

No. A-35014/18/2024-Ad.V
भारत सरकार / Government of India
गृह मंत्रालय / Ministry of Home Affairs

61/9

North Block, New Delhi.
Dated: the 4th March, 2024

05 MAR 2024

To,

1. The Secretary General, Lok Sabha Secretariat/Rajya Sabha Secretariat, New Delhi.
2. The Secretary, President's Secretariat/Vice-President's Secretariat/NITI Aayog/
Election Commission of India/Union Public Service Commission/Central Vigilance
Commission.
3. The Registrar (Administration), Supreme Court of India.
4. The Chairman, University Grants Commission.
5. All State Governments / Union Territories / Resident Commissioners in New Delhi.

Subject: Filling up of one (01) post each of Investigator (Communal Harmony Cell),
Research Officer (Communal Harmony Cell) and Technical Officer
(Monitoring) in Ministry of Home Affairs-reg.

Sir,

I am directed to say that it is proposed to fill up one (01) post each of Investigator (Communal Harmony Cell) in Level-6, Research Officer (Communal Harmony Cell) in Level-7 and Technical Officer (Monitoring) in Level-8 in the pay matrix in Ministry of Home Affairs on 'Deputation (including short term contract basis)/ Absorption' basis. The particulars of the posts, eligibility criteria etc. are given in Annexure-I.

2. Pay of the selected officer will be regulated in accordance with Department of Personnel & Training O.M. No. 6/8/2009-Estt.(Pay II) dated 17.06.2010 as amended from time to time.

3. The maximum age limit for appointment on deputation (including short-term contract) shall be 56 years. Accordingly, the persons who will be crossing the age of 56 years, on the last date of receiving of applications as indicated in para-5 need not apply.

4. Officers who volunteer for the post will not be permitted to withdraw their names later. Only such recommendations as are accompanied by the requisite personal data as in Annexure-II, will be considered.

5. It is requested that wide publicity may be given to the vacancy circular amongst all concerned and, applications, in duplicate, in enclosed pro-forma (Annexure-II) **along with vigilance & cadre clearance, attested copy of certificates of educational qualification and attested copies of complete and up-to-date ACRs of last five years (with rubber stamp on each page)** of the officers who can be spared in the event of their selection, may be sent to **Under Secretary (Ad-V), Ministry of Home Affairs, Room No. 81-D, North Block, New Delhi-110001**, within a period of **60 days** from the date of publication of vacancy circular in the Employment News. **Applications received after last date or without copies of ACRs or otherwise found incomplete will not be considered.** While forwarding the applications, it may also be verified and certified that particulars furnished by officers are correct and no disciplinary case is either pending or contemplated against him/ her. Integrity of the Officer may also please be certified and it may be confirmed that no major/minor penalties have been imposed on him/her during last ten years.

Office of Resident Commissioner
Govt. of Rajasthan - New Delhi

14 MAR 2024

Receipt No. 3730

Yours faithfully,

(Vishvajeet Kumar Gupta)

Under Secretary to the Government of India

Tel. No. 2309 3666

I. Investigator (Communal Harmony Cell)

1. Name of the Post : Investigator (Communal Harmony Cell)
2. No. of post : 01 (One)
3. Pay Scale : Level-6 in the Pay Matrix (₹35,400-1,12,400/-).
4. Mode of Recruitment : By Deputation (including short term contract) or Absorption.
5. Duties and Responsibilities of the post:
 - (i) Collection, compilation and analysis of data relating to servicing the National Level Committee of Communal Harmony.
 - (ii) Monitoring the implementation of the recommendation of the Committee.
 - (iii) Collection, compilation and analysis of data relating to activities of religious fundamentalist organizations including field visits.
 - (iv) Preparation of Cabinet Note regarding activities of religious fundamentalist organizations and other matters.
 - (v) Setting up of Unlawful Activities (Prevention) Tribunal.
 - (vi) Assisting the Unlawful Activities (Prevention) Tribunal in its sittings at Delhi and outstation with protocol & liaison with State Governments/UTs.
 - (vii) Gazette Notification of orders of Tribunal and executive orders.
 - (viii) Administrative & establishment matters pertaining to autonomous organization.
 - (ix) Regular updation of database on the above.
 - (x) Action against Government Servants and Public Sector employees for participation in political and subversive activities of a communal nature.

6. Eligibility:

1. Officers of the Central Government or the State Governments or Union Territory administrations or Public Sector Undertaking or Recognised Research Institute or University or Semi Government or Statutory or Autonomous Organisation:
 - (a) (i) holding analogous posts on regular basis in the parent cadre or department; OR
 - (ii) with six years' regular service in Level-5 in the Pay Matrix (₹29,200-92,300/-) or equivalent in the parent cadre or department; OR
 - (iii) with ten years' regular service in Level-4 in the Pay Matrix (₹25,500-81,100/-) or equivalent in the parent cadre or department; AND
 - (b) Possessing the following educational qualifications and experience:

ESSENTIAL:

Bachelor's Degree from a recognised University or Institute.

DESIRABLE:

- (i) Master's or Bachelor's Degree with Sociology or Social Work or Anthropology or Economics or Geography or Mathematics or Statistics from a recognised university or institute;
- (ii) two years' experience in processing and analysing statistical data in Government departments or two years' experience in conducting socio-economic surveys or studies;
- (iii) general acquaintance of problems relating to communal harmony in the country.

Note 1: The period of deputation (including short term contract) 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 or department of the Central Government shall ordinarily not exceed three years.

