Subject: Filling up the post of Junior Accounts Officer (now AAO) on deputation basis in Delhi Jal Board.

Applications are invited for filling up 21 posts of Junior Accounts Officer (now AAO) in Pay Band-2 Rs. 3300-34800/- with the Grade Pay of Rs. 4800/- (as per 6th CPC) in Delhi Jal Board on deputation basis initially for a period of one year or till further orders whichever is earlier. The eligibility criteria to apply for the post is as under:-

Junior Accounts Officer (now AAO)

<table>
<thead>
<tr>
<th>No. Of Posts</th>
<th>21</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOR DEPUTATION</td>
<td></td>
</tr>
</tbody>
</table>

Officers under the Central/State Govts/Union Territory Administration:

a) (i) Holding Analogous posts on regular basis in the parent cadre/Department OR
(ii) With three years service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.5500-9000 (as per 5th CPC) OR
Equivalent in the parent cadre/department; OR
(iii) With six years regular service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.5,000-8,000 (as per 5th CPC) OR
Equivalent in the parent cadre/department, and

b) Possessing one of the following education qualifications and experience:
(i) Pass in Subordinate Accounts Service OR
Equivalent Examination conducted by any Organized Accounts Department of the Central Government; OR
(ii) Successfully completed training in cash & accounts work in the ISTM or equivalent and experience in finance/cash/budgeting/accounts work.

Departmental Officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly deputationist shall not be eligible for consideration for appointment by promotion.
It is, therefore, requested that the names of suitable and willing officers fulfilling the above conditions, along with their application, bio-data, ACRs for the preceding 05 years, Integrity Certificate, vigilance Clearance and Cadre Clearance etc. may please be forwarded to the Director (Administration and Personnel), Delhi Jal Board, Varunalaya Phase-II, Karol Bagh, New Delhi-110005 within 60 days of publication of this vacancy in Employment News. The willing applicants may download the copy of word format of application form from Delhi Jal Board website i.e. www.delhinjalboard.nic.in also

Encl. Application format

(A.K. SHARMA)
ASSST. COMMISSIONER(D)

Copy to :-

1. All Secretaries of Govt. of India
2. All Chief Secretaries, States/UTs
3. All Director General of Police, States/UTs
4. The Secretary, University Grants Commission, (Ministry of Human Resource Development, Govt. of India), Bahadurshah Zafar Marg, New Delhi-110002
5. The Registrar, Supreme Court of India, New Delhi-110001.
6. The Registrar, Delhi High Court, New Delhi-110001.
11. The Controller General of Accounts, Posts & Telegraphs Department, Patel Chowk, New Delhi.
12. Director (Local Bodies) 9th Level, A-Wing, Delhi Secretariat, I.P. Estate, New Delhi.
13. The General Secretary (Services), GNCTD, I.P. Estate, New Delhi-110002.
14. The Director General (Works), CPWD, Nilman Bhawan, New Delhi-110011.
16. PRO: with the direction to advertise the vacancy in the leading newspapers in the format being sent separately.
17. EE(EDP) along with an application format with the direction to upload the copy of circular and application format on the DJB website immediately.

ASSST. COMMISSIONER(D)
1. **Name and Address**  
   (in Block letters)  

2. **Date of Birth (dd/mm/yyyy)**

3.  
   1. **Date of initial appointment with designation and Pay Scale**
   2. **Present Designation and Pay Scale**

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)**

6. **Experience**

7. **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.**

8. **Details of employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Office/Institution</th>
<th>Post held on regular basis</th>
<th>From</th>
<th>To</th>
<th><em>Pay Band and Grade</em> of the post held on regular basis</th>
<th>Nature of Duties (in detail) highlighting required experience for the post applied for</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ii)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(iii)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

9. **Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent or Permanent**

10. **In case of 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.**
   
   (c) **Name of the post and pay of the post held in substantive capacity in the parent organization**

10.1 **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.
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. 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.

13. 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.

[Signature of the candidate]

Address:

Date:

Endorsed 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 selection, 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 him/her.

(ii) His/Her integrity is certified.

(iii) His/Her CR dossier in original, enclosed, photocopies of the Affidavit 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. A list of major/ minor penalties imposed on him/her during the last 10 years is enclosed. The case may be:

[Signature]

[Employee/ Cadre, Controlling Authority with seal]
F.No. 3/1/2017-FA(UN)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi,
Dated the 27th January, 2017

To:
The Chief Secretaries,
All State LT Governments.

The Secretaries of the Cadre Controlling Ministries / Departments/Departments of Govt. of India, participating in the Central Staffing Scheme (As per list attached).

Subject: Filling up of the post of First Secretary (Legal), Permanent Mission of India (PMI), WTO, Geneva for a period of three years- reg.

Sir/Madam,

It is proposed to fill up the post of First Secretary (Legal), Permanent Mission of India (PMI), WTO, Geneva for a period of three years. The post is at Deputy Secretary/Director level.

