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No.....13964...../MS/GI/2015

No. 24011/02/2015-Estt (B)

Government of India

Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel and Training)

North Block, New Delhi, 08<sup>th</sup> December, 2015

**OFFICE MEMORANDUM**

14.12-2015

(अजय के० श्रीवास्तव)  
विशेष कार्यधिकारी

सचिव  
उ० प्र० शासन

**Subject:- Filling up of the post of Member, Staff Selection Commission, New Delhi (Joint Secretary level) in the pay scale PB-4, Rs. 37,400-67,000/- plus Grade Pay Rs. 10,000/- on deputation basis.**

It is proposed to fill up the post of Member, Staff Selection Commission (SSC) in the Staff Selection Commission (Hqrs) at New Delhi in the Pay Scale PB-4 Rs. 37,400-67,000/- Plus Grade Pay Rs. 10,000/-. The eligibility criterion is given in

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**Annexure-I.**

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Application of only such officers will be considered as are routed through proper channel and are accompanied with (i) bio-data in the proforma at **Annexure-II**; (ii) clear photocopies of the up-to-date APAR dossier of the officer containing APARs of at least last five years, duly attested by a Group 'A' officer (if original APAR could not be sent); (iii) An attested Statement indicating the grading in the APAR during the last five years (iv) cadre clearance; (v) clearance from vigilance and disciplinary angle; and (vi) statement giving details of major or minor penalties, if any, imposed on the officer during the last ten years.

17.12.15  
(राजीव कुमार)  
प्रमुख सचिव  
नियुक्ति एवं  
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3. All Ministries/Departments and the State Governments/UTs are requested to forward the applications of willing and eligible officer in the prescribed proforma to :-- **Shri M. Selva Kumar, Section Officer (Estt-B), Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training), Room. No. 215-C, North Block, New Delhi-110001, so as to reach this office latest by 08<sup>th</sup> February, 2016.**

18.12.15  
(संजय कुमार सिंह)  
विशेष सचिव  
नियुक्ति एवं  
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4. The applications of only those officers may be forwarded who, in the event of their selection, would immediately join the duties of the post, and whom the concerned authorities would be in a position to relieve immediately. The application once forwarded would not be allowed to be withdrawn. Applications received after the prescribed date or not accompanied with the required certificates/documents will not be entertained.

A-I  
21/12/15

*Sumita Singh*  
**(Sumita Singh)**

Deputy Secretary to the Government of India

To

- (i) Secretaries all the Ministries/Departments of Government of India( By Name)
- (ii) Chief Secretaries/ Union Territories of all States Governments ( By Name)
- (iii) All Cadre Authorities.
- (iv) Technical Director, NIC, Department of Personnel and Training for up-loading the circular under the heading –“what is new’ this Department’s web-site, immediately.

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## ANNEXURE-I

### Eligibility criterion of the post of Member, Staff Selection Commission, New Delhi.

1. Name of Post : Member, Staff Selection Commission, New Delhi.
2. Scale of pay : PB-4, Rs. 37,400-67,000 + Grade Pay of Rs. 10,000/-.
3. Eligibility: Officers of the Central Government (including officers of All India Services and Central Group 'A' Services).
  - (a) (i) Holding analogous posts on regular basis in the parent cadre/Department;  
or
  - (ii) with five years' service in the grade rendered after appointment thereto on a regular basis in the scale of PB-4, Rs. 37,400-67,000/- with Grade Pay of Rs. 8700/- or equivalent in the parent cadre or Department; and
  - (b) Possessing the following educational qualifications and experience:-
    - (i) Post Graduate Degree in any discipline from a recognized University or Institution.
    - (ii) 10 years' experience in dealing with Service, Administrative, Vigilance, Establishment and Financial matters.
4. **Period of Deputation**: The upper age limit at the time of appointment to the post of Member of Staff Selection Commission will be 59 years and he/she shall hold office for a period of five years or till he/she attains the age of 62 years, whichever is earlier, provided that in case a serving officer appointed as Member, Staff Selection Commission retires on superannuation before completing the tenure of five years, he/she shall be deemed to be on re-employment for the remaining period of tenure subject to the upper age limit of 62 years.
5. **Age Limit**:- The maximum age limit for appointment by deputation shall be not be exceeding 59 years as on the closing date of the receipt of applications.

**PROFORMA**

1. Name and address ( in block letters)
2. Service to which belongs:
3. Date of Birth:
4. Date of retirement under Central Government rules:
5. Educational Qualification - Graduate/Post-Graduate level:
6. Whether belong to SC/ST/Minority:
7. Please indicate the following particulars of the present post held:-
  - (a) Present post held with date:
  - (b) Whether regular/ad-hoc:
  - (c) Scale of Pay:
  - (d) Present basic Pay:
8. Please specify how you meet the qualifications:
  - (i) Whether you are holding analogous posts on a regular basis in the parent cadre/Department (Please specify yes or No; details to be indicated in the table below):
  - (ii) Whether you possess five years' service in the grade rendered after appointment on a regular basis in the scale of PB-4 Rs. 37,400-67,000/- with Grade Pay of Rs. 8700/- or equivalent in the parent cadre or Department (pl. specify yes or no; details to be indicated in the table below) :-
  - (iii) The details of positions held in the last 10 years should be indicated in the table below:

Sl. No	Name of office/organization where employed	Post held	From	To	Pay scale
1	2	3	4	5	6

(iv) The details of experience in the last 10 years in dealing with Service, Administrative, Vigilance, Establishment and Financial matters should be furnished as per table under:

Field of experience in the last 10 years	Nature of duties	Period of Experience	Organization in which the relevant experience was gained
(a) Administration (b) Vigilance: (c) Establishment: (d) Financial Matters			

9. Additional information, if any, which you like to mention in support of your application for the post.

(Signature of the candidate)

Telephone No (STD code)/Mobile No:

Office Address with office Telephone Number:

Residential Address:

Date:

**(CHECK LIST)**

- (i) Certified that the particulars furnished by the applicant have been checked from available records and found correct.
- (ii) Certified that no disciplinary proceeding/vigilance case is either pending or contemplated against the officer.
- (iii) List of punishments awarded, if any, during the last 10 years attached.
- (iv) Integrity is certified.
- (v) APAR dossier or attested photocopies of up-to-date APAR dossier of the officer for the last five years, duly attested, attached.
- (vi) Attested statement indicating gradings in the APAR during the last five years.
- (vii) Certified that in the event of selection, the officer will be relieved of his duties immediately.

Signature.....

Name and designation of the  
Forwarding officer with seal and  
Telephone Number (STD code) and  
Mobile Number:

**APAR GRADING PROFORMA**

Sl. No.	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015

Signature.....

Name and designation of the  
Forwarding officer with seal and  
Telephone Number (STD code) and  
Mobile Number: