



File No. A-48012/1/2021-Estt-II

Dated: 05.10.2021

भारत सरकार,  
कर्मचारी चयन आयोग,  
लोक कल्याण, शिकायत एवं पेंशन मंत्रालय  
ब्लॉक नं० १२, सी०जी०ओ०कोम्प्लेक्स, लोधी रोड,  
नयी दिल्ली - ११० ००३

Government of India  
Staff Selection Commission  
Ministry of Personnel, Public Grievances &  
Pensions,  
Block No. 12, CGO Complex, Lodhi Road,  
New Delhi - 110003.

To,

**All Ministries/Departments of Govt. of India.**

Subject:- Appointment of Assistant Manager-cum-storekeeper in the Pre-revised Pay Band -I of Rs.5200-20200/- with the Grade Pay of Rs.2400/- as per 6<sup>th</sup> CPC in the Departmental Canteen of Staff Selection Commission (Headquarters), New Delhi on deputation basis.

One post of **Assistant Manager-cum-storekeeper** in the Prerevised Pay Band PB-I of Rs.5200-20200/- with the Grade Pay of Rs.2400/- as per CPC in the Departmental Canteen of Staff Selection Commission (Headquarters), New Delhi is proposed to be filled up on **Deputation** basis. The Post belongs to General Central Service Group "C" Non-Gazetted and Non-Ministerial cadre of the Staff Selection Commission. Eligibility Criteria are given in **Annexure-I**. Pay and other conditions of service of the Selected official will be regulated in accordance with DOPT's O.M.No.6/8/2009-Estt.(Pay-II) dated 17.06.2010, as amended from time to time.

2. Applications of only such officials will be considered which will be received through proper channel and accompanied with (i) Bio-Data (in triplicate) as in proforma at Annexure-II, (ii) Photocopies of up-to-date CR/APARs dossiers of the official for the last five years, duly attested (original ACRs/APARs may **not** be sent), (iii) Cadre clearance (iv) Vigilance Clearance/Integrity Certificate and (v) Statement giving details of minor penalties imposed on the official, if any.

3. It is requested that the applications of suitable officials who are willing and eligible for the post and who can be spared immediately in the event of selection, may be sent at the following address within a period of **two months** from the date of publication in 'Employment News'.

**"Smt. Swati, Under Secretary, Estt-II, Staff Selection Commission, Block No.12, CGO Complex, Lodhi Road, New Delhi-110003."**

4: The applicants for the post of Assistant Manager-cum-Storekeeper in the Departmental Canteen of Staff Selection Commission (Headquarters) will not be allowed to withdraw their application of any later stage of the selection process. Advance Copies of Application received after the prescribed date, or, not accompanied by the required Certificates/Documents, are liable not to be entertained.

Yours faithfully,

*Sati*  
5/10/21  
(Swati)

Under Secretary to the Govt. of India

Copy to:-

1. Office of the Comptroller and auditor General of India, New Delhi.
2. Controller General of Accounts/Controller of Accounts, M/o Finance.
3. The Secretary, Union Public Service Commission, New Delhi.
4. Cabinet Secretariat/Central Vigilance Commission/President's Secretariat/Vice-President's Secretariat/Prime Minister's Office/Niti Aayog.
5. Central Board of Direct Taxes/Central Board of Excise and Customs.
6. National Human Rights Commission, New Delhi.
7. Facilitation Centre, Department of Personnel and Training, North Block, New Delhi.
8. Estt.-B Division, Department of Personnel & Training, North Block, New Delhi.
9. Director General of Re-settlement and Re-employment of Ex-serviceman, R.K. Puram, New Delhi.
10. All Officers/Section of Staff Selection Commission.
11. IT Support Team with the request to upload the Advertisement on Staff Selection Commission's website today itself.

*Sati*  
5/10/21  
(Swati)

Under Secretary to the Govt. of India



ANNEXURE-I

1	Post	Assistant Manager-cum-Storekeeper
2	Number of Post	01 (one)
3	Pay Scale / Pay Matrix	Pre-revised Pay Band-I, Rs.5200-20200/- with grade pay of Rs.2400/- as per 6 <sup>th</sup> CPC
4	Method of Appointment	Transfer on deputation basis
5	Eligibility	<p>Officers of the Central Government –</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) With at least eight years' service in the grade rendered after appointment there to on a regular basis in the Pre-revised Pay Band –I, Rs.5200-20200 with Grade of Rs.1900/- or equivalent in the parent cadre or department;</p> <p>(iii) Possessing educational qualifications as under:</p> <ul style="list-style-type: none"> <li>- B. Com from a recognized University or Graduate in any discipline from a recognized University with one year Diploma in Book Keeping or Store Keeping.</li> </ul> <p>(b) Experience- Three years in a government Department or Undertaking in handling Stores or Accounts.</p> <p>Note1: The qualifications are relaxable at the discretion of the competent authority for reasons to be recorded in writing in case of candidates otherwise well qualified.</p> <p>Note2: The qualifications regarding experience are relaxable at the discretion of the competent authority for reasons to be recorded in writing in case of candidate belonging to the Schedules Castes or the Scheduled Tribes if, at any stage of selection, the competent authority is of the opinion that sufficient number of candidates from these communities of possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p> <p>(C) Three years' experience in a Government Department or Undertaking in handing stores or accounts.</p> <p>Note 1: 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.</p>

		<p>Note 2: 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. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 3: The maximum age-limit for deputation is 56 years as on the closing date of receipt of 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 the 1<sup>st</sup> January, 2006 or the date from which the revised pay structure based on the recommendations of the Sixth Central Pay Commission has been extended, shall be deemed to be the 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 scales of pay into one grade with a common grade pay or pay scale, and where this benefit will be extended only for the posts(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p>
6	Period of deputation	Not exceeding 03 (three) years



ANNEXURE-II

CURRICULUM VITAE : PROFORMA

1	Name & address (in BLOCK Letters)					
2	Date of Birth (in Christian era)					
3	Date of retirement under Central/State Government Rules					
4	Educational Qualifications					
5	Whether Educational and other qualifications required for the post are satisfied. (if any qualifications has been treated as equivalent to the one prescribed in the Rules. State the authority for the same)					
			Qualifications/Experience Required		Qualifications/Experience possessed by the Officer	
	Essential	1				
		2				
		3				
	Desirable	a				
		b				
		c				
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	Scale of pay and basic pay in Pre-revised Pay Band	Nature of duties (In details)
8	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent					
9	In case of present Employment is held on Deputation/contract basis, please state: A. The date 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 Coloumns)				
A	Central Govt.				
B	State Govt.				
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 as 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 provide information with regard to (i) additional academic qualification (ii) professional training and (iii)work experience over and above prescribed in the vacancy circular				
15	Please state whether you are applying for Deputation (ISTC/Absorption/Re-employment Basis. (Officer under Central/State Government are only eligible for "Absorption" Candidates of non-Government Organizations are eligible for Short term Contract				
16	Whether belongs to ST/SC				

17	Remarks (The candidates may indicate information with regard to (i) Research Publications and reports 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)					

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.

Signature of the candidate

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date:-

Countersigned

(Employer with Seal)