No. I-21017/08/2011-IPS.III
Government of India
Ministry of Home Affairs

To
The Chief Secretary(s)
All State Governments
(Except Arunachal Pradesh, Goa, Mizoram & UTs)

Subject: Filling up the post of Joint Director (G) in Executive Cadre of DG(S), Cabinet Secretariat on deputation basis.

Sir,

I am directed to say that the Aviation Research Centre, Director General of Security proposes to fill one post of Joint Director (G) in the pay band-4 (Rs. 37,400 - 67,000/-) with grade pay of Rs.10000/- on deputation basis from the officers fulfilling the following eligibility criteria:-

(a) Officers in the Central Government :-
(i) Holding analogous posts on regular basis in parent cadre or department, or
(ii) in a post in the BP-4 Rs.37,400-67,000/- plus grade pay Rs. 8,700/- having three years regular service in the grade in the parent cadre or department; and

(b) having two years experience of working in Intelligence or Police or Army set up including experience in establishment and administration.

2. The State Governments are, therefore, requested to sponsor the names of eligible and willing IPS officers who are empanelled to hold IG/ equivalent posts at the Centre to this Ministry. While sending the nominations it may please be ensured that the officers are clear from vigilance angle and they have completed the required ‘cooling off’ period wherever applicable. The same has also been published by the ARC in Employment News 05-11 March, 2016.

Yours faithfully,

(Mukesh Sawhney)
Under Secretary to the Govt. of India
Tel No. 23094038

Copy to:-
1. The DGPs of all States except Arunachal Pradesh, Goa, Mizoram and UTs.
2. The Under Secretary (UTS-II), New Delhi – for similar action.
3. Chiefs of CPOs / CAPFs.
5. SO (IT), MHA – for uploading on on the website.

(Mukesh Sawhney)
Under Secretary to the Govt. of India
Filling up of the post of Officer on Special Duty OSD(Admin.) on deputation basis in ITPO.

India Trade Promotion Organisation is a public sector undertaking under the administrative control of Ministry of Commerce and Industry, Govt. of India. It is a nodal agency for trade promotion of the country and maintains state-of-the art exhibition complex, popularly known as Pragati Maidan, in New Delhi. Presently, plans are afoot to redevelop the complex.

2. It is proposed to fill up one post of Officer on Special Duty (Administration) in ITPO initially for a period of three years on deputation basis. The post is at the level of General Manager (43200-66000- IDA E-7 scale). ITPO does not provide residential accommodation to the incumbent. Perks and allowances to the incumbent shall be regulated in accordance with the DOPT/DPE orders. The post is at the level of Director in Government of India. The post of OSD(Admin.) is very crucial and has important nature of responsibilities in HR and Admin. The eligibility requirements of the post are as follows:

(a) The officer should hold the post in the pay scale of 37400-67000 with Grade Pay of Rs 8700 (Central DA Pattern).

(b) Should have a wide range of experience in the area of HR and Administrative functions.

(c) Should also have experience in organizing big events/celebrations involving VIPs.

(d) Should be clear from vigilance angle.

3. The above vacancy may be widely circulated and applications, as per enclosed format, from willing and suitable officers with vigilance clearance, integrity certificate and attested copies of PARs for last five years may be forwarded to ITPO by 3rd June, 2016 for consideration. Terms of deputation will be as per Government of India/DPE guidelines.

Contd......2
4. Applications not forwarded through proper channel and not accompanied with vigilance clearance/integrity certificate and attested copy of PARs for the last five years will not be considered.

Yours faithfully,

[D.K. Jain]
Dy. General Manager (Admin.)

Encl: Format

All Ministry/Departments of Govt. of India

All Chief Secretaries of the State Government
APPLICATION FOR THE POST OF OFFICER ON SPECIAL DUTY (ADMIN.)
IN INDIA TRADE PROMOTION ORGANISATION

1. Name & Address : 
2. Contact No. : 
3. Date of Birth : 
4. Date of Superannuation : 
5. Service Cadre to which belongs : 
6. Complete Address of the Cadre Controlling Authority, and the custodian of PARs in respect of the Officer : 
7. Educational Qualifications : 
8. Details of Employment in chronological order.

(Enclosed a separate sheet, duly authenticated, if space below is insufficient.)

Office/Institution/Post held from To Scale Nature of Duties
Organisation of Pay

9. Cadre Controlling Authority :
10. Additional Information, if any, which you would like to mention in support of your suitability for the post. If the space is insufficient, enclose a separate sheet.

Place:
Date : Signature of the candidate