

No- A.12011/02/2021-Admn.IA
Government of India
Ministry of Finance
Department of Economic Affairs

North Block, New Delhi,
Dated the 11th August, 2021

CIRCULAR

Subject:- Filling up of 05 (Five) posts of Economic Officer in Ministry of Finance, Department of Economic Affairs on deputation (ISTC)/absorption basis.

The undersigned is directed to state that it is proposed to fill up the post of **Economic Officer**, in the Department of Economic Affairs, Ministry of Finance PB-2 Rs. 9300-34800 with Grade Pay of Rs. 4600/- [Level 7 (Rs. 44900 – Rs. 142400) as per 7th CPC] on deputation (ISTC)/absorption basis. The eligibility conditions for recruitment to the post of Economic Officers are detailed in Annexure –I.

2. It is requested that the applications (in duplicate) from the eligible and willing officers who can be relieved, if selected, may be forwarded in the prescribed proforma as in Annexure –II, to this Department **within 60 days** from the date of issue of the circular along with the following documents:-

- (i) CR dossiers containing CRs for the last five years. In case of photocopies of CR dossiers, it should be duly attested by an officer not below the rank of Under Secretary to the Govt. of India.
- (ii) Vigilance/Disciplinary clearance.
- (iii) Integrity Certificate.
- (iv) A statement showing major/minor penalties imposed during the last ten years. The statement is also required in case of 'NIL' information.
- (v) Cadre Clearance

3. Applications received incomplete, otherwise than through proper channel and without the above-mentioned documents or after the due date will not be entertained. Further, the candidate who applies for the post will not be allowed to withdraw his candidature subsequently.


(Sanjeev Gupta)

Under Secretary to the Government of India
Tele: 011-23095060

Copy to:

1. All Ministries/Departments of Government of India.
2. All Departments of Ministry of Finance including Department of Financial Services.
3. Director (NIC) with the request to put on internet and also "on line Notice Board".
4. NIC, DoP&T with the request to upload the vacancy circular on the website of DoP&T.
5. Assistant Editor (Advt.), Employment News, Publication Division, Ministry of I&B, 7th Floor, Sookhana Bhawan, CGO Complex, Lodhi Road, New Delhi with the request to publish the above vacancy circular in the forthcoming issue of Employment News. The bill may be forwarded to Shri Sanjeev Gupta, Under Secretary, Room No.241-E, North Block, New Delhi-110001.
6. Spare copies-15.

ANNEXURE –I

1	Name of the post	Economic Officer
2	Number of Posts	Five (05)
3	Classification	General Central Service, Group-B, 'Gazetted', Non-Ministerial
4	Pay Scale of the post	PB:2 of Rs. 9300-34,800/- plus G.P. Rs. 4600/- as per 6 th CPC [Level 7 (Rs. 44900 – Rs. 142400) as per 7 th CPC]
5	Period of Deputation (ISTC)/ Absorption	<u>Five years.</u>
6	Eligibility	Deputation: Deputation (including short-term contract) or Absorption: Officers under the Central or State Government or Union territories or Autonomous Bodies or Statutory Bodies or Public Sector Undertakings: (A) (I) holding analogous posts on regular basis in the parent cadre or Department; or (II) With 5 years' service in the Grade rendered after appointment thereto on a regular basis in posts in Pay Band-2, Rs 9300-34800 with Grade Pay of Rs 4200/- or equivalent (Level 6 as per 7th CPC) ; AND (B) Possessing the educational qualifications and experience as under- (I) Master's Degree in Economics or Applied Economics or Business Economics or Econometrics of a recognised University, incorporated by an act of the Central or State Legislature in India or other Educational Institutes established by an act of Parliament or declared to be deemed as University under section 3 of the University Grant Commission Act 1956 or a foreign University approved by the Central Government from time to time. (II) Two years' experience of conducting economic investigation or research from recognized Research Institutes in India, University or Deemed University and Central or State Government. Note 1 : For the purpose of appointment on deputation or Absorption basis, the service rendered on a regular basis by an officer prior to 1.1.2006(the date from which the revised pay structure based on the 6th CPC recommendations has been extended) shall be deemed to be service rendered in the corresponding Grade Pay or Pay Scale extended based on the recommendations of the 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 extend only for the post(s) for which that Grade Pay or Pay Scale is the normal replacement grade without any upgradation. Note 2: Only officers from Central Government or State Government can be taken on absorption basis. Deputation or re-employment (for Ex-Serviceman): the Armed Forces Personnel of the rank of Junior Commissioned Officer who are due to retire or to be transferred to reserve within a period of one year and have the qualifications and experience prescribe for direct recruits under column 7 of Schedule of RRs shall also be considered. If selected, such officers will be given deputation terms upto the date on which they are due for release from the Armed Forces; thereafter they may be continued on re-employment terms. In case such eligible officers have retired or have been transferred to reserve before the actual selection to the post is made their appointment will be on re-employment basis.

BIO-DATA/CURRICULUM VITAE PROFORMA

1. Name and Address (in Block Letters)	
2. Date of Birth (in Christian era)	
3 (i) Date of entry into service	
(ii) 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 as mentioned in the advertisement/vacancy circular	Qualifications/experience possessed by the officer
Essential	Essential
A) Qualification <i>(I) Master's Degree in Economics or Applied Economics or Business Economics or Econometrics of a recognised University, incorporated by an act of the Central or State Legislature in India or other Educational Institutes established by an act of Parliament or declared to be deemed as University under section 3 of the University Grant Commission Act 1956 or a foreign University approved by the Central Government from time to time.</i>	A) Qualification
B) Experience <i>Two years' experience of conducting economic investigation or research from recognized Research Institutes in India, University or Deemed University and Central or State Government</i>	B) Experience
Desirable – Nil	Desirable – Nil
5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News. 5.2 In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.	

6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
6.1. Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.	

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 on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:

Office/Institution	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme	From	To

8. Nature of present employment i.e. Adhoc 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 the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation

9.1. Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate. 9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organisation								
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.								
11. 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								
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.								
13. 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								
14. Total emoluments per month now drawn <table border="1"> <thead> <tr> <th>Basic Pay in the PB</th> <th>Grade Pay</th> <th>Total Emoluments</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			Basic Pay in the PB	Grade Pay	Total Emoluments			
Basic Pay in the PB	Grade Pay	Total Emoluments						
15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed. <table border="1"> <thead> <tr> <th>Basic Pay with Scale of Pay and rate of increment</th> <th>Dearness Pay/interim relief/other Allowances etc. (with break-up details)</th> <th>Total Emoluments</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc. (with break-up details)	Total Emoluments			
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc. (with break-up details)	Total Emoluments						

16.A Additional Information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide 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)	
16.B Achievements: The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/innovative measure involving official recognition vi) any other information. (Note: Enclose a separate sheet if the space is insufficient)	
17. 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}	
# (The option of 'STC'/'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
18. Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

(Signature of the candidate)

Address _____

Date: _____

Certification by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt._____.
- ii) His/ Her integrity is certified.
- iii) His/Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- (iv) No major/minor penalty has been imposed on him/her during the last 10 years Or a list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

Countersigned

Employer/Cadre Controlling Authority