

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

Dated, Chandigarh, the 9th July, 2012.

To

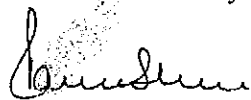
As per list enclosed.

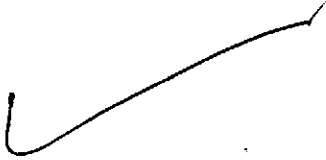
Subject: Filling up of the post of Secretary-cum-Controller of Examinations in the pay scale PB-4, Rs.37,400-67,000+GP-8,700/- (Director level), Staff Selection Commission (Hqrs.), New Delhi on deputation" basis.

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 11th June, 2012 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.

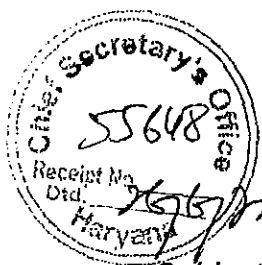

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LIST

Sr. No.	Name S/Shri/Smt./K	Batch	Present Posting
1.	Ashok Kumar Yadav, IAS	1993	Director General-cum-Special Secretary, Social Justice & Empowerment Department.
2.	S. K. Goyal, IAS	1993	Special Secretary, Home-I Department
3.	R.P. Gupta, IAS	1993	Commissioner, Ambala Division, Ambala
4.	Anurag Agarwal, IAS	1994	Managing Director, Haryana Power Generation Corporation
5.	R S Doon, IAS	1994	Deputy PSCM
6.	Suprabha Dahiya, IAS	1994	Commissioner, Rohtak Division, Rohtak and Commissioner, Hisar Division, Hisar
7.	D. Suresh, IAS	1995	M.D.Haryana Minerals Ltd, New Delhi and Commissioner,M.C., Faridabad
8.	Chander Parkash, IAS	1995	Administrator,HUDA, Rohtak
9.	Chhajju Ram Rana, IAS	1995	Registrar, Cooperative Societies,Haryana and M.D. Federation of Cooperative Sugar Mills Ltd.(Sufarfed), Pkla.
10.	Rajbir Singh, IAS	1995	Director General-cum-Special Secretary, Food & Supplies Department and Managing Director, CONFED.(Special Secretary,General Admn.)
11.	Subhash Chandra, IAS	1995	Special Secretary, Irrigation, M.D., HSMITC and Administrator, CADA,Panchkula
12.	Y.S.Khyalia, IAS	1996	Deputy Commissioner,Jind
13.	Neelam P. Kasni, IAS	1996	Speical Scretary, General Administration Department .
14.	Rakesh Gupta, IAS	1997	Joint Secretary,Health Department and Mission Director, National Rural Health Mission, Commissioner, Food & Drugs Administration, Haryana
15.	Pradeep Kasni, IAS	1997	Director 1, Consolidation of Holdings, DirectorLand Records,Hr, Spl. Collector(H.Q.) and Special LAO, Hr.
16.	Ramesh Krishan, IAS	1997	Joint Secy, Cooperation,PW(B&R)and Architecture Deptts.

No. 24012/25/2011-Estt (B)

Government of India

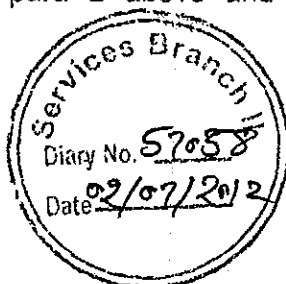
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)North Block, New Delhi, 11th June, 2012OFFICE MEMORANDUM

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 05th 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 ten 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 U.S. Chattopadhyay, 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 **09th August, 2012**. 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.



(P. Prabhakaran)
Director

To

All Ministries/Departments of Government of India

Copy to :

1. Chief Secretaries of all State Governments (by Name)
2. All Cadre Authorities.
3. Technical Director, NIC, Department of Personnel and Training for up-loading 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: