

No. 49/38/2013-6SII
GOVERNMENT OF HARYANA
CHIEF SECRETARY'S OFFICE
PERSONNEL DEPARTMENT

Dated, Chandigarh, the 16th April, 2013.

To


All concerned IAS / HCS Officers.

Subject: Filling up of one post of "OSD (Election)/ Secretary, Election Commission in the O/o the Election Commissioner (UTs), New Delhi, in the Pay Band of PB-3 : Rs. 15600-39100 + Grade Pay Rs. 6600/- by transfer on deputation basis.

Madam/ Sir,

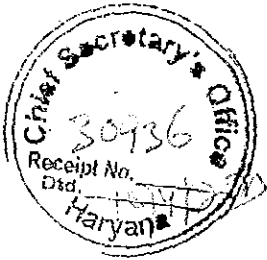
I am directed to refer to the subject cited above and to say that a copy of circular No. 30-29/2013-PW, dated 21st March, 2013 received from Andaman and Nicobar Administration, Secretariat, Port Blair is uploaded on the web site (csharyana.gov.in) and to request that in case you are willing to be considered for the post mentioned in the above subject you may kindly send three copies of your bio-data with an application to the Personnel Department (Services Branch-II) at the earliest.

Yours faithfully,


(SATISH SHARMA)
Superintendent Services-II.

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e-champion



No.30-29/2013-PW

अण्डमान तथा निकोबार प्रशासन

ANDAMAN AND NICOBAR ADMINISTRATION

सचिवालय/SECRETARIAT

Port Blair, dated the 21st March, 2013

B.O.

CIRCULAR

Sub:- Filling up of one post of "OSD (Election)/Secretary, Election Commission in the o/o the Election Commissioner(UTs), New Delhi, in the Pay Band of PB-3 : Rs.15600-39100 + Grade Pay Rs.6600/- by transfer on deputation basis.

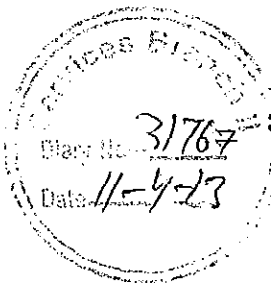
It is proposed to fill up one post of "OSD (Election)/Secretary, Election Commission in the o/o the Election Commissioner(UTs), New Delhi (General Central Services Group 'A' Gazetted) in Pay Band 3 : (Rs.15600-39100) + Grade Pay Rs.6600/- by transfer on deputation basis.

1. Eligibility Conditions:-

- (a) Officers of Central/State Government or UT Administrations
1. holding analogous posts on regular basis;
 2. With 05 years regular service in the post of scale of pay of Rs.9300-34800 with Grade Pay of Rs.5400/-
 3. With 06 years regular service in the scale of pay of Rs.9300-34800 with Grade Pay of Rs. 4800/-
 4. With 07 years regular service in the scale of pay of Rs.9300-34800 with Grade Pay of Rs.4600/-
- (b) Having experience in Administrative & Establishment matter

Regulation of pay and other terms of deputation :-

1. **Period of Deputation:-** Three years. 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 organization/department of the Central Government shall ordinarily not to exceed three years.
2. **Age-limit :-** The maximum age limit for appointment by transfer on deputation shall not exceed 56 years as on the closing date of receipt of applications.
3. **Pay:-** During the period of deputation he/she will have the option either to get his/her pay fixed in the deputation post under the normal rules or to draw pay of the post held by him/her in his/her parent department plus deputation (duty) allowances in accordance with and subject to the conditions, as modified from time to time and such other general or special orders issued by the Ministry of



Personnel, Public Grievances and Pension (Department of Personnel & training), New Delhi.

4. **Dearness Allowance:-** He/she will be entitled to dearness allowance at Central Government rates.
5. **Local Allowance :-** He/she will be entitled to Special Compensatory Allowance/ISDA as admissible to the Govt. Servant of his category serving under the Andaman and Nicobar Administration.
6. **Children Education Allowance:-** During the period of deputation he/she will be eligible to claim the Children's Education Allowance from the borrowing department as laid down in DOPT's OM No.12011/03/2008-Estt.(Allowance) dated 02.09.2008 as amended /clarified from time to time .
7. **Joining Time Pay and Transfer TA:-** He/she will be entitled to TA and Joining time both on joining the post on deputation and on reversion there from this Administration under the rules of the borrowing department to which he/she is deputed . The expenditure on this account will be borne by the borrowing department.
8. **TA for journey on duty during the period of deputation:-** This will be regulated in accordance with the Central Govt.rate.
10. **Provident Fund Benefits:-** During the period of deputation he/she shall continue to subscribe to the GPF to which they are subscribing before they are placed on deputation in accordance with the rules of such fund.
11. **Extraordinary Pension Gratuity :-** He/she will be regulated in accordance with the Govt. of India, Ministry of Finance(Department of Expenditure) OM No. F.19(23)-EV(A)/64 dated 02.08.1965 as amended from time to time.
12. **Leave Travel Concession:-** He/she will be entitled to leave travel concession as admissible under the Central Govt. Rules from time to time and the cost there of shall be borne by the borrowing department.
13. **Place of Duty:-** The selected officer has to function as Secretary to Election Commission(UTs), whose office is presently functioning in the Curzon Road Hostel, Kasturba Gandhi Marg, New Delhi. The job requires visit to various UTs to monitor/make arrangements for the smooth conduct of Elections to PRIs /other Institutes and related works.