The mandatory and desirable qualifications for the post are as under:

(A) Mandatory Qualifications

(i) The officer must have worked for at least 2 years at the Centre under the Central Staffing Scheme.
(ii) The officer should have experience in trade, commerce, industry and allied sectors either at the Centre or in the State Government/Cadre.
(iii) The officer should have a degree in Law (LL.B.).
(iv) The officer should be clear from vigilance angle.
(v) The officer should not have been debarred from Central deputation.
(vi) The officer should have at least 'Very Good' Service record. However, preference will be given to officers who have 'Outstanding' service record.
(vii) The officer should not be over 54 years of age.
(viii) The officer should not have been posted on an assignment in a foreign/captive post of Government of India, earlier.
(ix) The officer should not have been nominated for foreign training or should not be on training or foreign assignment, currently.
(x) The officer should not be on study leave or long leave.
(xi) The officer should be at least one batch below the batch of officers who are currently empanelled to hold the post of joint Secretary or its equivalent with the Central Government.
Desirable Qualifications

1. Exposure to international negotiations in trade, commerce, industry and allied sectors.
2. Work experience on legal documents and treaties.

This post may be circulated amongst officers eligible to be appointed at the level of Deputy Secretary Director in the Government of India. Name of willing and eligible officers who can be spared by the State Governments/Ministries/Departments may be forwarded fixed to this Department along with Cadre clearance, Vigilance clearance, detailed Bio-data and ACR Dossier/certified ACR gradings for the last five years. It may also be ensured that the "Cooling Off", after a previous stint on deputation, if any, is complete and the officer is eligible to be appointed on Central Deputation.

It is requested that the applications of the eligible candidates may please be forwarded so as to reach this Department by 27th February, 2017.

Yours faithfully,

(J. Srinivasan)
Director(MM)

Copy to:

1. Department of Commerce, Ministry of Commerce & Industry (Ms. Rita A. Teotia, Secretary), Udyog Bhawan, New Delhi.

2. NIC Cell, DoPT, for placing the circular on Departmental Website under “What’s New?” Category.

3. PS to Dir(MM):— With a request to upload this circular through bulk-email system.
To,

1. The Secretary General, Lok Sabha Secretariat, New Delhi
2. The Secretary, President's Secretariat, Vice-President's Secretariat, Planning Commission, Election Commission of India, Commission on Information, 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 post of Library & Information Officer in Ministry of Home Affairs on deputation basis.

Sir,

I am directed to say that it is proposed to fill up one post of Library & Information Officer in this Ministry on deputation (including short term contract) basis. The particulars of the post, eligibility conditions etc. are given in Annexure-I.

2. The pay of the selected officer will be regulated in accordance with the Department of Personnel & Training O.M. No. 6/3/2009-Listt (Par. 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 or applications as indicated in para 6 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 staff under your administrative control and applications, in duplicate, in the enclosed pro-forma (Annexure-II) along with cadre clearance 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.-15, North Block, New Delhi-110001, within a period of 60 days from the date of publication of this circular in the Employment News. Applications received after the last date or without the copies of ACRs or otherwise found incomplete will not be considered. While forwarding the applications, it may also be verified and certified that the particulars furnished by the officers are correct and no disciplinary case is either pending or contemplated against him/her. The 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 the last ten years.

Yours faithfully,

(Amarendra Singh)
Under Secretary to the Government of India
Tel: 2309 2083
No.A-35014/03/2017-Ad.V

Copy to:-

1. All Ministries / Departments of the Central Government with the request that wide publicity may be given to the vacancy circular in their Ministry / Department and in their attached / subordinate offices. Applications of the eligible candidates may be forwarded to this Ministry in the prescribed proforma within a period of **60 days** from the date of publication of the circular in Employment News.

2. All Sections / Desks in the Ministry of Home Affairs (including Department of Official Language and Department of Justice).

3. Leader and all Members of the Office Council (Staff side), Ministry of Home Affairs.

4. SD (IT), Ministry of Home Affairs for uploading on Ministry’s Website.

(Amarendra Singh)
Under Secretary to the Government of India
Tel. No.: 2309 2085
ANNEXURE-I

Library & Information Officer

1 (One)

Level-11 in the Pay Matrix (₹56100-177500)
(pre-revised Pay Band-3, ₹15600-39100 with
Grade Pay ₹6600/-)

By Composite method Promotion/Deputation
(Including short-term contract)

(i) General supervision of the Library.
(ii) All file work relating to the Library.
(iii) Arranging Book Selection Committee meeting with
the Senior Officers.
(iv) Conducting the Book Selection Committee meetings
and preparing the minutes of the meeting
(v) Compilation of Bulleting for source material
(vi) Preparation of detailed subject Bibliography
(vii) Abstracting and indexing of Articles Documents
work
(viii) Acquisition and selection of New Books, Acts Codes
and judgments from various sources
(ix) Knowledge of Computer.

