



सूचना का  
अधिकार

भारत सरकार, वित्त मंत्रालय  
GOVERNMENT OF INDIA, MINISTRY OF FINANCE

राष्ट्रीय बचत संस्थान

NATIONAL SAVINGS INSTITUTE

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CIRCULAR

Sub: Filling up the post of Regional Director (Sr) on Deputation basis

- 1) Application are invited from eligible persons for appointment to the post of Regional Director(Sr) in Pay Matrix - 11 in PB-3 (Rs. 15600-39100) + Grade Pay Rs.- 6600/- on deputation basis from Officers of the Central/State Government/Union Territories having the qualifications and experience as mentioned in Annexure - I
- 2) The application of the eligible and willing Officers and who can be spared immediately may be forwarded through proper channel in the prescribed proforma (Annexure-II) alongwith attested copies of ACR/APAR(attested on each page) for the last five years, Cadre Clearance Certificate, Vigilance Clearance Certificate, Integrity Certificate and details of Major/Minor Penalty imposed during last ten years in the enclosed proforma(Annexure-III). The applications may be forwarded to the undersigned within a period of 60 days from the date of issue of the Circular/Advertisement.
- 3) While forwarding the applications it may be verified and certified that the particulars furnished by the Officers are correct. Applications received after the last date or without character rolls or otherwise found incomplete will not be considered. No action will be taken on advance copies or applications not received through proper channel.
- 4) The candidates who apply for the post, after appointment to the post of Regional Director(Sr) will not be allowed to withdraw their candidature unless they complete the deputation period.

(A.K.Chauhan)  
Joint Director & HOD

Copy to:

- 1) The Secretary, Union Public Service Commission, New Delhi.
- 2) The Chief Secretary/Administrator of all State & Union Territory Govt. for circulation to all Departments under their control.
- 3) Shri Amrish Kumar, Under Secretary to the Government of India, Ministry of Finance(DEAs), New Delhi with the request that the circular may kindly be posted on Ministry's website.
- 4) All Regional Directors, National Savings Institute. The circular should be forwarded to all Central/State Government offices in their respective area.
- 5) All Central Government Department located in New Delhi
- 6) Website of National Savings Institute/Ministry of Finance

Joint Director & HOD

**ELIGIBILITY CONDITIONS FOR APPOINTMENT TO THE POST OF REGIONAL DIRECTOR(Sr) BY TRANSFER ON DEPUTATION BASIS/ TRANSFER**

- 1) Name of the post : Regional Director(Sr)  
(Group 'A' , Gazetted)
- 2) No. of post : 1
- 3) Place of posting : Chennai
- 4) Scale of pay : Pay Matrix – 11 in PB-3 (Rs. 15600-39100+ Grade Pay Rs. 6600)
- 5) Method of Recruitment : By transfer on deputation basis
- 6) **Eligibility** :

(a) Holding analogous post on regular basis in the parent cadre/department; or

(b)(i) with 5 years service in the grade rendered after appointment thereto on a regular basis in posts in PB-3 (Rs. 15600-39100) with Grade Pay Rs. 5400 or equivalent in the parent cadre/department; and

Possessing the following educational qualifications and experience;

- (ii) Master's degree of a recognized University or equivalent i.e. M.A., M.Sc., M.Com. and MBA, and
- (iii) 5 years experience in Banking and/or Insurance/Market research and training. The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment by promotion

(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation/Department of the Central Government shall ordinarily not exceed four years. The maximum age limit for appointment by deputation shall be not exceeding 56 years, as on the closing date of receipt of applications.

Note : For the purpose of appointment on deputation/absorption basis, the service rendered on regular basis by an officer prior to 1.1.2006( the date from which the revised pay structure based on the 6<sup>th</sup> CPC recommendation has been extended) shall be deemed to be service rendered in the corresponding Grade Pay/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/Pay Scale, and where this benefit will extend only for the post(s) for which that Grade Pay/Pay Scale is the normal replacement grade without any upgradation.



## CURRICULUM VITAE PROFORMA

- 1 Post applied for
- 2 Name and Address  
(in Block Letter)
- 3 Date of Birth  
(in Christian era)
- 4 Date of retirement under Central / State  
Government Rules
- 5 Educational Qualifications
- 6 Whether Educational and other  
Qualifications required for the post are  
satisfied. (If any qualification has been  
treated as equivalent to the one prescribed in  
the Rules, state the authority for the same)

	Qualifications / Experience required	Qualifications / Experience by possessed by the officer
Essential	(1) (2) (3)	
Desirable	(1) (2) (3)	

- 7 Please State clearly whether in the light of  
entries made by you above, you meet the  
requirement of the post
- 8 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	Nature of duties (in details)

- 9 Nature of present employment i.e. ad-hoc or  
Temporary or Quasi-Permanent or  
Permanent
- 10 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 you belong

- 11 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 Organisation
  - 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
- 15 Additional information, if any, which you  
would like mention 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 Whether belongs to SC/ST
- 17 Remarks (The candidates may indicate  
information with regard to 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)

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.

Date: \_\_\_\_\_

Signature of the candidate

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Countersigned  
(Employer with Seal)

It is certified that:

1. The date of birth, qualification, experience and other details given by Shri/Smt./Kum \_\_\_\_\_ in Annexure-II of this application for the post of Regional Director(Sr) in National Savings Institute have been verified and found to be correct.
2. Integrity of \*Shri/Smt./Kum \_\_\_\_\_ is certified.
3. No Vigilance or disciplinary proceedings is either pending or contemplated against the officer.
4. No major/minor penalty has been imposed on him/her during the last 10 years.
5. Cadre Clearance of the Competent Authority has been obtained. We have no objection to relieve \*Shri/Smt/Kum. \_\_\_\_\_ if he/she is selected for the post of Regional Director(Sr) in National Savings Institute on deputation basis.
6. The National Savings Institute will be informed at the earliest, if any vigilance or disciplinary proceeding is initiated or contemplated against the officer after his/her application is forwarded.
7. Attested copies of ACRs/APARs of the Officer for the last five years are enclosed.
8. In case of selection \*Shri/Smt./Kum \_\_\_\_\_ would be allowed to retain lien in his/her regular post of \_\_\_\_\_ during the period of his/her appointment as Regional Director(Sr) in National Savings Institute on deputation basis(in case of applicants to be considered on deputation basis).

\*Strike out whichever is not applicable.

Date :

Address:

Signature of the authorized Officer

(Name & Designation)

Seal of the Officer

Full address of the authorized Officer

With Telephone/Fax No.