

भारत सरकार
GOVERNMENT OF INDIA

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संख्या No: 2-8/2023-Admn.

केन्द्रीय अनुसंधान संस्थान,
CENTRAL RESEARCH INSTITUTE,
कसौली KASAULI.

दिनांक Dated the 21 OCT 2023

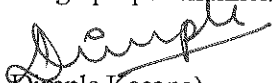
OFFICE MEMORANDUM

Subject:-Filling up of Two (2) posts of Office Superintendent in Central Research Institute, Kasauli on Deputation Basis.

- (1) Two (2) posts of Office Superintendent, General Central Services, Group B (Non-Gazetted), Ministerial in Level-6 (35400-112400) as per 7th CPC in Central Research Institute, Kasauli are required to be filled up on deputation basis.
- (2) The eligibility conditions for appointment to the above post are as detailed below:-
 - (a) Officers of the Central or State Government or Union Territories;
 - (i) Holding analogous posts on regular basis in the parent cadre or department; or
 - (ii) with six years service in the grade rendered after appointment thereto on a regular basis in posts in level-5 in the pay matrix (Rs. 29200-92300) or equivalent in the parent cadre or department; or
 - (iii) with 10 years' service in the grade rendered after appointment thereto on a regular basis in posts in Level-4 in the pay matrix (Rs. 25500-81100) or equivalent in the parent cadre or department; and
 - (b) Possessing the following educational qualification and experience:
 - (i) Bachelors Degree from a recognised University or institute, and
 - (ii) Two years experience in the work relating to administration and establishment
- (3) The department officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.
- (4) The period of deputation including the 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 exceed three years.
- (5) The Maximum age-limit for appointment by deputation shall not be exceeding 56 years as on the last date of receipt of applications.
- (6) The Crucial date for determining the eligibility is 60th day from the date of publication of this office memorandum in the Employment News/Rojgar Samachar.
- (7) It is requested that the names of suitable officers who are eligible and can be spared, in case of selection, may be forwarded within two months from the date of publication of this OM in the Employment News/Rojgar Samachar in the attached proforma (Annexure) through the Administrative Authority. The Administrative Authority must ensure himself of the suitability of the applicants in all respect before forwarding the applications.
- (8) The authenticated copy of up to date APARs, Integrity Certificate, Vigilance Clearance and details of the major/minor penalties imposed for the last ten years, of the candidates

must be forwarded to the undersigned along with the applications. Photocopies of the ACRs/APARs should be attested on each page by an officer not below the rank of Under Secretary or equivalent. Applications not accompanied by the aforesaid documents or otherwise incomplete will not be considered at all. No action will be taken on advance copies of the applications or applications, which are not received through proper channel.

Encl: as above


(Dr. Dimple Kasana)
Director

To,

1. All the Central/State Government Ministries/Department and their attached and subordinate offices as per standard list.
2. Hindi Section for Hindi Version.

Bio-data of the candidate for the post of Office Superintendent in Central Research Institute, Kasauli.

1. Name, Designation & Address (in Block letter) :
2. Date of Birth (In Christian era) :
3. Date of retirement under Central Govt. rules :
4. Educational Qualification :
5. Experience in the work relating to administration and establishment :
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;

Office	Post held	From	To	Pay scale	Nature of duties (highlighting experience required for the post applied for)

8. Nature of present employment i.e. ad-hoc, temporary or permanent:
9. In case the present employment is held on deputation basis. Please state:
 - (a) The date of initial appointment:
 - (b) Period of appointment on deputation basis:
 - (c) Name of the parent office to which you belong:
 - (d) Name of the post and pay of the post held in the parent organization:
10. Additional details about present employment (Central Govt./State Govt. or Union Territories:
11. Are you in revised scale of pay? If yes, give the date of revision and also pre-revised scale of pay:
12. Total emoluments drawn per month:
13. Additional information, if any, in support of your suitability for the post:
14. Remarks:

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 submitted by me will also be assessed by the Selection committee at the time of selection to 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.

Place:
Date:

Signature of the candidate
Contact No.
E-mail ID

Department Endorsement:

- i) Certified that the particulars furnished by the applicant are correct as per his/her service record.

- ii) Certified that no vigilance/disciplinary case are either pending or contemplated against the applicant.
- iii) It is certified that as per records no major/minor penalties have been imposed upon the applicant during the last ten years.
- iv) Integrity of the applicant is certified.
- v) Authenticated copies of Annual Confidential Reports/Annual Performance Appraisal Reports if the applicant for the last five years are enclosed;

Date:

Signature
Name, Designation & Tele No.
Of the Administrative Authority
(with seal)