6. Eligibility

Officers under the Central Government / State Government /
Union territories / autonomous Organisations including
universities:-

(a) (i) Holding analogous post(s) on regular basis; OR

(ii) With five years’ regular service in Level-10 in
the Pay Matrix (pre-revised PB-3, ₹15600-39100
with the Grade Pay of ₹5400/-) or equivalent; OR

(iii) With Six years’ regular service in Level-8 in the
Pay Matrix (pre-revised PB-2, ₹9300-34800
with the Grade Pay of ₹4800/-) or equivalent; OR

(iv) With Seven years’ regular service in Level-7 in
the Pay Matrix (pre-revised PB-2, ₹9300-34800
with the Grade Pay of ₹4600/-) or equivalent; and
(b) Possessing the following educational qualifications and experience:

**Essential:**
(i) Master's Degree of a recognized University or equivalent Diploma in Library science from a recognized University.
(ii) Five years' professional experience in a supervisory capacity in a Library of Standing.

**Desirable:**
(i) Experience of computerizing library activities
(ii) Professional experience in the specific subjects handled by Ministry to be specified at the time of each recruitment.

---

**Note:**
The Departmental Assistant Library & Information Officer with seven years' regular service in Level-7 (Rs. 44900-142400) in the Pay Matrix will also be considered along with outsiders and in case, he/she is selected, the post will be deemed to have been filled up by promotion.

**Note 1:** The period of deputation/contract including period of deputation/contract in another ex-cadre post held immediately preceding this appointment in the same or some other department / organization of the Central Government shall ordinarily not exceed 3 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 receipt of
CURRICULUM VITAE PROFORMA

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, state the
   authority for the same).

<table>
<thead>
<tr>
<th>Qualifications/Experience required</th>
<th>Qualifications/Experience possessed by the officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential</td>
<td>(1)</td>
</tr>
<tr>
<td>(2)</td>
<td></td>
</tr>
<tr>
<td>(3)</td>
<td></td>
</tr>
<tr>
<td>Others</td>
<td>(1)</td>
</tr>
<tr>
<td>(2)</td>
<td></td>
</tr>
</tbody>
</table>

6. Please State clearly whether
   in the light of entries made
   by you above, you meet the
   requirement of the post.

7. Details of Employment, in chronological order. Enclose a separate sheet
duly authenticated by your signatures, if the space below is insufficient.

<table>
<thead>
<tr>
<th>Office/Institution</th>
<th>Post held</th>
<th>From</th>
<th>To</th>
<th>Scale of Pay / Pay Band &amp; Grade Pay and Basic Pay / Pay in PB + Grade Pay</th>
<th>Nature of duties (in detail)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 you belong.

10. 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

11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade
12. Additional information, if any, which you would like to mention in support of your suitability for the post regarding:
(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).

13. Please state whether you are applying for Deputation (ISTC).
Candidates of non-Government Organisations are eligible only for Short Term Contract.

14. Whether belongs to SC/ST

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the Candidate

Date:

Address
CERTIFICATE

1. Certified that particulars furnished by Shri/Smt./Km. ______________________________ have been verified from his/her record and found correct.

2. No Vigilance case is either pending or contemplated against Shri/Smt./Km. ______________________________. His/her integrity is certified.

3. No major/minor penalty was imposed on Shri / Smt / Km. ______________________________ during the last 10 years as per records in the Ministry/Department.

Signature of Head of Office/Deppt.
With seal________________________

Place:

Date:
No. 17020/9/2016-SCD-VI/DAF
Government of India
Ministry of Social Justice and Empowerment
(Department of Social Justice and Empowerment)

Shastri Bhawan, New Delhi
Dated 08th February, 2017

VACANCY CIRCULAR

In continuation to this Ministry vacancy circular dated 04th July, 2016 and 05th October, 2016 regarding filling up of the various posts in the Dr. Ambedkar International Centre on deputation basis it is hereby informed that the Competent Authority has approved the extension of the last date for receipt of the applications for the post of Director (DAIC) by one more month.

(N.S Venkateshwaran)
Under Secretary to the Govt. of India (SCD-VI/DAF)

To,

1. All Ministries/Department of Government of India
2. All Chief Secretaries States/UTs.
3. All Central/State Universities or Institutions.
4. Smt. Shobhana Joshi, CGDA, Office of the CGDA, Ulan Batar Road, Palam, Delhi Cantt-110010.
6. Shri Mukesh Prasad Singh, Director General of Audit(Central Expenditure), Room No. 206, 2nd Floor, AGCR Building, I.P. Estate, New Delhi-110002.
7. Shri Shashi Kant Sharma, Comptroller and Auditor General of India, Office of the Comptroller and Auditor General of India, Pocket-9, Deen Dayal Upadhyaya Marg, New Delhi-110024.
8. Director(CS), DoPT, Lok Nayak Bhawan, Khan Market, New Delhi- with the kind request to upload this circular on DoPT’s website for wider circulation.