

Government of India  
Ministry of Tourism  
(Administration-I Division)

Transport Bhawan,  
1, Parliament Street,  
New Delhi-110001

No. A-35018/02/2010-Admn.I

Dated: 07.04.2021



To,

The Secretary,  
All Ministries/Departments/Offices of Government of India

The Chief Secretary,  
All State Government/Union Territories

Sub:- **Nominations for filling up two posts of Assistant Director General/ Director in the scale of pay level-11 in the pay Matrix (Rs. 67700 - 208700/-) as per 7<sup>th</sup> CPC in the Ministry of Tourism, Govt. of India on deputation (including short term contract basis) for a period not exceeding four years -Reg.**

Sir/Madam,

The Ministry of Tourism proposes to fill up two posts in the grade of Assistant Director General/ Director (Group 'A' Gazetted) **in the scale of pay level-11 in the pay Matrix (Rs. 67700 - 208700/-) as per 7<sup>th</sup> CPC in the Ministry of Tourism**, by transfer on deputation (including short-term contract basis) as per the Recruitment Rules. The eligibility conditions are as per **Annexure I**.

2. It is requested that application of the eligible and interested officers, who could be spared may please be forwarded to the undersigned together with (a) three copies of their bio-data in the prescribed proforma (**Annexure-II**) duly attested, (b) upto date ACRs dossiers for the last five years (to be attested by an officer not below the rank of Under Secretary or equivalent) (c) details of major and minor penalty for the last 10 years and (d) Certificate(s) of Integrity, Vigilance and Cadre Clearance, may please be forwarded to this Ministry through proper channel at the earliest and in any case not later than **six weeks** from the date of publication of the Advertisement in Employment News.

3. Application received after the last date or application incomplete in any respect or those not accompanied by the documents/information mentioned in para 2 above will be summarily rejected and no further correspondence will be made in this regard. The Cadre Authorities may ascertain that the particulars of the nominated officers are correct as per the service records and meeting the eligibility criteria.

Services-II Branch

Diary No 42949

Date 20/04/21

4. The deputation will be governed in accordance with the DOPT O.M. No. 6/8/2009-Est (Pay II) Estt.(Pay.II) dated 17.06.2010 as amended from time to time.

5. The application complete in all respect may be forwarded to the Under Secretary (Administration-I) (Shri Pankaj Kumar Devrani), Ministry of Tourism, Room No. 126, Transport Bhawan, 1, Parliament Street, New Delhi-110001.

Yours faithfully,

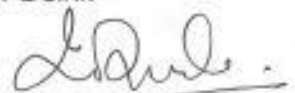
  
(Pankaj Kumar Devrani)

Under Secretary to the Govt. of India

Encl.: As above.

Copy to:-

1. Office of the Comptroller General of Accounts, Lok Nayak Bhawan, New Delhi.
2. Office of Comptroller and Auditor General, Bahadurshah Zafar Marg, New Delhi.
3. The Secretary, UPSC, Dholpur House, New Delhi.
4. The Under Secretary (CS.I Division), Department of Personnel & Training, 2<sup>nd</sup> Floor, A Wing, Lok Nayak Bhawan, Khan Market, New Delhi-**with the request to publish on the website of DoP&T.**
5. The CMD, ITDC, Scope Complex, 6<sup>th</sup> Floor, Core 8, 7 Lodhi Road, New Delhi-03.
6. The CMD, IRCTC, B 148, 11th Floor, Statesman House, Barakhamba Road, New Delhi-110001
7. Addl. PS to Hon'ble MoS (IC) for Tourism, New Delhi.
8. PS/ PA to Secretary (Tourism), Ministry of Tourism, New Delhi.
9. PS/ PA to DG (Tourism)/ AS&FA (T), Ministry of Tourism, New Delhi.
10. PS/PA to ADG (T)/JS (T)/ADG (MR)/ EA (T)/CFC, M/o Tourism. New Delhi.
11. Guard File



