

F.No.21/02/2020-CS-I (Coord)  
Ministry of Personnel, Public Grievances Pension  
Department of Personnel & Training  
(C.S.I Division)

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2<sup>nd</sup> Floor, 'A' wing,  
Lok Nayak Bhawan,  
Khan Market, New Delhi  
Dated 20<sup>th</sup> October, 2020

**OFFICE MEMORANDUM**

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**Subject:- Nominations of Ministerial Offices in the ranks of PS, PA, STENO (English Stenographers) and Section Officer/AO, Asstt. Section Officer, Accountant, SSA, Jr. Accountant and JSA for appointment of in equivalent rank in SPG on deputation basis--regarding**

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The undersigned is directed to circulate the Vacancy Circular 8/13/12/11/2020 ADMN.9645 dated 28/09/2020 (along with enclosures) received from Special Protection Group, Cabinet Secretariat regarding nomination of Ministerial Staff for appointment in equivalent rank in SPG on deputation basis. **The circular is hereby uploaded only for eligible CSS Officers in terms of OM. No 2/2/2010-CS-I (U) dated 18<sup>th</sup> August, 2010.**

2. In case of any further clarification, applicants are requested to contact the concerned Ministries/Departments.

  
(Amit Ghosal)

Under Secretary to the Government of India  
Tele:- 24629412

To,

All Ministries/Departments (through DOPT's website)

9645

GSM

No. 8/13/12/11/2020-ADMN-  
Special Protection Group  
(Cabinet Secretariat)

Administrative Block, SPG Complex,  
Sector-8, Dwarka, New Delhi-110 077.

Dated, the

**Heads of All Ministries of Govt. of India (as per standard list)**

**28 SEP 2020**

Sub: **NOMINATIONS OF MINISTERIAL OFFICERS IN THE RANKS OF PS, PA, STENO (ENGLISH STENOGRAPHERS) AND SECTION OFFICER/AO, ASSTT. SECTION OFFICER, ACCOUNTANT, SSA, JR. ACCOUNTANT AND JSA FOR APPOINTMENT IN EQUIVALENT RANK IN SPG ON DEPUTATION BASIS.**

Sir,

Please refer to our letter of even No. (Dispatch No.342) dated 14/01/2020 and (Dispatch No. 2488) dated 19/02/2020(copy enclosed) regarding nomination of Min. Staff for appointment in equivalent rank in SPG on deputation basis.

2. We are in need of Min. Staff (Secretarial and Dealing Officers) in the above-mentioned posts on deputation basis to fill up the existing vacancies. The terms and conditions of deputation are as under: -

- a) Officers with minimum four years of service experience on regular basis are eligible.
- b) **Age Limit:** Below 45 years of age.
- c) AO / SO / PS who are in the Pay Level 8 & 10 of Pay Matrix (as per 7<sup>th</sup> CPC) are eligible for subject deputation.
- d) The deputation will be governed by the provisions of DOP&T O.M. No. 6/8/2009-Estt (Pay-II) dated 17/06/2010. The deputationist will be entitled for Deputation Duty Allowance as per provision under the rules under reference.
- e) If he/she is found suitable for handling office work related to operational matters, he/she would be appointed in the Combatised posts of SPG after one month from the date of joining SPG, subject to availability of vacancies in the equivalent rank. On such appointment, they will be entitled to an allowance equivalent to 27.5% of their Basic Pay. Then, they will also be entitled for Dress Allowance and Ration Money.
- f) If the deputationist is not found fit for combatisation, he/she will have the option either to continue in SPG under general terms of deputation as indicated in (d) above or to revert to their parent department.
- g) The tenure of deputation will be six years, if appointed in the Combatised post after one month. Otherwise tenure will be three years.
- h) The deputationists will be allotted hostel/family accommodation at SPG Complex, Dwarka, New Delhi from SPG Pool immediately on joining SPG. On such allotment they are liable to stay in the SPG Complex itself unless they are having General Pool accommodation. In case of Officers staying in their own house, HRA will be admissible only if SPG accommodation is not available.

2. It is requested that our requirement may be given wide publicity and nominations of willing and eligible candidates be sent alongwith their (i) complete APAR Dossiers in original containing upto date ACRs/APARs, (ii) Service Records and (iii) vigilance clearance certificate, so as to reach us at the earliest please.

Encl : 02 leaves.

Yours faithfully,

*Bibhor Bahuguna*  
28/09/20

**( Bibhor Bahuguna )  
Asstt. Inspector General (Admn)**

*for coord /  
28/09/20*

The Deputy Secretary (Admn),  
Ministry of Home Affairs,  
Room No. 109, North Block,  
Central Secretariat,  
New Delhi - 110001.

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The Deputy Secretary (Admn),  
Ministry of Agriculture,  
Krishi Bhavan, Dr. Rajendra Prasad Road,  
New Delhi-110001

The Under Secretary (Admn),  
Ministry of Civil Aviation,  
Rajiv Gandhi Bhawan, 'B' Block,  
Safdarjung Airport, New Delhi - 23.

The Under Secretary (Estt),  
Ministry of Commerce & Industry,  
Udyog Bhavan,  
New Delhi.

The Under Secretary (Admn),  
Ministry of Water Resources,  
RD & Ganga Rejuvenation,  
Shram Shakti Bhawan, Rafi Marg,  
New Delhi - 110001.

The Under Secretary (Admn),  
Ministry of Rural Development,  
Room No. 52, Krishi Bhavan,  
Dr. Rajendra Prasad Road,  
New Delhi - 110001.

