

No. A.12011/09/2018-Ad.IA

Government of India  
Ministry of Finance  
Department of Economic Affairs

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New Delhi, the 20<sup>th</sup> December, 2018

**CIRCULAR**

**Subject: Filling up of one post of Section Officer (Excluded) in the Level-8 of 7<sup>th</sup> 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 post of S.O.(Excluded) in the Department of Economic Affairs, Ministry of Finance in the LEVEL-8 of 7<sup>th</sup> CPC Pay Matrix in the Department of Economic Affairs, Ministry of Finance on Deputation plus promotion basis (Composite Method). The eligibility conditions for recruitment to the post of S.O.(Excluded) are detailed in **Annexure-I**.

2. It is requested that 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 45 days** from the date of publication in the Employment News alongwith 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 Government of India. (Attestation on each page).
- ii. Vigilance/Disciplinary clearance.
- iii. Integrity Certificate.
- iv. A statement showing major/minor penalties imposed during the last 10 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.

**(Sanjeev Gupta)**

**Under Secretary to the Government of India**

**Copy to:**

1. All Ministries/Departments of Government of India.
2. All Department of Ministry of Finance including Deptt. 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, New Delhi
  - iii. Dy. Director General (Accounts), D/o Telecommunications
  - iv. Controller General of Accounts, lok Nayak Bhawan, New Delhi-3 and
  - iv. Finance Commissioner, Ministry of Railways, New Delhi.
4. HIC . They are requested for Hindi version of this circular.

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. Finance Library
7. Director (NIC) with the request to upload the vacancy circular on the website of DEA, Ministry of Finance.
8. NIC, DoP&T with the request to upload the vacancy circular on the website of DoP&T.

**ANNEXURE -I**

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|----------------------------|---|--------------------------------------------------------------|
| 1. Name of the post        | : | Section Officer (Excluded)                                   |
| 2. Number of vacancy       | : | One                                                          |
| 3. Classification          | : | General Central Service,<br>Group-'B', Gazetted, Ministerial |
| 4. Ministry/Department     | : | Ministry of Finance,<br>Department of Economic Affairs       |
| 5. Level in the Pay Matrix | : | Level-8 of 7 <sup>th</sup> CPC Pay Matrix                    |
| 6. Method of Recruitment   | : | Deputation plus promotion                                    |
| 7. Eligibility conditions  | : | Composite Method (deputation plus promotion)                 |

Officers under the Central Government :-

(a)(i) holding analogous posts on regular basis in the parent cadre or department; or

(ii) with two years' of service in the grade rendered after appointment there to on regular basis in Level-7 in the Pay Matrix (Rs.44900-142400) or equivalent in the parent cadre or department;

and

(b) possessing the following qualifications :-

Essential:-

(i) successful completion of training in the cash and accounts work in Institute of Secretariat Training and Management;

(ii) a minimum three years experience in cash, accounts, budget work.

Desirable qualifications :-

One year Certificate or Diploma course or any higher qualification in the field of computer application from a recognized institution;

**Note 1** :The departmental Assistant Superintendent in Level-7 in the Pay Matrix (Rs.44900 – 142400 ) with two years regular service in the grade and possessing the requisite educational qualifications and experience prescribed for deputationist will also be considered along with outsiders and in case he is selected for appointment to the post, the same shall be deemed to have been filled–up 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 organisation/department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

**ANNEXURE-II**

**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 qualification 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)

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Duties

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Ministry/Department	Post held	From	To	Level in the Pay Matrix	Nature of
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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 Organization
- (d) Universities
- (e) Others

12. Are you in the 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**\_\_\_\_\_

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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**