

Government of India

Cabinet Secretariat

ADVERTISEMENT : 03/20

Applications are invited filling up of for the following posts in Cabinet Secretariat on Deputation from Officers of Central Government or State Government or Union Territories or Central or State Government University or Central or State Government Autonomous Institution or Reserve Bank of India possessing the qualifications as mentioned below:

1. Post	Deputy Secretary (Economics)	Director (Economics)
2. No. of post	01 (One)	01 (One)
3. Pay Level	Level-12 (Rs.78800-209200/-)	Level-13 (Rs. 123100-215900/-)
4. Eligibility Criteria	<p>Officers of Central Government or State Government or Union Territories or Central or State Government University or Central or State Government Autonomous Institution or Reserve Bank of India (a) (i) holding analogous posts on regular basis in the parent cadre or Department; or (ii) with five years' service rendered after appointment to the post on regular basis in level-11 (Rs. 67700-208700/-) in the pay matrix in the parent cadre or Department; and (b) possessing the following educational qualifications and experience:-</p> <p>Essential: Master's Degree in Economics from a Government recognized University or Institution.</p> <p>Experience: Nine years of experience of research or investigation in Economics or Economics Statistics in Government Department or Commercial Concern under Central Government or State Government or Autonomous Organisation or Public Sector Undertakings or conducting and guiding research in the field in a University or Institution of Training and Research as evidenced by published work.</p> <p>Note :- The departmental officers 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.</p>	<p>Officers of Central or State Government or Union Territories or Central or State Government University or Central or State Government Autonomous Institution or Reserve Bank of India:- (a) (i) holding analogous posts on regular basis in the parent cadre or Department; or (ii) with five years' service rendered after appointment to the post on regular basis in level-12 (Rs. 78800-209200/-) in the pay matrix in the parent cadre or Department; and (b) possessing following educational qualifications and experience:-</p> <p>Essential: Master's Degree in Economics from a Government recognized University or Institution.</p> <p>Experience: Ten years of experience of research or investigation in Economics or Economics Statistics in Government Department or Commercial Concern under Central Government or State Government or Autonomous Organisation or Public Sector Undertakings or conducting and guiding research in the field in a University or Institution of Training and Research as evidenced by published work.</p> <p>Note :- The departmental officers 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.</p>

NOTE:-

1. The selected candidates will be entitled to normal deputation terms as admissible under the Central Government Rules in force from time to time (i.e. as per DoP&T O.M. No.6/8/2009-Estt.(Pay II) dated 17.06.2010). The period of deputation shall be as specified in recruitment rules of this department, as amended from time to time. They are also eligible for special allowance @20% of basic pay. However, no Deputation Duty Allowance will be paid.

2. 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, should ordinarily not exceed four years.

3. The maximum age limit for appointment by deputation shall not exceed fifty-six (56) years, as on the last date of receipt of applications.

4. The application in the proforma as given in Annexure-I may be sent through proper channel to **Under Secretary(Pers. D), Cabinet Secretariat, Government of India, Room No. 1001, B-1 Wing, 10th Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi - 110003** within 60 days from the date of issue of this advertisement in the Employment News along with the following:-

(a) Complete and up-to-date APARs of the officers for the last 5 years or photocopies thereof duly attested by an officer not below the rank of Under Secretary, or equivalent on each page. Photocopies of APARs not attested by an officer of the rank of Under Secretary or equivalent shall not be accepted.

(b) Certificate by the Administrative Authority as per format given at Annexure-II.

(c) **However, an advance copy of the application may be forwarded directly to the abovementioned address to facilitate timely receipt of the application.**

5. The applications/ CV not accompanied by supporting certificates/ documents in support of Qualification and Experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection.

6. Applications received after the due date or without any of the aforesaid documents / information or otherwise incomplete shall not be considered.

7. While forwarding the application, it may be certified that the particulars furnished by the officer are correct, there is no doubt about the integrity of the officer and that no disciplinary case is either pending or contemplated against the officer.

BIO-DATA/CURRICULUM VITAE PROFORMA

1. Name and Address (in Block letters) :						
2. Date of Birth (in Christian era) :						
3. i) Date of entry into service						
ii) 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, as equivalent to the one prescribed in the Rules, state the authority for the same)						
Qualifications/Experience required as mentioned in the advertisement/vacancy circular					Qualifications/Experience possessed by the officer	
Essential					Essential	
A) Qualification					A) Qualification	
B) Experience					B) Experience	
Desirable					Desirable	
A) Qualification					A) Qualification	
B) Experience					B) Experience	
5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of circular and issue of advertisement in the Employment News.						
5.2. In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.						
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.						
6.1 Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.						
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 on regular basis	From	To	*Pay level/Pay Scale of the post held on regular basis	Nature of duties (in detail) highlighting experience required for the post applied for	
* Important: Pay level granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay level/Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay (pay level) where such benefits have been drawn by the Candidate, may be indicated as below:						
Office/ Institution	Pay, Pay Band and Grade Pay drawn (pay level) under ACP/MACP Scheme			From	To	
8. Nature of present employment i.e. Ad-hoc or Temporary or 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) Name of the parent office/organization to which the applicant belongs		d) Name of the post and Pay of the post held in substantive capacity in the parent organisation	
9.1 Note: In case of Officers already on deputation, the applications of such officer should be forwarded by the parent Cadre/Department alongwith Cadre Clearance, Vigilance Clearance and Integrity Certificate.						
9.2 Note: Information under Column 9 (c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organisation.						
10. If any post held on deputation in the past by the applicant, date of return from the last deputation and other details.						
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)						
a) Central Government						
b) State Government						
c) Autonomous Organization						
d) Government Undertaking						
e) Universities						
f) Others						