The Under Secretary (Admn),  
Ministry of Finance,  
North Block,  
New Delhi.

The Under Secretary (Admn),  
Ministry of Health & Family Welfare,  
Nirman Bhawan, Dr. Maulana Azad Road,  
New Delhi - 110011.

The Deputy Secretary (Admn),  
Ministry of Culture,  
Room No. 332, Shastri Bhawan,  
'C' Wing, Dr. Rajendra Prasad Road,  
New Delhi - 110001.

The Director(Admn),  
Deptt. of Education, Ministry of H.R.D.,  
Room No. 419 A-C, Shastri Bhawan,  
'C' Wing, Dr. Rajendra Prasad Road,  
New Delhi - 110001.

The Under Secretary (Admn),  
Ministry of Information & Broadcasting,  
Room No. 547, Shastri Bhawan,  
New Delhi.

The Under Secretary (CS-I),  
Department of Personal & Training,  
Ministry of Personnel, Public Grievances &  
Pensions, 2<sup>nd</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi - 110003.

~~The Under Secretary (Admn),  
Ministry of Petroleum & Natural Gas,  
Room No. 212-A, 'A' Wing,  
Shastri Bhawan, Dr. Maulana Azad Road,  
New Delhi - 110001.~~

The Under Secretary (Security),  
Cabinet Secretariat,  
Room No. 226-A,  
North Block,  
New Delhi.

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GSR

No. 8/13/12/11/2020-  
Special Protection Group  
(Cabinet Secretariat)

Administrative Block, SPG Complex,  
Sector-8, Dwarka, New Delhi-110 077.

Dated, the 14 JAN 2020

**Heads of All Ministries of Govt. of India (as per standard list)**

Sub: **NOMINATIONS OF MINISTERIAL OFFICERS IN THE RANKS OF SECTION OFFICER/AO, PRIVATE SECRETARY, PA & STENO (ENGLISH STENOGRAPHERS) FOR APPOINTMENT IN EQUIVALENT RANK IN SPG ON DEPUTATION BASIS.**

Sir,

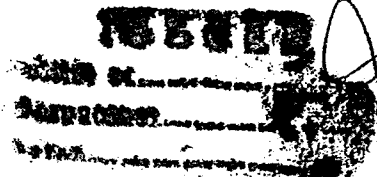
We are in need of Min. Staff (Secretarial and Dealing Officers) in the above-mentioned posts on deputation basis to fill up the existing vacancies. The terms and conditions of deputation are as under: -

- a) Officers with minimum four years of service experience on regular basis are eligible.
- b) **Age Limit:** Below 45 years of age.
- c) AO / SO / PS who are in the grade pay of Rs. 5400/- & Rs. 4800/- (in pre-revised scale) are eligible for subject deputation.
- d) The deputation will be governed by the provisions of DOP&T O.M. No. 6/8/2009-Estt (Pay-II) dated 17/06/2010. The deputationist will be entitled for Deputation Duty Allowance as per provision under the rules under reference.
- e) If he/she is found suitable for handling office work related to operational matters, he/she would be appointed in the Combatised posts of SPG after one month from the date of joining SPG, subject to availability of vacancies. On such appointment, they will be entitled to an allowance equivalent to 27.5% of their Basic Pay. Then, they will also be entitled for Dress Allowance and Ration Money.
- f) If the deputationist is not found fit for combatisation, he/she will have the option either to continue in SPG under general terms of deputation as indicated in (d) above or to revert to their parent department.
- g) The tenure of deputation will be six years, if appointed in the Combatised post after one month. Otherwise tenure will be three years.
- h) The deputationists will be allotted hostel/family accommodation at SPG Complex, Dwarka, New Delhi from SPG Pool immediately on joining SPG. On such allotment they are liable to stay in the SPG Complex itself unless they are having General Pool accommodation. In case of Officers staying in their own house, HRA will be admissible only if SPG accommodation is not available.

2. It is requested that our requirement may be given wide publicity and nominations of willing and eligible candidates be sent alongwith their (i) complete APAR Dossiers containing upto date ACRs/APARs, (ii) Service Records and (iii) vigilance clearance certificate, so as to reach us at the earliest please.

Yours faithfully,

  
( Manish Sharma )  
Asstt. Inspector General (Admn)



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No. 8/13/12/11/2020-ADMN- 2488  
Special Protection Group  
(Cabinet Secretariat)

Administrative Block, SPG Complex,  
Sector-8, Dwarka, New Delhi-110 077.

Dated, the

19 FEB 2020

Heads of All Ministries of Govt. of India (as per standard list)

Sub: NOMINATIONS OF MINISTERIAL OFFICERS IN THE RANKS OF PS, PA, STENO (ENGLISH STENOGRAPHERS) AND SECTION OFFICER/AO, ASST. SECTION OFFICER, ACCOUNTANT, SSA, JR. ACCOUNTANT AND JSA FOR APPOINTMENT IN EQUIVALENT RANK IN SPG ON DEPUTATION BASIS.

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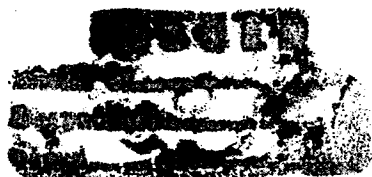
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Encl : One leaf.



Yours faithfully,

( Manish Sharma )  
Asstt. Inspector General (Admn)

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19/01/2020