

**No. 25/7/2010-ZCS
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
NORTHERN ZONAL COUNCIL SECRETARIAT
VIGYAN BHAVAN ANNEXE
NEW DELHI**

Dated the 20th July, 2018

VACANCY CIRCULAR

Subject :- Filling up of the two posts of UDC in Zonal Council Secretariat, Ministry of Home Affairs, New Delhi on **Deputation/Absorption basis**.

Applications are invited from the eligible employees of the Central Government to fill up the following posts in the Zonal Council Secretariat, ISCS (Ministry of Home Affairs), New Delhi **on Deputation/Absorption basis** initially for a period of one year which may be extended from time-to-time .

Name of the post	Revised Pay in the CCS(Revised Pay) Rules, 2016	Eligibility conditions
Upper Division Clerk (2 Posts)	Revised Pay Matrix Level 4 (pre-revised pay band-1, Rs. 5200-20200/- with Grade pay of Rs. 2400/-)	Officers under the Central Government: (a) Holding analogous posts on regular basis, or (b) With 8 year's regular service in the grade of LDC or equivalent. Note 1: The departmental officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation, Similarly , the deputationist shall not be eligible for consideration for appointment by promotion. Note 2 : Period of deputation including the period of deputation 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 3 : The Maximum age limit for appointment by deputation shall be "no exceeding 56 years" as on the closing date of receipt

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		<p>of the applications.</p> <p>Note 4 : For the purpose of appointment on deputation/absorption basis, the service rendered on a regular basis by an officer prior to 1 January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended in the corresponding grade pay or pay scale extended based on the recommendations of the 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/Pay Scale and where this benefit will extend only for the post or posts for which that Grade Pay Scale is the normal replacement grade without any up-gradation.</p> <p>Note 5 : Absorption :- UDCs working on deputation basis may also be considered for absorption after completion of successful two years of service in the Zonal Council Secretariat subject to No Objection Certificate from the Cadre Authority or the parent office concerned.</p>
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2. Terms of deputation will be governed by the provisions contained in Department of Personnel & Training's O.M No.2/29/91-Estt. (Pay. II) dated 05-01-1994, O.M. No.6/8/2009-Estt. (Pay. II), dated 15-02-2012 & O.M. No. 6-/5/2012-Estt.(Pay-II), dated 30-11-2012 & O.M. No. 2/1/2012-Estt. (Pay. II), dated 04-01-2013. & O.M No.6/8/2009-Estt, (Pay-II), dated 01-03-2011. as amended from time to time.

3. Applications of the eligible and willing employee and who can be spared in the event of their selection spared immediately may be forwarded in duplicate in the enclosed proforma to the Deputy Secretary, Inter -State Council Secretariat, Ministry of Home Affairs, (Room No 352), Vigyan Bhavan Annexe, New Delhi- 110011 along with the following information/ documents

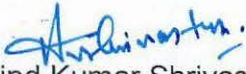
Anshu K. Sharma

within
six weeks of issue of this Circular:

- (I) Vigilance clearance:
- (II) Integrity Certificate:
- (III) List of Major/ Minor Penalties imposed during the last years:
- (IV) Attested photocopies of ACRs of the applicant for the last five years i.e w.e.f 2012-13 to 2017-2018, duly attested by an officer not below the rank of under Secretary or equivalent. It may also be noted that, if any ACR/APAR during 2012-13 to 2017-18 is not written, in that event ACR(s) for the period prior to 2012-13 for the matching period need to be forwarded along with 'No Report Certificate" (NRC) for such period (s) so that ACRs for 5 complete years, are available for assessment.

4. While forwarding the application, it may be verified that the particulars furnished by the applicants are correct, it may be noted that the applications received after the last date or which are otherwise incomplete in any respect or not accompanied by the requisite documents, will not be considered. The officers who apply for the post will not be permitted to withdraw his/her candidature.

5. The maximum age limit for applying for deputation posts shall be 56 years. Accordingly, the persons who will be crossing the age of 56 years on the last date of receipt of applications as indicated in paragraph 3 need not apply.


(Arvind Kumar Shrivastwa)

Under Secretary to the Government of India
Tel 23022153

To.

1. All Ministries / Deptts of the Government of India (as per standard list)
2. All attached/ subordinate offices of Ministry of Home Affairs
3. All Sections/ Desks in the Ministry of Home Affairs (P), Department of O.L and Department of Justice / Deptt of J&K Affairs
4. NIC, Senior System Analyst (Sh. Sibli Siraji for posting in the website of ISCS

PROFORMA

1. Name and address in Block letters
2. Whether belongs to SC/ST/OBC/Others.
3. Date of Birth (in Christian/era)
4. Date of retirement under Central/
State Government rules
5. Post applied for
6. Educational Qualifications
7. Other Qualifications
8. Training undergone (if any)
9. Details of employment in chronological order (enclose a separate sheet duly authenticated by your signature, if the space below is insufficient)

Ministry/ Department	Post Held From To	Pay band and Grade pay	Nature of duties

10. Nature of present employment i.e. ad-hoc or regular
11. In case present employment is held on Deputation basis, please state:
 - (a) The date of initial appointment on deputation.
 - (b) Period of appointment on deputation.
 - (c) Name of the present office/ organization.
 - (d) Name of the present Office/ Deptt.
12. Present pay in the pay matrix (include pre revised pay & Grade Pay).
13. Remarks, if any

(Signature of the applicant)
Address.....
.....
Tele. No.

Service particulars given by the applicant have been verified with reference to the service records and are found to be correct.

Signature with seal of the Competent Authority

Name and Designation
Tele. No.
Mob. No.