



No.2/2/Estt./FFC-2017  
Ministry of Finance  
Department of Economic Affairs  
[Fifteenth Finance Commission]

New Delhi  
November 23, 2017

**Sub: Filling up of posts in Fifteenth Finance Commission - calling for nominations.**

The Fifteenth Finance Commission (FFC) is to be constituted shortly by the Government of India. As the Commission's tenure is expected to be approximately two years, most of the positions would need to be filled up on deputation basis. A list of the posts created for the Commission is enclosed (**Annexure-A**).

Appointment on deputation to the Fifteenth Finance Commission will be governed by regular norms prescribed by DoP&T from time to time. Specifically the applicant should be holding an analogous post or be eligible to be appointed to the post applied for under the normal rules of selection prescribed. The officers/officials holding analogous posts and appointed on deputation basis to the Commission would be eligible for a deputation allowance at the prescribed rate. Appointment to the next higher level of the regular post held by official would be subject to fulfilment of the eligible criteria for the said post.

It is requested that this requirement of the Commission is circulated among the concerned officials/personnel in your Ministry/Department including attached, subordinate offices and autonomous bodies. The nominations of the personnel for the various posts may be sent to Fifteenth Finance Commission (Advance Cell), Ministry of Finance, Department of Economic Affairs, Room No.129B, North Block, New Delhi - 110001 in the proforma enclosed (**Annexure-B**) by **December 15, 2017** to enable us to make selection in the Fifteenth Finance Commission.

*Arvind Mehta*

(Arvind Mehta)

Addl. Secretary & OSD (FFC)  
Tel. No. 011-23094413

To

1. All Secretaries of Ministries/Departments of the Government of India.
2. Chief Secretaries of all State Governments/Union Territories.
3. Secretary, UPSC, Dholpur House, New Delhi-110011.
4. Establishment Officer, Department of Personnel & Training, North Block, New Delhi with the request for placing the above on the website of DoP&T.
5. Controller General of Accounts, Lok Nayak Bhawan, New Delhi.
6. Comptroller & Auditor General of India, Bahadurshah Zafar Marg, New Delhi.
7. Controller of Aid Accounts & Audit, Janpath Bhawan, New Delhi.
8. Senior Technical Director, NIC, Ministry of Finance, North Block, New Delhi for placing the above on the website of Ministry of Finance.

Services-II Branch  
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**Annexure-A****List of Posts for Fifteenth Finance Commission**

<b>SN</b>	<b>Name of the Post</b>	<b>Level</b>	<b>No. of Posts</b>
1	Director	13	4
2	Joint Director	12	3
3	Private Secretary to Chairman	12	1
4	Deputy Director	11	6
5	PPS/Addl. PS	11	5
6	Librarian and Information Officer	11	1
7	Assistant Director	9	8
8	Admn. & A/C Officer	9	1
9	Assistant Accounts Officer	8	1
10	Steno Gr.-B	7	6
11	Economic Investigator Gr.I	7	10
12	Assistant Section Officer	7	4
13	Cashier	6	1
14	Steno Gr.-C	7	8
15	Hindi Steno Gr.C	7	1
16	Steno Gr.-D	4	4
17	Senior Sectt. Assistant (UDC)	4	2
18	Telephone Operator	2	1
19	Hindi Typist	2	1
20	Junior Sectt. Assistant (LDC)	2	3
21	Staff Car Driver	2	5
22	MTS	1	5
	<b>Total</b>		<b>81</b>

**Annexure-B****PROFORMA FOR APPLICATION FOR THE POSTS IN THE  
FIFTEENTH FINANCE COMMISSION**

1.	Post Applied for	:	
2.	Scale/Level of Pay	:	
3.	(a) Name & Address (in block letters)	:	
	(b) Sex (Male/Female)	:	
4.	Date of Birth	:	
5.	Educational Qualifications	:	
6.	<b>Present Employment</b>		
(a)	Name of Employer	:	
(b)	Post held and scale/level of pay	:	
(c)	Nature of employment i.e. adhoc/temporary/contract/ regular	:	
(d)	Whether the employment is on deputation, and if so, period of present deputation/ contract	:	
(e)	Date since when employed on present employment	:	
7.	Name of the parent office/ organization/cadre controlling authority	:	
8.	<b>Previous employment(s) (starting with the last one first)</b>		
	Name of post with scale/level of pay	Period From To	Nature of Appointment
			Name of Employer
			Nature of Duties in Brief

9.	Training undergone	:	
10.	Whether conversant working in M.S. Excel	:	
11.	Whether having experience of analysis of state/public finances and budgeting	:	
12.	Whether having experience of working in previous Finance Commissions	:	
13.	Any other relevant experience	:	
14.	Whether belongs to SC/ST/OBC	:	
15.	Remarks, if any	:	

**(Signature of the Applicant)**

**Recommendations of the Competent Authority:**

- (i) Service particulars given by the applicant are verified w.r.t. service records and found to be correct.
- (ii) The officer/official is clear from vigilance angle.
- (iii) ACR/APAR Gradation Chart for the last 05 years.
- (iv) If the officer/official is selected for appointment on deputation in the Fifteenth Finance Commission, he/she will be relieved within 15 days of receiving the intimation in this Ministry/ Department.

Signature of the Competent Authority  
[DS/Dir.(Admn.)/JS (Admn.) of the  
Ministry/Department/Organisation]