

VACANCY CIRCULAR

Sub:- Filling up of the post of **Manager Grade-II** and **Assistant Manager-cum-Store Keeper** on deputation basis in the Departmental Canteen of Ministry of Home Affairs (Proper), New Delhi.

Ministry of Home Affairs (Proper), Government of India, requires the services of suitable officials for one post each of **Manager Grade-II** and **Assistant Manager-cum-Store Keeper** in the Non-statutory Departmental Canteen of Ministry of Home Affairs (Proper) on deputation basis. The particulars of the posts, eligibility conditions etc. are as shown in the table below:-

| Sl. No. | Name of the post and pay Scale | No. of vacancies | Eligibility for deputation |
|---------|---|------------------|--|
| 1. | Manager Grade-II, General Central Service, (Group 'B'), Non-Gazetted, Non-Ministerial, Level 6 in the Pay Matrix (Rs.35,400-1,12,400) | 01 | Officers of the central government or state governments or union territories: (a) (i) Holding analogous posts on regular basis in the parent cadre/department; or (ii) With six years service in the grade rendered after appointment thereto on a regular basis in posts in level 5 in the pay matrix or equivalent in the parent cadre/department; or (iii) With ten years service in the grade rendered after appointment thereto on a regular basis in posts in level 4 in the pay matrix or equivalent in the parent cadre/department; and (b) Possessing the following educational qualifications and experience: (i) Bachelor's degree in commerce/business studies or economics or public administration of a recognised university or institute (ii) Two years experience in accounts work in any Government Office or Public Sector Undertaking or Autonomous or Statutory Organisation. |
| 2. | Assistant Manager-cum-Store Keeper, General Central Service, (Group 'C'), Non-Gazetted, Non-Ministerial, Level 4 in the Pay Matrix (Rs.25,500-81,100) | 01 | Officers of the Central Government - (a) (i) holding analogous posts on regular basis; or (ii) with atleast eight years' regular service in LEVEL 2 in the PAY MATRIX; and (iii) possessing the educational qualification: (a) Bachelor in Commerce from a recognised University; or (b) Graduate in any discipline from a recognised university with one year Diploma in Book Keeping or Store Keeping; and (c) Three years' experience in a Government Department or Undertaking in handling Stores or Accounts. (b) Three years' experience in a Government Department or Undertaking in handling Stores or Accounts. |

2. The 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, deputationists shall not be eligible for appointment by promotion.
3. The Period of deputation including 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.
4. For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the date 1st January, 2016 or the date from which the revised pay structure based on the recommendations of the Seventh Central Pay Commission recommendation has been extended shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendation 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 be extended only for the post(s) for which the grade pay or pay scale is the normal replacement grade without any up gradation.
5. The maximum age limit for appointment on deputation shall be 56 years as on closing date of receipt of applications.
6. Pay and allowances of the officer selected will be regulated in accordance with the Department of Personnel & Training's O.M.No.2/29/91Estt(Pay-II), dated 05.01.1994 as amended from time to time.
7. Nomination of the officials who volunteer for the post once accepted by this Ministry will not be permitted to be withdrawn.
8. Suitable officials submitting his/her application in the given proforma at Annexure-I, who are eligible and who can be spared, may be forwarded to the undersigned alongwith duly filled in Annexure-II in duplicate, attaching therewith Xerox copies of their CR/APAR dossiers of last 5 years and the vigilance clearance certificate **by 03.06.2019 (Monday)**. Application received after the prescribed date or without Xerox copies of CR dossiers will not be entertained.

Encl.: Annexure-I & Annexure-II


(P.S. Dangwal)

Under Secretary to the Government of India
Tel. No. 2309 2085

No. A-42012/09/2019-Ad.II

Dated: 01.04.2019

To

1. All Ministries/Departments of Govt. of India (as per list attached) with the request to give wide publicity to the vacancy circular amongst staff working under their respective administrative control.
2. Director Generals of all CAPFs and other attached/Subordinate Offices under MHA.
3. Controller/Dy. Controller of Accounts/Principal Accounts Officers of all the Ministries/Departments of the Government of India under New Delhi with the request that the post may please be got circulated to all the sections/branches under their administration.
4. Director of Canteen, DOPT, Khan Market, New Delhi-110001.
5. All Officers/Sections/Desks of MHA(P) including D/o Official Language.
6. Notice Boards of North Block, Jaisalmer House & NDCC-II Building, MHA, New Delhi.
7. Office Council, MHA.
8. SO(IT) for uploading on the Ministry's website i.e. mha.gov.in.



(P.S. Dangwal)

Under Secretary to the Government of India

Tel. No. 2309 2085

O/c

PROFORMA TO BE FILLED UP FOR THE POST OF MANAGER GRADE-II / ASSISTANT MANAGER-CUM-STORE KEEPER IN THE NON-STATUTORY DEPARTMENTAL CANTEEN OF MINISTRY OF HOME AFFAIRS (PROPER):

Name of the Post: _____

1. Name and Address (in Block letters)
2. Date of Birth (in Christian era)
3. Date of retirement under Central/State Govt. Rules.
4. Educational Qualification
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).

| S.No. | Qualifications/Experience required | Qualifications/Experience possessed by the officer |
|-------|------------------------------------|--|
| | | |
| | | |

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 signature, if the space below is insufficient.

| Office/Institution | Post held | From | To | Level in Pay Matrix with present Basic Pay | Nature of duties (in details) |
|--------------------|-----------|------|----|--|-------------------------------|
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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 Organization
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. 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.
13. Total emoluments per month now drawn.
14. Additional information, if any, which you would like to mention in support of your suitability for the post (This among other things may include information with regard to (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)
15. Whether belongs to SC/ST
16. Remarks (The candidates may indicate information with regard to (i) Research publications and report and special projects (ii) Award/Scholarship/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and (iv) any other information)
(Note: Enclose a separate sheet if the space is insufficient)
17. Telephone/ Mobile No.:

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.

Date _____

Signature of the candidate
Address _____

(CERTIFICATE TO BE FURNISHED BY THE EMPLOYER/HEAD OF OFFICE/FORWARDING AUTHORITY)

Certified that the particulars furnished by _____ are correct and he/she possesses educational qualification, experience and eligibility conditions mentioned in the vacancy circular.

2. Also certified that:-

- (i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt./Kum.

- (ii) His/Her integrity is certified.
- (iii) His/Her CR Dossier in original/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary to the Government of India or above, are enclosed.
- (iv) *No major/minor penalty has been imposed on him/her during the last 10 years.
- (v) A list of major/minor penalties imposed on him/her during the last 10 years is enclosed*.

Place:

Date:

List of enclosures:-

Signature _____

Designation _____

Office Seal with contact No. _____

*Strike out which is not applicable.