

HQ Integrated Defence Staff,
Directorate of Personnel,
Ministry of Defence, Government of India,
Room No. 33, Kashmir House,
Rajaji Marg,
New Delhi – 110011, dated 31 May, 2022

Subject: **FILLING UP THE POST OF SR. PRIVATE SECRETARY AND PRIVATE SECRETARY BY DEPUTATION (INCLUDING SHORT TERM CONTRACT) AT HQ A&NC**

Applications are invited for filling up following posts at Headquarters of Andaman & Nicobar Command, Port Blair on Deputation (Including Short Term Contract) basis.

Sr. Private Secretary (Group 'B' Gaz.) in Level – 8 (Rs. 47600-151100) - 01
Private Secretary (Group 'B' Gaz) in Level – 7 (Rs. 44900-142400) - 05

The eligibility conditions for applicants are as under:-

(i) Officers holding the post in Stenographer Cadre under the Central Government or State Government or Union Territories or Public Sector Undertakings or recognized Research Institutions or Universities or Semi-Government or Statutory or Autonomous organization;

(a)(i) holding analogous post on regular basis in the parent cadre or department; or

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| Senior Private Secretary | (ii) with two years' service in the grade rendered after appointment thereto on regular basis in the Level 7 (Rs. 44900-142400) in the pay matrix or equivalent in the parent cadre or department. |
| Private Secretary | (ii) with five years' service in the grade rendered after appointment thereto on regular basis in the Level 6 (Rs. 35400-112400) in the pay matrix or equivalent in the parent cadre or department. |

Note 1: The departmental officers in the feeder category who are in direct line of promotion will not be eligible for consideration for appointment on deputation/absorption. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note 2: Period of Deputation (Including Short Term Contract) including the period of Deputation (Including Short Term Contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation (Including Short Term Contract) shall not be exceeding 56 years as on the closing date of receipt of applications.

2. The terms and conditions of deputation will be governed by the DoP&T's OM No. 6/8/2009-Estt(Pay-II) dated 17 June 2010, as amended from time to time.

3. It is requested that the applications (in duplicate) duly completed in all respects in the enclosed Proforma alongwith the complete and upto date Confidential Reports/APARs for the preceding five years of the officers, who could be spared in the event of their selection duly countersigned by the employer may be sent to the office of the **Principal Director (Pers), Headquarters Integrated Defence Staff, Room No. 33, Kashmir House, New Delhi – 110011**, within 60 days of the issue of this advertisement. Applications received after the last date or without the Confidential Reports/APARs or otherwise found incomplete in any respect will not be considered. While forwarding the applications, it may be verified and certified that the particulars furnished by the officer are correct and that no disciplinary and vigilance case is pending or being contemplated against the officer. The details of major/minor penalties imposed on the officer during the last 10 years may also be furnished. Integrity of the officer may also be certified and 'NOC' from Cadre Controlling Authority may also be enclosed.

4. All Ministries/Departments are requested to circulate this vacancy circular to all Organisations, Universities, Recognized Research Institutions, Public Sector Undertakings, Semi-Government or Statutory or Autonomous Organisations under their administrative control.



(K Giridharan)
Director (Pers), HQ IDS

All the Ministries/Deptts of Government of India.

All the Chief Secretaries of State Governments & Union territories.

Copy to:-

The Commandant, (for Col 'A')
National Defence Academy,
Khadakwasla, Pune.

The Commandant, (for Col 'A')
Defence Services Staff College,
Wellington, the Nilgiris.

The Commandant, (for Col 'A')
College of Defence Management,
Secunderabad.

The Chief of Staff (for CAPO),
HQs A&NC,
Port Blair

 CAO/EDP

: For uploading on CAO's website

BIO DATA-PROFORMA

POST APPLIED FOR _____

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|----|---|---|--|
| 1. | Name and address (in block letters) | : | |
| 2. | Date of Birth (in Christian era) | : | |
| 3. | (i) Date of entry into service | : | |
| | (ii) Date of retirement under Central/State Government Rules; | : | |
| 4. | Educational qualifications (enclose copy of Degree Certificate) | : | |
| 5. | Whether educational and other qualifications required for the post are satisfied. (if any, qualifications have 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 | | Qualifications/Experience possessed by the officer |
| | <u>Essential</u> | | <u>Essential</u> |
| | (a) Qualification | | (a) Qualification |
| | (b) Experience | | (b) Experience |
| | Qualifications/Experience required as mentioned in the advertisement/vacancy circular | | Qualifications/Experience possessed by the officer |
| | <u>Desirable</u> | | <u>Desirable</u> |
| | (a) Qualification | | (a) Qualification |
| | (b) Experience | | (b) Experience |
| | <p>5.1 NOTE – This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p>5.2 NOTE – In the case of Degree and Postgraduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.</p> | | |
| 6. | Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience for the post. | : | |
| | <p>6.1 NOTE – Borrowing Department are to provide their specific comments/views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as indicated in the Bio-Data) with reference to the post applied.</p> | | |

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| 7. | Details of employment, in chronological order, enclose a separate sheet, duly authenticated by your signature if the space below is insufficient. | | | | |
| Office/Instt. | Post held in regular basis | From | To | *Pay band and Grade Pay/Pay Scale of the post held on regular basis | Nature of duties (in details) highlighting experience required for the post applied for |
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| <p>*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 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:-</p> | | | | | |
| Office/Instt. | Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme | | | | |
| 8. | Nature of present employment i.e. adhoc 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/Organisation to which the applicant belongs | | : | | |
| | (d) Name of the post and Pay of the post held in substantive capacity in the present organization | | : | | |
| <p>9.1 NOTE – In case of officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department alongwith Cadre Clearance, Vigilance Clearance and Integrity Certificate.</p> <p>9.2 NOTE – Information under Columns 9(c) and 9(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.</p> | | | | | |
| 10. | If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details. | | : | | |

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| 11. | Additional details about present employment : Please state whether working under (indicate the name of your employer against the relevant column) | : | |
| | (a) Central Government | : | |
| | (b) State Government | : | |
| | (c) Autonomous Organisation | : | |
| | (d) Government Undertakings | : | |
| | (e) Universities | : | |
| | (f) Others | : | |
| 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 Organisation which is not following the Central Government Pay Scales, the latest salary slip issued by Organisation 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 |
| | | | |
| 16-A | 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). | | |

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| 16-B | Achievements: 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 of achieved for the organization | : | |
| | (v) Any research/innovative measure involving official recognition. | : | |
| | (vi) Any other information (Note – Enclose a separate sheet if the space is insufficient) | : | |
| 17. | Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis. # (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organisations are eligible only for Short Term Contract" # (The option of 'STC'/'Absorption'/'Re-employment' are available only if the vacancy circular specially mentions recruitment by "STC" or "Absorption" or "Re-employment"). | : | |
| 18. | Whether belongs to SC/ST | : | |
| 19. | Contact Telephone/Mobile No. | : | |

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 documents in respect of Essential Qualifications/Work experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details 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.

Date

Signature of the Candidate

Address: _____

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Certification by the employer/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 Shri/Smt

(ii) His/Her integrity is certified.

(iii) His/Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Government 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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(Employer/Cadre controlling Authority with Seal)