

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/Depts 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

