No. 24011/02/2018-Estt (B)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)
****

North Block, New Delhi, 29th May, 2019

OFFICE MEMORANDUM

Subject:- Filling up of the post of Member, Staff Selection Commission, New Delhi (Joint Secretary level) in the Level 14 in the pay matrix of Rs. 144200-218200 on deputation basis.

The undersigned is directed to inform that it is proposed to fill up the post of Member, Staff Selection Commission (SSC) at New Delhi in the Level 14 in the Pay Matrix of Rs 144200-218200/-. The eligibility criterion is given at **Annexure-I**.

2. Applications 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.

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:- **Section Officer (Estt-B-I), 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, on or before 30th July. 2019.**

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 The application once forwarded would not be allowed to be withdrawn.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.

(Kabindra Joshi)
Director (E-II)
Ph.: 23093180

To

(i) The Secretaries, all the Ministries/Departments of Government of India (By Name)
(ii) Chief Secretaries of all State Government/ Union Territories (By Name)

ANNEXURE-I

Eligibility Criterion for the post of Member, Staff Selection Commission, New Delhi.

1. **Name of Post:** Member, Staff Selection Commission, New Delhi.
2. **Scale of pay:** in the Level 14 in the Pay Matrix Rs.144200-218200/-.
3. **Eligibility**: Officers of the Central Government (including officers of All India Services and Central Group 'A' Services):-

   (a) (i) holding analogous post 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 Level 13 in the pay-matrix (Rs. 123100-215900) or equivalent in the parent cadre or Department; and

   (b) possessing the following educational qualifications and experience, namely:-

   (i) Post Graduate Degree in any discipline from a recognized University or Institution; and
   (ii) 10 years' experience in dealing with Service, Administrative, Vigilance, Establishment and Financial matters.

4. **Period of Deputation**: The person appointed as Member of Staff Selection Commission shall hold office for a period of five years or till he/she attains the age of 62 years, whichever is earlier. In case where a serving officer is appointed as Member, he shall be on deputation until he attains the age of superannuation and thereafter he may be considered for extension of tenure on re-employment terms subject to upper age limit and tenure as mentioned above.

5. **Age Limit**:- The maximum age limit for appointment by deputation shall not be exceeding 59 years as on the **closing date** of the receipt of applications.

ANNEXURE-II

PROFORMA

1. Name and address (in block letters)

2. Service to which belongs:

3. Date of Birth:
and age (as on 30.07.2019)
(write as __ Year ___ Months)

4. Date of retirement under Central Government rules:

5. Educational Qualification - Graduate/Post-Graduate level:

6. Whether belongs 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 prescribed 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 in the Level 13 in the pay-matrix (Rs. 123100-215900) or equivalent in the parent cadre or Department (please specify yes or no; details to be indicated in the table below) :

(iii) Whether you possess Post Graduate Degree from a recognised university or Institution, please specify.

(iv) The details of positions held in the last 10 years should be indicated in the table below (starting with the current position):

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

(iii) The details of experience in the last 10 years in dealing with Service, Administration, 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.

APAR GRADING PROFORMA					
Name of the officer	2013-14	2014-2015	2015-2016	2016-2017	2017-2018

(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: