

F.No A-35017/ 35 /2003-AD.II
Government of India
Ministry of Finance and Company Affairs
Department of Revenue

New Delhi, the 6th May, 2003

To

All the Chief Commissioner/ Director General
Under CBEC.

Subject : Filling up the post of Joint Secretary in the Ministry of Parliamentary
Affairs -Reg.

Sir,

I am directed to refer to vacancy circular dated 10.04.2003 received from Ministry of Parliamentary Affairs on the above subject (copy enclosed) and to request that the names of the eligible and willing officers of IC&CES, may please be forwarded to the undersigned in the enclosed prescribed proforma latest by 30.05.2003.

Encl: As above


(K.KIPGEN)

UNDER SECRETARY TO THE GOVT. OF INDIA

F.No.50/55/2003-Ad.I

GOVERNMENT OF INDIA
MINISTRY OF FINANCE & COMPANY AFFAIRS
DEPARTMENT OF REVENUE

92, Parliament House
New Delhi

New Delhi, the 29th April, 2003

Subject: Filling up of the post of Joint Secretary in the Ministry of Parliamentary Affairs on deputation basis - regarding -

Please find enclosed a copy of vacancy circular dated 10.04.2003 received from Ministry of Parliamentary Affairs on the above mentioned subject for circulation amongst suitable officers under CBEC/CBDT.

2. The applications of the willing and eligible officers may kindly be forwarded to Hqrs. Admn. along with vigilance clearance/cadre clearance/last five years' attested photocopies of CR dossiers/integrity certificate for onward transmission to Ministry of Parliamentary Affairs.

Preeti Pant

(Preeti Pant)

Under Secretary to the Govt. of India

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6/5

1. (Ad.II), Department of Revenue.
2. (Ad.VI), Department of Revenue.
3. NIC, Ministry of Finance with the request to put this vacancy in the Ministry of Finance/ Department of Revenue's web-site "finminic.in"

Pl circulate immediately
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MM

1. Name of the Post : Joint Secretary
2. Classification : General Central Service, Group 'A' Gazetted
3. Scale of Pay : Rs. 18400 - 500 - 22400
4. Eligibility conditions : **Officers under the Central or State Governments or Union Territories :-**
- (a) (i) holding analogous posts on regular basis in the parent cadre/ Department; or
- (ii) with two years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs. 16400-20000 or equivalent in the parent cadre or Department; or
- (iii) with three years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs. 14300-18300 or equivalent in the parent cadre or Department ; or
- (iv) with eight years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs. 12000-16500 or equivalent in the parent cadre or Department ; and
- (b) possessing fifteen years' administrative experience including five years' in parliamentary or legislative functions.

No.F. 3(8)/2003-Admn.
Government of India
Ministry of Parliamentary Affairs

92, Parliament House
New Delhi

Dated: 10.04.2003

To,

1. All Ministries/Departments of the Government of India
2. Chief Secretaries of State Govts./U.T. Administration
3. Deptt. of Personnel & Training (Establishment Officer), New Delhi.
4. Controller General of Accounts, Loknayak Bhawan, Khan Market, New Delhi.
5. Comptroller and Auditor General of India, Bahadur Shah Zafar Marg, New Delhi

Subject: **Filling up the post of Joint Secretary in the Ministry of Parliamentary Affairs on deputation basis.**

It is proposed to fill up the post of Joint Secretary in the Ministry of Parliamentary Affairs (pay scale Rs. 18400 - 500 22400,) on deputation basis. The particulars/ eligibility conditions of the post are given in Annexure I.

2. It is requested that the application in the prescribed pro forma, (Annexure II), from eligible and willing candidates and those who could be spared immediately, in case of selection, may be forwarded to **Shri P. S. Malhotra, Under Secretary (Admn), Ministry of Parliamentary Affairs, Room No. 92, Parliament House, New Delhi , within two months from the date of issue of this circular.** Applications may be forwarded alongwith attested photocopies of CR dossiers of last 5 years and integrity certificate. It may please be certified that the particulars furnished by the candidate are correct and no disciplinary case is pending or contemplated against him. Applications received after the last date or without above enclosures or incomplete in any other respect are liable to be rejected. Officers who volunteer for the post will not be permitted to withdraw their candidature later.

3. The applicant should not be more than 56 years of age on closing date of the application. The Pay of the officer selected on deputation will be regulated in accordance with relevant instructions of the Department of Personnel & Training as amended from time to time.

P. S. Malhotra
(P. S. MALHOTRA)

UNDER SECRETARY TO THE GOVT. OF INDIA

BIO-DATA PRO FORMA

1. Name and Address in Block letters _____
2. Date of Birth (in Christian era) _____
3. Date of retirement under Central/State Government/
Union Territories 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	Qualifications/ Experience possessed by the officer
Essential	(1) (2) (3)	
Desired	(1) (2)	

6. Please state clearly whether in the light of entries made by you above, you meet
the requirements 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/Instt./Orgn.	Post held	From	To	Scale of pay and basic pay	Nature duties

8 Nature of present employment, i.e., ad hoc or temporary 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 you belong _____

10 Additional details about present employment:-
Please state whether working under-

(a) Central Government _____

(b) State Government _____

(c) Autonomous Organizations _____

(d) Government Undertakings _____

(e) Universities _____

11 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

12 Total emoluments per month now drawn

13 Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient

14 Whether belongs to SC/ST

15 Remarks

Signature of the candidate

Date.....

Countersigned.....

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Address.....

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