



No. Admn (Au-II)/Rec/Dept.Canteen/ 0W- 221

Date: 13/5/2024

To

All HoDs of IA&AD offices

Subject: Filling up vacancies of Group B (Non Gazetted) posts in Departmental Canteen on Deputation basis -regarding.

Sir/Madam,

One post of Assistant Manager-cum-Store Keeper in the Departmental Canteen in the Level-6 of Pay Matrix is to be filled in this office on deputation basis. The deputation will be governed on the usual terms and conditions issued from time to time by the Government of India. The period of deputation will be initially for a period of one year period of deputation shall ordinarily not exceed three years subject to his/ her continued suitability.

The eligibility criteria are as under:


Sl No.	Name of the post	No. of vacancies	Eligibility of deputation
1.	Assistant Manager-cum-Store Keeper in Level-4 in the Pay Matrix of CCS(Revised Pay) Rules 2016	01	a) (i) holding analogous post on regular basis; or (ii) with atleast eight years' regular service in Level 2 in the Pay Matrix; and (iii) Possessing Bachelor Degree in Commerce or Business Studies or Economics or Public administration from a recognised University with one year diploma in book keeping or store keeping from a recognized institute; (b) three years experience in a Government Department or Undertaking in handling Stores or Accounts.

		<p>Note 1: The Departmental officials in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation and similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not exceed three years. The maximum age-limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.</p> <p>Note 3: For the purpose of appointment on deputation or absorption basis, the service rendered on a regular basis by an officer prior to 1st January, 2016 or the date from which the revised pay structure based on the recommendation of the Seventh Central Pay Commission has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the said Pay Commission, except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p>
--	--	---

It is requested to kindly forward the applications of the willing officials who fulfill the above criteria with your recommendations along with the Bio-data (Service Particulars), attested copies of the last 05 years, integrity certificate and vigilance clearance certificate latest by 31.05.2022.

Encl.: Proforma of Bio-data

Yours faithfully,



12/5/2022

Dy. Accountant General (Admn)

BIO-DATA PROFORMA

1. Name of the Applicant:
2. Father's Name
3. Date of Birth (in Christian era)
4. Address for correspondence
5. Telephone No., if any
6. Educational Qualification
7. Details of employment in last five years in chronological order:

Office	Post held	Scale of Pay	From	To	Nature of duties

8. 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
9. Additional details about present employment.
10. Are you in revised Scale of Pay ? If yes, give the Date from which the revision took place and also Indicate the ore-revised scale
11. Total emoluments per month now drawn
12. Additional information, if any, which you would like to mention in support of your suitability for the post

Date:

Signature of Candidate Address

CERTIFICATE

(To be filled in by the authority forwarding the application)

Certified that

- i) The particulars furnished by the candidates have been checked from available records and found correct.
- ii) It has been verified that the candidate is eligible as per conditions mentioned in the circular.
- iii) No vigilance/departmental case is either pending or being contemplated against the candidate.
- iv) Photocopy of up-to-date CR dossiers of the candidates for the last 5 (Five) years are also enclosed.
- v) There is no doubt about the integrity of the candidate.
- vi) In the event of the selection of the candidate, this organization shall have no objection to relieve him.

Signature:

Designation

Address

Telephone No. :

(Office Seal)