Note 2: The maximum age limit for appointment by deputation (including short term contract) or absorption shall be not exceeding fifty-six years as on the closing date of receipt of applications.

II. Research Officer (Communal Harmony Cell)

1. Name of the Post : Research Officer (Communal Harmony Cell)
2. Number of Post : 01 (One)
3. Pay Scale : Level-7 in the pay matrix (₹44,900-1,42,400/-).
4. Mode of Recruitment: Deputation/ Absorption.
5. Duties and Responsibilities of the post:
 - (i) Administrative/ Establishment/ Financial matters.
 - (ii) Organising High Level Officers/ State Chief Secretaries/ State Home Secretary/ DGP meeting.
 - (iii) Analysing of reports.
 - (iv) Court cases.
 - (v) Processing of public grievance cases received through CPGRAM as well as physically on the dealt subject matter.
 - (vi) Reply of Parliament Questions, PMO/ Cabinet Secretariat/ VIP References and RTI applications on the above subjects.
 - (vii) Any other duties assigned by Govt.

6. Eligibility:

Officers under Central/ State Government/ Union Territories:

- (a) (i) holding analogous posts on regular basis; OR
- (ii) with five years regular service in posts in Level-6 in the pay matrix or equivalent; AND

- (b) Possessing the following educational qualifications and experience:

ESSENTIAL:

- (i) Master's Degree in Sociology/ Social work/ Anthropology/ Economics with Statistics from a recognised University or equivalent.
- (ii) Two years' experience in Collection/ Compilation and analysis of data relating to socio-economic surveys/ studies having bearing on National Integration and Drafting of reports therewith.

Note:- The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other department/ organization shall ordinarily not exceed three (03) years.

III. Technical Officer (Monitoring)

1. Name of the Post : Technical Officer (Monitoring)
2. Number of Post : 01 (One)
3. Pay Scale : Level-8 in the Pay Matrix (₹47,600-1,51,100/-).
4. Mode of Recruitment : By Deputation (including short term contract)/ Absorption.
5. Duties & Responsibilities of the Post:
 - (i) Preparation of status report/affidavit for court cases, NHRC cases.
 - (ii) Organizing of National Executive Committee Meetings. Preparing agenda points, issuing minutes/proceedings & follow up.

- (iii) Processing of public grievances cases received through CPGRAM.
- (iv) Reply to PMO/Cabinet Sectt./ VIP References.
- (v) Reply to RTI Applications.
- (vi) Preparation of Answers, Sending inputs to various Ministries/ Departments regarding Parliament Questions, Work related to Departmental related Parliament Standing Committee.
- (vii) Matter relating to various committees/experts group constituted for emergency response.
- (viii) Analysis of data and compilation relating to disaster management. Preparation of briefs, notes.
- (ix) Preparation of situation reports received from the affected States and concerned Ministry/Department.
- (x) Providing immediate relief and logistic support to the disaster-hit states as part of Central Assistance/Emergency Response.
- (xi) Constitution and sending of Inter-Ministerial Central Teams to the disaster hit states.
- (xii) Organizing meeting of Sub-Committee of NEC and High Level Committee.
- (xiii) Analyzing the Memorandum received from States for Central Assistance in the wake of natural disaster.

6. Eligibility : Officers under the Central Government/State Government/ Union Territories/ Public Sector Undertakings/ Universities/ Recognised Research Institutions/Semi Government/Statutory or Autonomous Organisations:-

- (a) (i) holding analogous posts on regular basis; OR
(ii) with three years' regular service in posts in Level-7 in the Pay Matrix; OR
(iii) with six years' regular service in posts in Level-6 in the Pay Matrix; **AND**
- (b) Possessing the following educational qualifications and experiences:-

Essential:

- (i) Master's Degree in Economics/Commerce/ Mathematics/ Statistics/ Operation Research from a recognized University.
- (ii) 3 years' experience in compilation, presentation and analysis of Statistical data.

Desirable:

- (i) Diploma of one year in Disaster Management from a recognized University or Institution.
- (ii) Experience of handling matters connected with relief/flood/scarcity relief operations.

Note-1: Period of deputation (ISTC) including period of deputation (ISTC) in another ex-cadre post held immediately preceding this appointment in the same or some other organisations/department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation (ISTC) shall not exceed 56 years as on the closing date of receipt of application.

Note-2: For the purpose of appointment on deputation/ absorption basis, the service rendered on a regular basis by an officer prior to 01.01.2016 (the date from which the revised pay structure based on 7th Central Pay Commission has been extended) shall be deemed to than one pre-revised scale of pay into one grade with a common Grade Pay/ Pay Scale, and where this benefit will extend only for the post(s) for which that Grade Pay/Pay Scale is the normal replacement grade without any upgradation.

BIO-DATA/ CURRICULUM VITAE PROFORMA**NAME OF THE POST APPLIED FOR:** _____

1. Name and Address (in Block Letters)	
2. Date of Birth (in Christian era)	
3. 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)	
Qualification/Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/experience possessed by the officer
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
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. 5.2 In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.	
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.	
6.1 Note: Borrowing Departments 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.	

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 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 organisation
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. 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/organisation but still maintaining a lien in his parent cadre/organisation.			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details			
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 Undertaking 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 the 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 and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)		
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 or achieved for the organisation (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 mentioned recruitment by "STC" or "Absorption" or "Re-employment").		
18. 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/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 _____

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 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

(Employer/Cadre Controlling Authority with Seal)