

No. 49/111/2011-6SII  
GOVERNMENT OF HARYANA  
CHIEF SECRETARY'S OFFICE  
PERSONNEL DEPARTMENT

Dated, Chandigarh, the 7<sup>th</sup> December, 2011.

To

As per list enclosed.

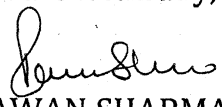
Subject: Filling up of the post of Secretary-cum-Controller of Examinations in the pay scale PB-4, Rs.37,400-67,000+GP-B-8,700/- (Director level), Staff Selection Commission (Hqrs.), New Delhi on deputation" basis.


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Madam/ Sir,

I am directed to refer to the subject cited above and to enclose a copy of Office Memorandum No. 24012/25/2011-Estt.(B), dated 24<sup>th</sup> October, 2011 received from Government of India, Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training), New Delhi on the subject noted above and to request that in case you are willing to be considered for the post mentioned in the above subject you may kindly send three copies of your bio-data to the Personnel Department (Services Branch-II) at the earliest.

Yours faithfully,

  
(PAWAN SHARMA)  
Superintendent Services-II.

 **INTERNAL DISTRIBUTION**  
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## LIST

Sr.No.	Name of the Officer S/Shri/Smt.	Batch	Present Posting
1.	M. P. Bansal, IAS	1992	Commissioner, Hisar Division, Hisar
2.	Pushp Raj Singh, IAS	1992	Special Secretary Home-I Department
3.	D.P. S. Nagal, IAS	1992	Chief Administrator, Haryana Urban Development Authority, Panchkula
4.	Mohinder Kumar, IAS	1992	Secretary to Governor, Haryana
5.	Ashok Kumar Yadav, IAS	1993	Director General -cum-Special Secretary, Agriculture
6.	T. K. Sharma, IAS	1993	Commissioner, Gurgaon Division, Gurgaon, Spl. Commissioner, Health & Nutrition, Chairman, Mewat Development Agency and assisting Dr. N.C. Saxena, who has been appointed Commissioner by Hon'ble Supreme Court in PUCL Vs UOI & Ors (W/P) © 196 of 2001.
7.	Balbir Singh Malik, IAS	1993	Director General-cum-Special Secretary, Higher Education
8.	S. K. Goyal, IAS	1993	Special Secretary, Irrigation and MD, HSMITC.
9.	R.P. Gupta, IAS	1993	Registrar, Cooperative Societies, Haryana
10.	Anurag Agarwal, IAS	1994	Special Secretary, Personnel, Training, Vigilance and Parliamentary Affairs, Director General, Training (ex-officio) and Inquiry Officer, Vigilance Departments and Director General, Science & Technology, Haryana.
11.	R S Doon, IAS	1994	Deputy PSCM
12.	M S Seharawat, IAS	1994	Chief Executive, Haryana Khadi & Village Industries Board.
13.	Suprabha Dahiya, IAS	1994	Administrator, HUDA, Rohtak
14.	Vijayendra Kumar, IAS	1995	Director General -cum-Special Secy., Secondary Education Department
15.	D. Suresh, IAS	1995	M.D. Haryana Minerals Ltd, New Delhi and Commissioner, M.C., Faridabad
16.	Chander Parkash, IAS	1995	Secretary, Board of School Education, Bhiwani
17.	Chhajju Ram Rana, IAS	1995	Special Secretary, Health Department and Mission Director, National Rural Health Mission and Commissioner, Food & Drugs Administration, Haryana.
18.	Rajbir Singh, IAS	1995	Special Secy. to Govt., Haryana, Secretariat Establishment and Monitoring & Coordination.
19.	Subhash Chandra, IAS	1995	Director General -cum-Spl. Secy. Welfare of SCs & BCs Department and M.D., Haryana SCs Finance Dev. Corp'n. Ltd. and M.D. BCs & Economically Weaker Sections Kalyan Nigam.
20.	Neelam P. Kasni, IAS	1996	Deputy Commissioner, Karnal and Commissioner, M.C. Karnal.

**No. 24012/25/2011-Estt (B)**  
**Government of India**  
**Ministry of Personnel, Public Grievances and Pensions**  
**(Department of Personnel and Training)**

North Block, New Delhi, 24<sup>th</sup> October 2011

**OFFICE MEMORANDUM**

**Subject:- Filling up of the post of Secretary-Cum-Controller of Examinations in the pay scale PB-4, Rs. 37,400-67,000 + GP-8,700/- (Director level), Staff Selection Commission (Hqrs), New Delhi on deputation basis.**

It is proposed to fill up the post of Secretary-Cum-Controller of Examinations, Staff Selection Commission with Headquarters at New Delhi in the pay scale of Rs. PB-4, Rs.37,400-67,000+GP-Rs.8700/-(Director level). The eligibility criteria as per Recruitment Rules in given in the **Annexure-I**. The pay and other conditions of service of the selected officer will be regulated in accordance with this Department's OM. No. 2/29/91-Estt (Pay-II) dated 05<sup>th</sup> January, 1994, as amended from time to time.

2. Application 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) the CR dossier of the officer or clear photocopies of the upto date CRs of the officer containing CRs of at least 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 five years and (vi) a certificate that in the event of selection, the officer would be relieved to join the duties of the post.

3. All Ministries/Departments are requested to forward the applications of willing and eligible officer in the prescribed proforma to: **Shri Rakesh Moza, Under Secretary to the Government of India, Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training), Room. No. 222-D, North Block, New Delhi-110001**, so as to reach this office latest by **23.12.2011**. While forwarding the application, attention may please be paid to the requirements stated in para 2 above and the enclosed check-list should also be forwarded.

