

VACANCY CIRCULAR

NO. A/49792/S-25/CAO/R-I

**GOVERNMENT OF INDIA
MINISTRY OF DEFENCE
OFFICE OF JOINT SECRETARY (TRG) & CAO**

**ROOM NO. 170 E - BLOCK
DALHOUSIE ROAD
NEW DELHI - 110 011.**

DATED : 21 Jul 2010

All the Ministries/Deptts. Of Govt. of India.

**SUBJECT : FILLING UP OF TWO VACANCIES BY UDCs/OTHER
EQUIVALENT GRADES IN THE GRADE OF SENIOR
RECEPTION OFFICER IN SECURITY OFFICE,
MINISTRY OF DEFENCE ON DEPUTATION BASIS.**

Sir,

I am directed to say that two vacancies (one existing and one anticipated wef 21 Sep 2010 in the grade of Senior Reception Officer (General Central Service, Group 'B', Non-Gazetted, Non-Ministerial) in the Pay Band-2 (Rs. 9300-34800) with Grade Pay of Rs. 4200/- (pre-revised pay scale of Rs.5500-175-9000/-), are required to be filled in Security Office, Ministry of Defence on deputation basis on the following conditions: -

DEPUTATION

Officers of the Central Government: -

- (a) (i) Holding analogous posts on regular basis in the parent cadre/department.

OR

- (ii) With 3 years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs. 5000-8000/- (pre-revised) or equivalent in the parent cadre/department.

OR

- (iii) With 10 years's service in the grade rendered after appointment thereto on a regular basis in the

scale of pay of Rs. 4000-6000 (pre-revised) or equivalent in the parent cadre/department;

AND

- (b) Possessing the following educational qualifications and experience: -

ESSENTIAL:

Degree from a recognised University or equivalent.

DESIRABLE

Two years experience in 'General Administration' in Government Departments.

2. **Job Profile** Brief particulars of duties assigned to the post of Senior Reception Officer are as under:-

- (a) To issue Passes to the visitors/officials after proper screening and render them necessary assistance where required.
(b) To give proper guidance to the Junior Reception Officer in the performance of their official duties.

3. The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

4. The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/Department of the Central Government shall ordinarily not exceed **03** years. The appointment on deputation shall be governed by DOP&T OM No. 6/8/2009-Estt.(Pay II) dated 17 Jun 2010. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.

5. It is requested that the applications (in duplicate) in the enclosed proforma along with the complete and up-to-date CR dossiers or photocopies of ACRs (duly attested by an officer not below the rank of Under Secretary) and Integrity Certificate (duly verified by an officer not below the rank of Deputy Secretary) of the officers who could be spared in the event of their selection may be sent so as to reach this office within **60** days of the date of publication of this advertisement. Applications received late or without the ACRs, Integrity Certificate, Cadre Clearance and Vigilance Clearance or otherwise found incomplete will not be considered. While forwarding the applications, it may be verified and certified by the Cadre Controlling Authority that the particulars furnished by the officer are correct and that no disciplinary/vigilance case is pending or contemplated against the

officer. It must also be certified that honesty and integrity of the officer is satisfactory and no major/minor penalty has been awarded to him during the last 10 years.

6. The Curriculum Vitae proforma can be downloaded from our website www.caomod.gov.in.

**NOTE : CANDIDATES WHO ONCE APPLY FOR THE POST
WILL NOT BE ALLOWED TO WITHDRAW THEIR
CANDIDATURE.**

Yours faithfully

Sd/- (Nidhi Ojha)
Deputy Director/Rectt-1
for Joint Secretary (Trg) & CAO

COPY TO:-

All Coord Sections of Integrated HQ of MOD (Army)
AIR HQ/PC-1
Integrated HQ of MOD (Navy)/Dte.of Admin
All Coord Section of IS Organs.
All Sections in the Office of the JS (Trg) & CAO
Security Office, Min of Defence
CAO/P-2 – for information.

CURRICULUM VITAE PROFORMA

1. Name and Address :
(in Block Letters)
2. Date of Birth :
(in Christian era)
3. 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
qualification has been treated
as equivalent to the one prescribed
in the Rules, state the authority
for the same)

Qualifications/Qualifications/
Experience Experience
required possessed by
the officer

- Essential: (1)
 (2)
 (3)
- Desired (1)
 (2)

6. Please state clearly whether in the light of entries made by you above, you meet the requirement for the post

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	From	To	Scale of Pay & Basic Pay/Pay Band & Grade Pay*	Nature of duties (in detail)

* Basic Pay & Scale of Pay before 6th CPC and Pay Band and Grade Pay after fixation in 6CPC may be indicated separately.

8. Nature of present employment, i.e :
Ad-hoc or temporary of 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) Nature of the parent office/
organization to which you belong
10. 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) Govt. Undertaking.
e) Universities
f) Others
11. Please state whether you are working :
In the same Department and are in the
feeder grade or feeder to feeder grade
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 per month now drawn. :
14. Additional information, if any, which :
you would like to 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).

15. Please state whether you are applying for :
deputation (ISTC)/Absorption/Re-employment
Basis. (Officers under Central Govt/State
Governments are only eligible for
“Absorption” . Candidates of non-
Government Organisation are eligible
only for Short Term Contract.)

16. Whether belonged to SC/ST. :

17. Remarks (the candidates may indicate :
Information with regard to
i) Research publications and 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 in the time of selection for the post.

Signature of the candidate

Date :

Address _____

Countersigned

(Employer with Seal)

No. :

Date :