

No.A.12011/04/2019-Ad.IA
Government of India
Ministry of Finance
Department of Economic Affairs

Room No.230, North Block,
New Delhi, the 18 July, 2020

C I R C U L A R

Subject: Filling up of one post of Assistant Superintendent in the Level-7 of 7th CPC Pay Matrix in Department of Economic Affairs, Ministry of Finance on deputation plus promotion basis (Composite Method).

The undersigned is directed to state that it is proposed to fill up one vacancy of Assistant Superintendent in the Department of Economic Affairs, Ministry of Finance in the Level-7 of 7th CPC Pay Matrix on deputation plus promotion basis (Composite Method). The eligibility conditions for recruitment to the post of Assistant Superintendent are given 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 publication in the Employment News along with the following documents:-

1. 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. (Attestation on each page).
- 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 and 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.

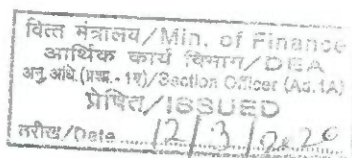
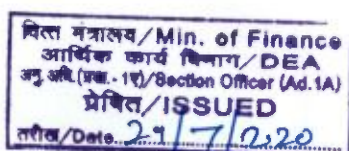
Hindi version enclosed.

(Sanjeev Gupta)

Under Secretary to the Govt. of India

Copy to:

1. All Ministries/Departments of the Government of India.
2. All Departments of Ministry of Finance including Department of Financial Services.
3. All Heads of Organized Accounting Cadres Office of:-
 - i. CGDA, M/o Defence, G. Block, DHQ P.O., New Delhi-1.
 - ii. Dy. Director General (PAF), D/o Posts, Room No.405, Dak Bhawan, Delhi.
 - iii. Dy. Director General (Accounts), D/o Telecommunications.
 - iv. Controller General of Accounts, Lok Nayak Bhawan, New Delhi-3, and
 - v. Finance Commissioner, Ministry of Railways, New Delhi.
4. Assistant Editor(Advt.), Employment News, Publication Division, Ministry of I & B, 7th Floor, Socna 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.
5. Finance Library.
6. Director(NIC) with the request to upload the vacancy circular on the website of DEA.
7. NIC,DoP&T with the request to upload the vacancy circular on the website of DoP&T.



1. Name of the Post : Assistant Superintendent
2. Number of Vacancy : One
3. Classification : General Central Service, Group 'B' (Non-Gazetted)
4. Ministry / Department : Ministry of Finance,
Department of Economic Affairs.
5. Scale of Pay : Level-7 of 7th CPC pay matrix
6. Method of Recruitment : Deputation plus promotion (Composite Method)
7. Eligibility Conditions:

Deputation plus promotion (Composite Method)

Officers of the Central Government or State Government or Union territories administration :-

- a. (i) holding analogous posts on regular basis in the parent cadre or department; or
(ii) with five years' regular service in Level-6 of the pay matrix or equivalent in the parent cadre or Department; and
- b. Possessing the following educational qualification and experience, namely:-
 - (i). should have successfully completed of training in cash and accounts from Institute of Secretariat Training and Management; or equivalent and
 - (ii) two years' experience in cash and accounts, budget and audit work.

Note 1:- The Departmental Assistant (Excluded) in Level-6 (Rs.35,400-1,12,4000) in the pay matrix with five years regular service in the grade and possessing the educational qualification and experience prescribed for deputationist will also be considered alongwith outsiders and in case he or she is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

Note 2.- Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years. The maximum age-limit for appointment by deputation shall be, not exceeding fifty-six years, as on the closing date of receipt of applications.

PROFORMA

1. Post applied for
2. Name and address in Block letters
3. Date of Birth
4. Date of Retirement under Central Govt. Rules.
5. Educational Qualifications

6. 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)

Qualification/Experience
Required

Qualification/Experience
Possessed

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.

Ministry/Deptt.	Post held	From	To	Level in the Pay Matrix	Nature of Duties
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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 basis/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 belong

11. Additional details about present employment

Please state whether working under

(a) Central Government

(b) State Government

(c) Autonomous Organisation

(d) Universities

(e) Others

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 drawn per month

14. Whether belongs to SC/ST

15. Additional information, if any

16. Remarks (if any)

Date :

Place:

Signature of the Candidate

Address _____

Service particulars given by the applicant are verified with reference to service records and found to be correct.

Signature with seal of the Competent Authority