In respect of the services/matters not specified above, he/she will be governed by the rules, regulation orders etc. on the subject as are applicable from time to time to the Govt. Servant of his category serving under the Andaman and Nicobar Administration. The terms and condition mentioned above are subject to general review.

II Application alongwith Bio-data (in duplicate) in the prescribed proforma (Annexure-I) of the eligible candidates whose services can be spared immediately on selection, together with the certificate from the Forwarding Authority (in proforma Annexure-II) and the following documents :-

1. Integrity certificate
2. List of major/minor penalties imposed if any, on the official during the last 10 years (if no penalty has been imposed a 'Nil' certificate should be enclosed)
3. Vigilance clearance certificate.
4. Attested photocopies of the ACRs for the last five years (attested on each page by an officer not below the rank of an Under Secretary to the Govt. of India.)

may be forwarded to the Secretary(Personnel), A&N Administration, Secretariat, Port Blair, 744101 within 60 days from the date of publication of this advertisement. Applications not forwarded through proper channel or those received without the requisite certificates and documents will not be entertained.

III. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.



(S.P.Singh)

Secretary(Personnel)

Copy with copies of enclosures for circulation to :-

1. All Ministries/Departments of Govt. of India with the request to circulate the vacancy amongst other attached and subordinate offices.
- ✓ 2. The Chief Secretaries of all States and Union Territories.
3. The Secretary, UPSC, Dholpur House, Shahjahan Road, New Delhi.
4. The Secretary to Govt. of India, Ministry of Home Affairs, New Delhi.
5. The Directorate of Advertising and Visual Publicity, 8th floor, Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi for publication in the Employment News. Two copy of the Employment News in which the advertisement is published may be sent to this Administration for reference and record.
6. The Employment Officer, Employment Exchange, Port Blair for information and necessary action.



Secretary(Personnel)

APPLICATION FOR THE POST OF "OSD (Election)/Secretary, Election Commission in the o/o the Election Commissioner(UTs), New Delhi, ON TRANSFER ON DEPUTATION BASIS.

BIO-DATA PROFORMA

1.	Name and address in BLOCK Letters		
2.	Office Address (with Tel. No.)		
3.	Residential Address (with Tel.No.)		
4.	Fax Number		
5.	Mobile No		
6.	Email ID		
7.	Date of Birth (in Christian Era)		
8.	Date of retirement under Central Govt./State Govt./Union Territories under the Rules applicable to the candidates.		
9.	Educational & other qualification and training if any.		
10.	Whether educational and other qualification 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)		
		Qualifications/ experience required	Qualifications / experience possessed by the Officer
	Essential		
	Desired		
11.	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post		

: 2 :

12. Details of Service, in chronological order, (starting from entry in service other than private service). Enclose a separate sheet duly authenticated by your signature, if the space below is in sufficient.

Office/ Instn./ Orgn.	Post held	Period of service		Scale of Pay	Basic Pay	Nature of duties
		From	To			
13.	Name of the present employment, i.e. regular/adhoc/temporary or permanent					
14.	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 parent office/Organization to which you belong.					
15.	Additional details about present employment please state whether working under a. Central Govt. b. State Govt. c. Union Territory					
16.	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.					
17.	Total emoluments per month now drawn.					
18.	Additional information, if any, which you like to mention in support of your suitability for the post (enclose a separate sheet if the space is insufficient.					
19.	Whether belonging to SC/ST/OBC					
20.	Remarks.					

SIGNATURE OF CANDIDATE

Full Office Address

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

1. Certified that the particulars furnished by Shri/Smti..... are correct and he/she possess educational qualifications and experience motioned in the vacancy circular.

1. Also certified that :-

1. There is no vigilance case pending/contemplated against him/her.
2. His/her Integrity is beyond doubt.
3. His/her complete CR dossier/ ACRs for the last five years duly attested (on each page) by an officer of the rank of an Under Secretary to the GOI are enclosed herewith.
4. No major/minor penalties have been imposed on him/her during the last 10 years.
5. List of major/minor penalties imposed on him/her during the last 10 years is enclosed herewith

Place :-

Date :-

**Signature
Name and designation
Office Seal**