

F. No. 1/3/2012-NS(I)  
Government of India  
Ministry of Finance  
Department of Economic Affairs

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North Block, Central Sectt.  
New Delhi, dated 24<sup>th</sup> Nov., 2014.

**Circular**

Subject: - Appointment to the post of Director in the pay of Rs. 37400-67000, PB-4, Grade Pay Rs. 10,000/- in the National Savings Institute (NSI), Nagpur, an attached office of Ministry of Finance, Department of Economic Affairs, on deputation basis.

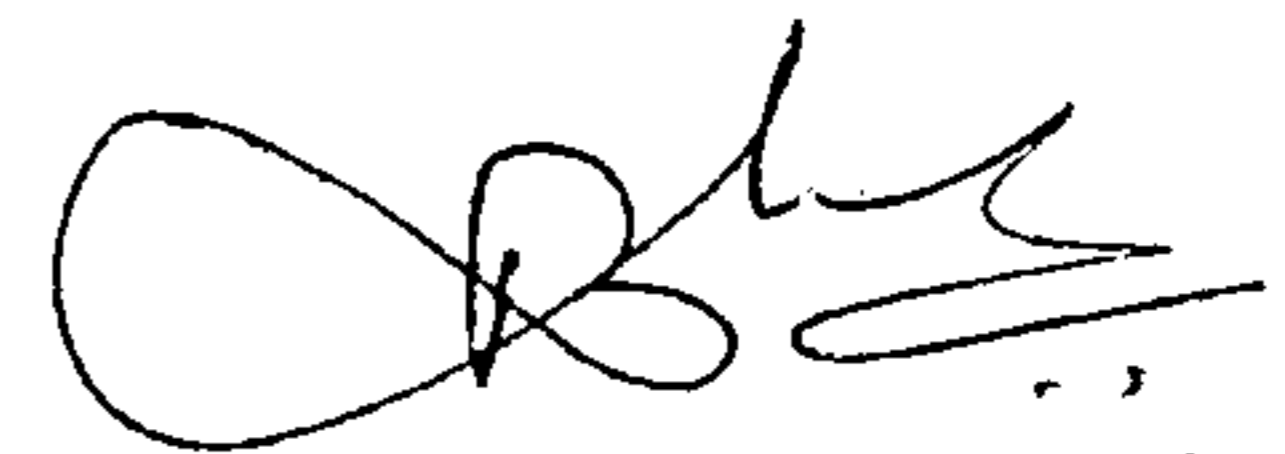
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Applications are invited from eligible persons for appointment to the post of Director in the pay of Rs. 37400-67000, PB-4, Grade Pay Rs. 10,000/- in the National Savings Institute (NSI), Nagpur, an attached office of Ministry of Finance, Department of Economic Affairs, on deputation basis.

2. The post may be circulated amongst officers eligible to be appointed to the post of Director and names of willing and eligible officers who can be spared by the Central/State Governments/Union Territories may be forwarded (in triplicate) in the enclosed proforma (Annexure-II) to this Department to the undersigned within a period of 60 days from the date of publication of this vacancy circular in the Employment news alongwith cadre clearance, vigilance clearance, major/minor penalty statement for the last 10 years in the enclosed proforma (Annexure-III) and copies of APARs for the last 5 years duly attested on each page by a Group 'A' officer. For officers working in the cadre, it may also be ensured that the 'cooling off', after a previous stint on deputation, if any, is completed and the officer is eligible to be appointed on Deputation as per instructions.

3. Applicants will not be allowed to withdraw their candidature at a later date. Applications received without complete documents will not be considered. No action will be taken on advance copies of the applications or application not received through proper channel.

4. The particulars of the post are given in Annexure-I.



(Rajender Kumar Thakur)

Under Secretary to the Government of India  
Tel.No. 23093035/23095081

1. All Ministries/Departments of Government of India.
2. Chief Secretaries of all State Governments/Union Territories.
3. All Departments of Ministry of Finance.
4. Ms. Nalini Rani, Editor, Employment News with a request to publish the vacancy circular in the forthcoming issue of Employment News and a copy of the same may please be furnished to this Department.
5. Guard file
6. Spare copies- 20.

Copy to: Dy. D.G., NIC with the request to put the circular on internet and also "on-line notice board."

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## ANNEXURE-I

1	Name of the post	Director
2	Number of Posts	One
3.	Place of posting	Nagpur
4	Classification	General Central Service, Group-A, Gazetted
5	Scale of Pay	PB-4, Rs.37400-67000, Grade Pay Rs. 10,000/-.
6.	Method of recruitment	On Deputation
7.	Period of Deputation	5 years (Including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the central govt.). The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.
8.	Eligibility conditions	<p>Officers under the Central/State Governments/Union Territories;</p> <p>(a) Holding analogous post on regular basis in the parent cadre/department; or</p> <p>(b)(i) with 8 years regular service in the grade rendered after appointment thereto on a regular basis in posts in PB-3, Rs.15600-39100 with Grade Pay Rs.7600 including service if any, in the non-functional selection grade of PB-4, Rs.37400-67000 with Grade pay Rs.8700/- or equivalent in the parent cadre/department; and</p> <p>(ii) Possessing Master's Degree of a recognized University or equivalent i.e. M.A., M.Sc., M.Com, &amp; MBA.</p> <p>(iii) 15 years experience in controlling a large Govt. or Semi-Govt. Organisation and/or experience of public relations and sales promotions/ market research &amp; training and experience in Banking/Insurance. The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly deputationists shall not be eligible for consideration for appointment by promotion.</p>

**BIO-DATA PROFORMA**

1. Post applied for
2. Name 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)
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)

S.No.	Ministry/Department	Post held	From	To	Scale of Pay and Basic Pay, Grade Pay	Brief job description

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
  - © Name of the parent Office/Organization to which belong.
11. 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.
12. Total emoluments per month now drawn.
13. Whether belongs to SC/ST
14. Additional information, if any
15. Remarks, if any

Signature of the Candidate

Date :

Place:

Postal Address:

**Annexure-III**

It is certified that:-

1. The date of birth, qualification, experience and other details given by \*Shri /Smt./Kum..... in Annexure-II of this application for the post of Director in National Savings Institute have been verified and found to be correct.
2. Integrity of \*Shri / Smt. / Kum..... is certified.
3. No vigilance or disciplinary proceedings is either pending or contemplated against the officer.
4. No major/minor penalty has been imposed on him/her during the last 10 years
5. The Ministry of Finance will be informed at the earliest, if any vigilance or disciplinary proceeding is initiated or contemplated against the officer after his/her application is forwarded;
6. Attested(on each page) copies of ACRs/APARs of the Officer for the last five years are enclosed.
7. In case of selection \*Shri / Smt./Kum..... would be allowed to retain lien in his / her regular post of ..... during the period of his/her appointment as Director National Savings Institute on deputation basis (in case of applicants to be considered on deputation basis).

\* Strike out whichever is not applicable.

Date:

Address:

Signature of the authorized Officer

(Name & Designation)

Seal of the Officer

Full address of the authorized officer

(with Telephone / Fax No. )