

No. A- 42012/22/2021-Ad.II  
Government of India/Bharat Sarkar  
Ministry of Home Affairs/Grih Mantralaya

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North Block, New Delhi-110001

Dated the 13<sup>th</sup> June, 2022

**VACANCY CIRCULAR**

**Sub:- Filling up of the Manager-Gr.II in Departmental Canteen of Ministry of Home Affairs (Proper), New Delhi on deputation basis.**

It is proposed to fill up the post of Manager Gr.II in the 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 posts 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 government of 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 post in the 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 of 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 recognized university or institute. (ii) Two years experience in account work in any government office or public Sector Undertaking or autonomous or Statutory Organisation .

2. The departmental Assistant Manager-cum-Store Keeper in level 4 in pay matrix with ten years regular service in the grade and having the educational qualifications and experience specified for appointment by deputation will also be considered along with outsiders. If the departmental candidate is selected for appointment to the post, it shall be treated as having been filled by promotion.

3. The Period of deputation including the period of deputation in another ex-cadre post held immediately in the same or some other Organisation/department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation shall be not exceeding fifty six years as on the closing date of receipt of applications.

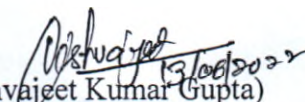
4. Applications of only those officials, whose services could be spared immediately on their selection, may be forwarded through proper channel, in the prescribed proforma, given in Annexure-I along with duly filled in Annexure-II in duplicate attaching therewith following documents to the undersigned by **15.07.2022(Friday)**:

- a) Xerox copies of CR/APAR dossiers of last 5 years.
- b) Vigilance Certificate.
- c) Integrity certificate.

5 Applications received after the expiry of the prescribed period and/or found to be incomplete in any manner will not be considered for selection to the post. Candidates once selected, will not be allowed to withdraw their candidature subsequently

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.

**Encl.:** Annexure-I & Annexure-II

  
(Vishvajeet Kumar Gupta)

Under Secretary to the Government of India  
Tel. No. 23093666

To

1. All the Ministries/Departments of Government of India (as per list attached) with the request to give wide publicity to the vacancy circular among the staff working under their respective administrative control.
2. Director Generals of all CAPF 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, MDC National Stadium, Jaisalmer House & NDCC-II Building, MHA, New Delhi.
7. SO(IT) for uploading on the Ministry's website i.e. mha.nic.in/notifications/vacancies.

**PROFORMA FOR APPLICATION FOR THE POST OF MANAGER GRADE-II IN THE DEPARTMENTAL CANTEEN OF MINISTRY OF HOME AFFAIRS (PROPER) ON DEPUTATION BASIS.**

1.	Name & Postal Address ( in block letters) With Telephone No.	:	
2.	Father's Name	:	
3.	Date of Birth (in Christian era)	:	
4.	Age on the last date of receipt of applications	:	
5.	Date of retirement under Central Government Rules	:	
6.	Name & Address of Present Department/Cadre	:	
7.	Educational qualification	:	
8.	a) Do you hold analogous post on regular basis in the present cadre or department; or	:	
	b) Do you possess six year regular service in the post in Pay Level-5 or equivalent in the present cadre or department; or	:	
	c) Do you possess is ten year regular service in the post in Pay Level-4 or equivalent in the present cadre or department; and	:	
	d) Do you possess a Degree in Commerce of a recognised University or Institute; and	:	
	e) Do you possess two years experience in Accounts work in any Government Office or PSU or autonomous or Statutory Organization?	:	

9. Details of employment in the chronological order (starting from the entry in the Central Government Service). Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient:

Office/ Department	Post held	Period of Service		Basic –Pay & Pay Scale (pre- revised)	Nature of appointment whether Regular/ Adhoc/ Deputation
		From	To		
1	2	3	4	5	6

10. Nature of present employment, :  
i.e. ad-hoc or temporary or permanent
11. In case the present employment is held on deputation please state  
 a)The date of initial appointment :  
 b)Period of appointment on deputation :  
 c)Name of the parent office/  
 organization to which belong :
12. Additional information, if any, which you would like to mention in support of your suitability for the post. (Enclose a separate sheet if space is insufficient).
13. Full postal address of forwarding authority with Name and Telephone No. :

Date.....

Place.....

Signature of the Candidate  
(Name of the Candidate)

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

- 1) Certified that the particulars furnished by Shri/Smt. \_\_\_\_\_ are correct and have been verified from the office records.
- 2) The applicant, if selected, will be relieved immediately.
- 3) It is certified that:
  - i) There is no vigilance or disciplinary case either is pending or being contemplated against Shri/Smt. \_\_\_\_\_.
  - ii) His/ Her integrity is certified.
  - iii) His/ Her CR Dossier in original is enclosed/ photocopies of the ACRs/APARs for the last 5 years duly attested by an Officer of the rank of Under Secretary to the Government of India or above. (whenever applicable).
  - iv) No major/ minor penalties imposed on him her during the last 10 years is enclosed.

Signature of the Officer Concerned : .....

Name of the Designation : .....

Full address : .....

.....

Phone No. : .....

Official Seal : .....

Place:

Date:

List of Enclosures: