avenue, Puducherry, within a period of 45 days from the date of publication of this vacancy circular in <https://dpar.py.gov.in> and <https://py.gov.in>. Applications received after the last date or without the copies of ACRs or other-wise found incomplete will not be considered. While forwarding the applications, it may also be verified and certified that the particulars furnished by the officers are correct and no disciplinary case is either pending or contemplated against him/her. The integrity of the Officer may also please be certified that or it may be confirmed that no major/minor penalties have been imposed on him/her during the last ten years.

Yours faithfully,


(M.KANNAN)

27.07.20

UNDER SECRETARY TO GOVERNMENT (ESTT.)
(Telephone/Telefax No.0413-2336467)

Encl.: as above.

ANNEXURE-1

1. Name of the Post : Assistant Director
2. No. of post : 01 (one)
3. Pay Scale : Level-7(pre-revised:PB-2, Rs.9300-34800/-
Grade Pay of Rs.4600/-)
4. Mode of Recruitment : By Composite method Deputation
(including short-term contract)-cum-Promotion.
5. Duties and Responsibilities of the post:
 - (i) In charge of the protocol arrangement for the Hon'ble Lieutenant-Governor/Hon'ble Chief Minister/Ministers and dignitaries during their visit to Chennai.
 - (ii) Supervision of subordinate staff in the overall maintenance of the Government Guest House, Chennai.
 - (iii) Proper maintenance of Cash Book for the receipts.
 - (iv) In charge for all store items and equipments
 - (v) To function as the Drawing and Disbursing Officer.
6. Eligibility :

Officers of the Central Government or State Governments or Union Territories or Public Sector Undertakings or Universities or Recognized Research Institutions or Statutory or Autonomous bodies:

 - (a) (i) holding analogous posts on regular basis in the Parent cadre or Department; Or
 - (ii) with five (5) years regular service in posts in the Pay Level 6 in the Pay Matrix or equivalent in Parent Cadre or Department; Or
 - (iii) with eleven (11) years regular service in posts in Pay Level 5 in the Pay Matrix or Equivalent in the Parent Cadre or Department; and

(b) Possessing the following educational qualification and experience:

 - (i) Postgraduate Degree from a recognized University/ Institution.
Or
 - (ii) A Degree in Hotel Management and Catering Technology from a Recognized University/ Institution.
Or
 - (iii) Any Degree with Post Graduate Diploma in Hotel Management and Catering Technology of a Recognized University/Institution.
And
Possessing five years experience in guest house management.

Note 1: The Departmental Manager in Level 5 of Pay Matrix with 11 years regular service in the post having the educational and other qualifications prescribed for deputationists will also be considered along with the outsiders and in case, he is selected for appointment to the post, the same shall be deemed to have been filled up by promotion.

Note 2: The Departmental Officers in the feeder category who are in direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note 3: Period of deputation (ISTC) including period of deputation (ISTC) in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/Department of the Central Government shall ordinarily not to 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.

BIO-DATA/CURRICULUM VITAE PROFORMA

1.	Name and Address (in Block Letters)	
2.	Date of Birth (in Christian era)	
3.	Date of retirement under Central/State Government/U.T. Government Rules	
4.	Educational Qualifications	
5.	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)	
	Qualification/Experience required as mentioned in the advertisement/vacancy circular	Qualifications/experience possessed by the officer
	A) Qualification B) Experience	A) Qualification B) Experience
5.1	Note: This column needs to be amplified to indicate Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular.	
5.2	In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.	
6.	Please State clearly whether in the light of entries made by you above, you meet the requisite Qualifications and work experience of the post.	
6.1	Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Qualifications/Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.	

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/ Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

* **Important:** Pay band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme	From	To
8.	Nature of present employment i.e., Ad-hoc or Temporary or Quasi-Permanent or Permanent.		
9.	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 the applicant belongs
			d) Name of the post and pay of the post held in substantive capacity in the parent organization
9.1	Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the Parent cadre/Department alongwith Cadre Clearance, Vigilance Clearance and Integrity certificate.		
9.2	Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.		
10.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details		
11.	Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column.) a) Central Government b) State Government c) Autonomous Organisation d) Government Undertaking e) Universities f) Others		

12.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade		
13.	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.		
14.	Total emoluments per month now drawn		
	Basic Pay in the PB	Grade Pay	Total Emoluments
15.	In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.		
	Basic Pay with scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc., (with break up details)	Total Emoluments
16.A	Additional Information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience and above prescribed in the Vacancy Circular) (Note: Enclose a separate sheet, if the space is insufficient)		
16.B	Achievements: The candidates are requested to indicate information with regard to; (i) Awards/Scholarships/Official Appreciation (ii) Any research/innovative measure involving official recognition (iii) Any other information. (Note: Enclose a separate sheet if the space is insufficient)		
17.	Whether belongs to SC/ST		

I have carefully gone through the vacancy circular and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

(Signature of the candidate)

Address _____

Date: _____