



No. A-12026/1/2016-Estt. I

भारत सरकार
कर्मचारी चयन आयोग
कार्मिक तथा प्रशिक्षण विभाग
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय
ब्लॉक सं.12
केन्द्रीय कार्यालय परिसर, लोधी रोड

Government of India
Staff Selection Commission
Department of Personnel & Training
Ministry of Personnel, Public Grievances &
Pensions
Block No.12
Kendriya Karyalay Parisar, Lodhi Road
New Delhi -110003

Dated:-17th August, 2018

OFFICE MEMORANDUM

Subject:- Appointment of Caretaker in the Pay Matrix-5 (Old Pay Band PB-1 of Rs. 5200-20200/- with the Grade Pay of Rs. 2800/-) in the Headquarters of Staff Selection Commission, New Delhi on Deputation basis.

One Post of **Caretaker** in the Pay Matrix-5(Old Pay Band PB-1 of Rs. 5200-20200/- with the Grade Pay of Rs. 2800/-) in the Headquarters of the Staff Selection Commission at 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 conditioners of service of the selected official will be regulated in accordance with DoP&T'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 pro-forma 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 **Sixty** days from the date of uploading of this vacancy circular in the website of Staff Selection Commission i.e www.ssc.nic.in.

Sh. R.C.Ahuja, Under Secretary, Estt-I, Staff Selection Commission, Block No. 12, CGO Complex, Lodhi Road, New Delhi-11003.

4. The applicants for the post of Caretaker in Staff Selection Commission, will not be allowed to withdraw their Application at 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.


(R.C.Ahuja)

Under Secretary(Estt-I)

No. 12026/1/2016-Estt.I, New Delhi

Dated :-17th August, 2018

To

1. All Ministries/Departments of Government of India(with request to circulate the post among their attached and subordinate Offices)
2. All attached and subordinate offices of the Ministry of Personnel, Public Grievances & Pensions.

Copy to:-

1. Office of the Comptroller and 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 and Training, North Block, New Delhi.
9. Circulating-cum-Advertising Manager, Employment News, East Block-IV, R.K.Pura, New Delhi.
10. All Officers/Sections of Staff Selection Commission.
11. Director(NIC) with the request to upload the Advertisement in Staff Selection Commission website.

ANNEXURE-I

1.	Post	Caretaker
2.	Number of Post	One
3.	Pay-Scale /Pay Matrix	Matrix-5 (Old pay band PB-1 of Rs.5200-20200/- with the grade pay of Rs.2800/-)
4.	Method of Appointment	Transfer on deputation
5.	Eligibility	Officials under the Central Government (i) holding analogous post on regular basis, or (ii) with two years regular service in the post with in old pay band PB-1 of Rs. 5200-20200/- with grade pay of Rs. 2400/- or equivalent, or (iii) with 10 years regular service in the posts with old pay band PB-1 of Rs. 5200-20200/- with the grade pay of Rs.1900/- or equivalent Preferably having any one or all of the following: (a) one year's experience of working as Caretaker in Govt. office, (b) one year's experience of working in a Security organization, (c) Diploma/Certificate in Sanitary or Public Hygiene or Diploma/Certificate in Electrical/Civil Engineering/Sanitary Engineering. (Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organization/Department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment shall not be exceeding 56 years as on the closing date of the receipt of the application.
6.	Period of deputation	Not exceeding 3 years.

ANNEXURE-II

CURRICULUM VITAE : PROFORMA

1.	Name and 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/Experi ence 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 basis pay in old pay band	Nature of duties (In details)

8.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent	
9.	<p>In case of present employment is held on deputation/contract basis, please state:</p> <p>A. The date of initial appointment</p> <p>B. Period of appointment on deputation/contract</p> <p>C. Name of the parent office/organization to which you belong</p>	
10	Additional details about present employment	
	Please state whether working under (indicate the name of your employer against the relevant column)	
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/Advertisement). (Note: Enclose a separate sheet, if the space is insufficient)	
15	Please state whether you are applying for Deputation (ISTC)/Absorption/Re-employment Basis. (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract.)	
16	Whether belongs to SC/ST	
17	Remarks (The candidates may indicate	

<p>information with regard to (i) Research publications and reports and special projects (ii) Awards/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)</p>	
--	--

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)