(Sharad Saxena)

Assistant Director (Administration-I)



## Annexure I

### Transfer on deputation (including short-term contract)

#### Eligibility

- Officers under the Central Government or State Government or Semi Government or recognized research institutes or Union territories or universities or Public Sector Undertakings or statutory or autonomous bodies:-
  - (i) holding analogous posts on regular basis in the parent cadre or department; or
  - (ii) with five years regular service in post in level-9 (Rs.53,100-1,67,800/-) or in level 10 (Rs. 56,100-1,77,500/-) or equivalent in the parent cadre or department;

#### Essential Experience and Educational Qualification

- Seven years experience in the field of tourism or public relations or publicity or administrative work including three years' experience in the field of Tourism and hospitality in the Central Government or State Government or the Union territory administration or Public sector Undertakings or Universities or recognized research institutions or statutory or autonomous organizations or Government recognized educational Institutions or registered corporate entities
- Graduation in any discipline from a recognized university
- Diploma or certificate of foreign language course other than English, for a minimum period of six months

#### Desirable

- Master Degree or Master of Business Administration or Post Graduate Diploma in Management in Tourism or Tourism Management or Tourism and Travels or Tourism, Travel and Hospitality Management or Tourism and Travel Management or Tourism Studies or Tourism Administration

#### Age Limit

- The maximum age limit shall not be exceeding fifty six years as on closing date of receipt of applications.

The Departmental Officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation (including Short-Term contract - ISTC).



Similarly, deputationist shall not be eligible for consideration for appointment by promotion. Period of deputation (ISTC), including period of deputation (including Short Term Contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization/deputation of the Central Government shall ordinarily not to exceed four years. The maximum age limit for appointment by deputation (including Short Term Contract) shall be not exceeding 56 years as on the closing date of the receipt of applications.

A handwritten signature in black ink, consisting of a large, stylized 'R' followed by a horizontal line and a small flourish.

## Bio-data /Curriculum Vitae (CV) proforma

1.	Name and address (in Block Letters)					
2.	Date of Birth					
3.	i)Date of entry into service					
	ii)Date of retirement under Central /State 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)					
	Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular		Qualification/ experience possessed by the officer			
	<b>Essential</b>		<b>Essential</b>			
	A)Qualification:-		A)Qualification:-			
	B) Experience		B) Experience			
	<b>Desirable</b>		<b>Desirable</b>			
	A)Qualification:-		A)Qualification:-			
	B) Experience		B) Experience			
6.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.					
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 / 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 along with 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 the post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
11.	<p>Additional details about present employment:</p> <p>Please state whether working under (indicate the name of your employer against the relevant column:</p> <p>a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others</p>			
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 Organization which is not following the Central government Pay –scales, the latest salary slip issued by the Organization 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
16A.	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 over and above prescribed in the Vacancy Circular/Advertisement). (Note: Enclose a separate sheet, if the space is insufficient)		
16B	<b>Achievements:</b> The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards / Scholarships / Official Appreciation (iii) Affiliation with the professional bodies / institutions / societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research / innovative measure involving official recognition (vi) any other information. <b>(Note: Enclose a separate sheet if the space is insufficient)</b>		
17.	Whether belongs to SC/ST		

I have carefully gone through the vacancy circular/advertisement 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 / detail 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 \_\_\_\_\_

### Certification by the Cadre Controlling Authority

The information / details provided in the above application by the applicant are true and correct as per the facts available on records. He / she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he / she will be relieved immediately.

2. Also certified that;

- i) There is no vigilance or disciplinary case pending / contemplated against Sh./Smt. ....
- ii) His / Her integrity is certified.
- iii) His / Her APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major / minor penalty has been imposed on him / her during the last 10 years **OR** A list of major / minor penalties imposed on him / her during the last 10 years is enclosed.(as the case may be)

Countersigned

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(Cadre Controlling Authority with Seal)