

**F.No. A-35021/2/2025-Admin-SSO**  
**Government of India/Bharat Sarkar**  
**Ministry of Home Affairs/ Grih Mantralaya**  
**(SSO Section)**

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3<sup>rd</sup> Floor, NDCC-II Building, Jai Singh Road  
New Delhi, dated 3<sup>rd</sup> April, 2025

To

1. Lok Sabha Secretariat/ Rajya Sabha Secretariat, New Delhi.
2. President's Secretariat/ Vice President's Secretariat/ NITI Aayog/ Election Commission of India/ Union Public Service Commission/Central Vigilance Commission.
3. The Registrar (Administration), Supreme Court of India.
4. Vice Chairman of all Central/ State Universities through University Grants Commission, New Delhi.
5. All State Government / Union Territories / Resident Commissioners in New Delhi.
6. All recognized Research Institute, Autonomous Organizations, Public Sector undertaking.

**Subject:- Filling up of post of Supervisor in the Secretariat Security Organization, Ministry of Home Affairs, on deputation basis.**

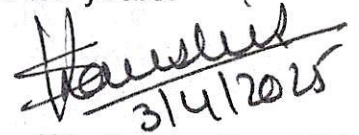
The undersigned is directed to state that this Ministry proposes to prepare a panel for filling up the vacancies on deputation basis in Reception Organization Secretariat Security Organization of MHA in the following grade: -

(i) Supervisor in the Pay Matrix of Level-7 (Rs. 44900-142400), Group 'B', Gazetted, Non-Ministerial.

2. The Particulars of the posts, eligibility conditions etc, are given in **Annexure-I**.
3. The pay of the selected official on deputation will be regulated in accordance with the Department of Personnel and Training Office Memorandum No.6/8/2009-Estt. (Pay-II) dated 17.06.2010 as amended from time to time.
4. The period of deputation including period of deputation in another ex-cadre post held immediately preceding to this appointment in the same or some other organization or Department shall ordinarily not exceed three years. The maximum age limit for appointment on deputation shall not exceed 56 years as on the last date of receipt of applications.

5. It is requested that wide publicity may be given to the vacancy circular amongst staff working under your administrative control and applications (in duplicate), in the enclosed proforma (**Annexure-II**), **along with vigilance & administrative approval, attested copies of certificates of educational qualification and attested copies of complete and up-to-date ACRs of last five years (with rubber stamp on each page) of the officials** who can be spared in the event of their selection, may please be sent to **Under Secretary (SSO), Ministry of Home Affairs, Room No. 01, 3<sup>rd</sup> Floor, NDCC-II, Building, New Delhi, within a period of 60 days** from the date of publication of this office Memorandum in the Employment News. Applications received after the last date or without the copies of certificates of educational qualification and ACRs or otherwise found incomplete will not be considered. Applicant will not be allowed to withdraw his application after selection.

6. While forwarding the applications, it may be verified and certified that the particulars furnished by the applicant are correct and no disciplinary case is either contemplated or pending against the official. The integrity of the applicant may also be certified and it may be confirmed that no major / minor penalties have been imposed on him/her during the last ten years.

  
3/4/2025

(Shailender Kaushik)

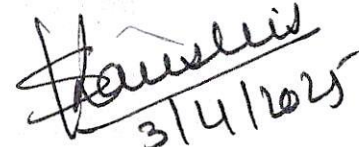
Under Secretary to the Government of India  
Tele/fax-011-23438052

F.No.A-35021/2/2025-Admin-SSO

New Delhi, dated, the April 2025

**Copy forwarded to:-**

1. All Ministries/ Departments of the Government of India with the request that wide publicity may be given to the vacancy circular in their Ministry/ Department and in their attached/ subordinate offices.
2. Director General, Assam Rifles, BPR&D/ITBP/BSF/NSG/Narcotics Control Bureau/Civil Defense/CRPF/CISF/SSB.
3. Director, CFSL/ IB /Central Hindi Training Institute (D/O Official Language)/ NICFS, DC(PW)/Central Translation Bureau/NCRB/Office of the Censes Commissioner cum-Registrar General of India.
4. SO(IT), SO(NIC) for uploading in e-office and what's new section on MHA website mha.nic.in.

  
3/4/2025

(Shailender Kaushik)

Under Secretary to the Government of India  
Tele/fax-011-23438052



Annexure-I

1.	Name of the post	Supervisor
2.	Level in pay matrix	Level- 7 in the pay matrix (Rs.44,900 -1,42,400)
3.	Classification of the post	General Central Services, Group 'B', Gazetted, Non-Ministerial.
4.	Eligibility Conditions	<p>Officers of Central Government or State Governments or Union territories Administrations or autonomous body or statutory organisation or public sector undertakings or recognised university or recognised research institute:-</p> <p>(a) (i) holding analogous post on a regular basis in the parent cadre or department; or</p> <p>(ii) with five years service rendered after appointment to the post on a regular basis in level-6 in the pay matrix (Rs.35400-112400) or equivalent in the parent cadre or department; and</p> <p>(b) possessing the following educational qualifications and experience:-</p> <p>(i) Bachelor degree from a recognised university or institute;</p> <p>(ii) One year experience in work related to reception duty.</p> <p><b>Desirable:</b></p> <p>(a) 10<sup>th</sup> class pass with Hindi or English subject from a recognised Board;</p> <p>(b) Certificate or diploma course in computers of minimum one year duration from a recognised university or institute.</p> <p><b>Note 1 :</b> The Period of deputation (including short-term contract) including period of deputation (including short-term contract) 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.</p> <p><b>Note 2 :</b> The maximum age limit for appointment by deputation (including short-term contract) shall not be exceeding fifty-six years as on the closing date of receipt of applications.</p>

**APPLICATION FOR THE POST OF SUPERVISOR IN THE  
SECRETARIAT SECURITY ORGANIZATION,  
MINISTRY OF HOME AFFAIRS**

1. Name (in block letters) :
2. Date of birth (in Christian era) :
3. Educational qualifications :
4. Details of employment in chronological order :

Name of the Ministry/Department/Office	Post held	From	To	Level in Pay matrix	Nature of duties
(1)	(2)	(3)	(4)	(5)	(6)

5. Nature of employment i.e. adhoc, temporary or permanent. :
6. Category :
7. Email ID :
8. Mobile No. :
9. Address for communication :
10. Additional information, if any :

Signature of candidates  
Name

**CERTIFICATE TO BE FILLED BY THE FORWARDING AUTHORITY**

1. Certified that the particulars furnished by Shri/Smt./Km \_\_\_\_\_ have been Verified from his/her service records and found correct.
2. Further certified that no disciplinary proceedings are pending or contemplated/ pending against Shri/Smt./Km \_\_\_\_\_. His/her integrity is also certified.

Signature of Head of the Office.  
with stamp.