  
**(C.A. Subramanian)**

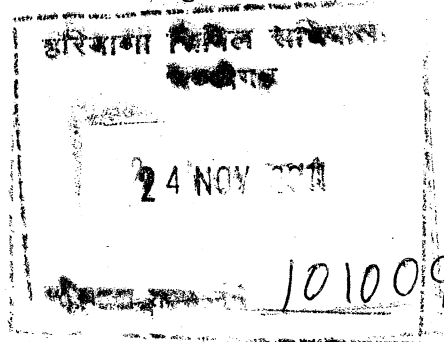
Joint Secretary to the Government of India

To

**All Ministries/Departments of Government of India**

Copy to :

- ✓ 1. Chief Secretaries of all State Governments.
2. All Cadre Authorities.
3. Technical Director, NIC, Department of Personnel and Training for uploading the circular under the heading- 'what is new' this Department's web-site, immediately.



**ANNEXURE-I****Eligibility criterion for the post of Secretary-Cum-Controller of Examinations,  
Staff Selection Commission (Hqrs), New Delhi**

1. Name of Post : Secretary-Cum-Controller of Examinations, Staff Selection Commission (Hqrs), New Delhi.
2. Scale of Pay : PB-4, Rs. 37,400-67,000 + Grade Pay of Rs. 8700/-.
3. Eligibility : Officers of the Central Government (including officers of All India Services and Central Group 'A' Services).
  - (a)
    - (i) Holding analogous post on regular basis in the parent cadre/Department; or
    - (ii) with five years service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs. 12,000-16,500/- (pre-revised) (revised pay scale-PB-3 with Grade Pay of Rs. 7,600/-) or, equivalent in the parent cadre/Department;
  - and
  - (b) Possessing the following educational qualification and experience:-
    - (i) Master's Degree from recognized University or equivalent ;
    - (ii) Seven Year's experience in Administration, Vigilance and Financial Matters.
4. Period of deputation including period of deputation 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 exceed three years.
5. Age limit: The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.

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**ANNEXURE-II****PROFORMA**

1. Name and address ( in block letters)
2. Date of Birth :
3. Date of retirement under Central Government rules:
4. Educational Qualification: Graduate/Post Graduate level:
5. Whether belong to SC/ST/Minority:
6. Details of the present post held:
  - (a) Date from which held:
  - (b) Pay scale:
  - (c) Whether regular/ad-hoc/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 post held is on deputation, the regular post held in the cadre with pay scale and from which date:
7. Positions held during the preceding ten years:-

S.No.	Name of office/Organisation where employed	Post held and service/cadre to which it belongs	From	To	Pay scale	Nature of duties in brief in the following fields:- (a) Administration: (b) Vigilance: (c) Financial Matters:
1	2	3	4	5	6	7

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

(Signature of the candidate)  
 Telephone Nom (STD code)/Mobile No.....  
 Office Address.....  
 Residential Address.....  
 Date.....

**(CHECK LIST)**

- (i) Certified that the particulars furnished by the applicant have been checked from available records and found correct.
- (ii) Certified that no disciplinary proceeding/Vigilance case is either pending or contemplated against the officer.
- (iii) List of punishments awarded, if any, during the last 10 years attached.
- (iv) Integrity is Certified.
- (v) CR Dossier attached of photocopies of up-to-date CR dossier of the officer for the last five years, duly attested, attached.
- (vi) Certified that in the event of selection, the officer will be relieved of his duties immediately.

Signature.....

Name and Designation of the  
forwarding officer with seal and  
Telephone Number (STD code)  
and Mobile Number:

- 3 -

No. 11017/27/2010-AIS-III

Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel and Training

North Block-New Delhi,  
Dated: 24<sup>th</sup> October, 2010

To  
The Chief Secretary of all States/UTs

Subject: Furnishing of annual immovable property returns by AIS officers -  
instructions regarding.

I am directed to refer to the provisions of Rule 16(2) of the AIS (Conduct) Rules, 1968, which mandates every member of the Service to submit an annual immovable property return in the prescribed proforma.

2. The recent decision to place annual immovable property returns filed by AIS officers in the public domain has necessitated closer monitoring of finer details like reckoning the exact date of filing return by the officers. A practical problem that is often encountered by the Cadre Controlling Authorities while implementing the provisions of Rule 16(2) of the Conduct Rules is that the IPR by AIS officers are submitted to their respective cadre authorities, who in turn forward the same to EO Division, in the capacity as the Cadre Controlling Authority for IAS officers. It is observed that most of the officers do not put the date under their signatures on the IPRs, making it virtually impossible for the EO Division to confirm the exact date of submission of immovable property return by the officers.

3. As per latest instructions, on grant of vigilance clearance to AIS officers timely submission of IPRs has been linked to the issue of grant of vigilance clearance. It is, therefore, imperative that the exact date of submission of immovable property return by the AIS officers is invariably correctly reflected by the officers in their IPRs.

4. The contents of this letter may be brought to the notice of all the members of the All India Services.

Yours faithfully,



(Navneet Misra)

Under Secretary to the Government of India

6,  
Copy to:

1. All Ministries/Departments of the Government of India
2. The Ministry of Home Affairs (Attn: Joint Secretary. Police), North Block, New Delhi.
3. The Ministry of Environment & Forests (Attn. Joint Secretary), Forests), Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi.
4. All Officers/Sections of the Department of Personnel and Training
5. Website of the Ministry ([www.persmin.nic.in](http://www.persmin.nic.in)>OM & orders>service>Conduct Rules).

-sd-  
(Navneet Misra)

Under Secretary to the Government of India