



निष्पादन प्रबंधन महानिदेशालय
Directorate General of Performance Management
 अप्रत्यक्ष कर एवं सीमा शुल्क
Indirect Taxes & Customs
 5 वीं मंजिल, ड्रम शेप बिल्डिंग, आई. पी. भवन, आई. पी. इस्टेट,
 5th Floor, Drum Shape Building, I.P. Bhawan, I.P.
 Estate,
 नई दिल्ली/ New Delhi-110002

VACANCY CIRCULAR

Subject : Inviting Applications for filling up the posts of Senior Private Secretary, in the Pay Level-8 in the Pay Matrix of Rs.47,600-1,51,100/, on deputation basis, in various Directorates under Cadre Control Authority of DGPM – Reg.

Applications are invited for filling up the posts of **Senior Private Secretary**, on deputation basis, in various Directorates of the Central Board of Indirect Taxes and Customs under the Cadre Control Authority of Directorate General of Performance Management. Details of post and vacancies are as under : -

Post with Pay Scale	Number & Place of Vacancies	Eligibility Conditions
Senior Private Secretary Pay Scale - Pay Matrix Level-8 (Rs.47,600/- to Rs.1,51,100/-)	Total-06 (Tentative) Mumbai, Chennai, Bengaluru, and Ahmedabad No. of the posts and stations may vary	Officers holding the post of Stenographer in Central Govt - (i) Holding analogous post on regular basis in the parent cadre of department, or (ii) With two years service in the grade rendered after appointment thereto on regular basis in Level 7 in the Pay Matrix (Rs.44900-142500/) or equivalent in the parent cadre or department

2. The applications of eligible officers (as per eligibility criteria specified in Annexure-A), along with following documents (in hard copy) should reach to the Assistant Director (Cadre), DGPM Hqrs., 5th floor, Drum Shaped Building, I.P. Estate, New Delhi-110002, through proper channel, within **02 (Two) months** from the date of issue of this Circular.

Applications/Documents received through e-mail will not be entertained.

- Bio-data in prescribed proforma (Annexure-B) duly countersigned by the competent authority.
- Cadre clearance certificate in the prescribed format issued by the concerned Cadre Controlling Authority.
- Photo copies of APAR dossier from the year 2015-16 to 2020-21 duly attested (it may be ensured that the same are attested on each page with rubber stamp)
- Vigilance Clearance Certificate, and Integrity Certificate in the prescribed format issued by the concerned Cadre Controlling

I/897388/2022

Authority.

- v) The details of major/minor penalties, if any, imposed on the officer during the last 10 years.

3. The period of deputation, including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization or department of the Central Govt shall ordinarily **not exceed three years, or till the posting of regular cadre officer, whichever is earlier.** The maximum age limit for appointment by deputation shall 'not be exceeding 56 years' as on the last date of receipt of applications.

4. Applications received after the last date, or applications incomplete in any respect or those not accompanied by the documents/information as listed in Para-2 above will not be considered. The Cadre Controlling Authorities shall certify that the particulars sent by the officer are correct as per the records.

5. This issues with the approval of the competent authority.

(Anit Jain)
Assistant Director (Cadre)

To,

1. All Ministries/ Departments of Government of India.
2. All CCAs under CBIC, with a request to give wide publicity of the above.
3. The Webmaster, CBIC, for uploading the same on CBIC's website.
4. The Webmaster, DGPM, for uploading the same on DGPM website.
5. Notice Board, DGPM
6. AD (OL), DGPM, for Hindi Translation.

Annexure-A**ELIGIBILITY CRITERIA FOR THE POST OF SENIOR PRIVATE SECRETARY
ON DEPUTATION**

Name of Post	Senior Private Secretary
Number of Posts	06 (Tentative)
Classification of the post	General Central Service, Ministerial, Gazetted Group B
Scale of pay	Pay Matrix Level — 8 (Rs 47600/ — to 1,51,100/—)
DA, HRA, TPT & Other allowances	As admissible under the Central Government orders from time to time.
Eligibility Criteria	<p>Officers holding the post of Stenographer in Central Govt -</p> <p>(i) Holding analogous post on regular basis in the parent cadre of department, or</p> <p>(ii) With two years service in the grade rendered after appointment thereto on regular basis in Level 7 in the Pay Matrix (Rs.44900-142500/) or equivalent in the parent cadre or department</p> <p>Note 1: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding fifty six (56) years as on the last date of receipt of applications. As the Recruitment Rules for the said post provides the Method of Recruitment as “Promotion, failing which by Deputation”, the candidates selected will be appointed for a period of 3 years or till the posting of regular cadre officers, whichever is earlier.</p> <p>Note 2: 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, the deputationists shall not be eligible for consideration for appointment by promotion.</p>
Nature of Duties	Normal duties associated with the post of Sr. PS, as specified in DOPT’s OM F.No. 10/4/99-CS-II, dated 01.11.1999.
Deputation	The other terms and conditions of deputation will be governed as laid down in the Govt. of India, DoP&T OM No. 6/08/2009-

	Estd (PAY-II) dated 17.06.2010 as amended from time to time.
--	--

ANNEXURE-B

BIO-DATA / CURRICULUM VITAE PROFORMA

{DOP&T OM NO. AB.14017/28/2014-Est. (RR) dated 02.07.15}

Post Applied for

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 qualification has been treated 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)

B) Experience

B)

Desirable

Desirable

A) Qualification

A)

B) Experience

B)

I/897388/2022

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.

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 Band and Grade Pay/Pay scale of the post held on regular basis

Nature of Duties (in detail) highlighting experience required for the post applied for

***Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay scale of the post held on regular basis to be mentioned. Details

I/897388/2022

of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the candidate may be indicated as below;

Office/ Institution	Pay, Pay Band, and Grade Pay drawn 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 organization
<p>9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>9.2 Note: Information under column 9 (c) and (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/organization.</p>			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details			
11.	<p>11. Additional details about present employment:</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities</p>		

I/897388/2022

f) Others		
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade		
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre- revised scale		
14. Total emoluments per month now drawn		
Basic Pay in the PB	Grade Pay	Total Emoluments
15. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed.		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief, other allowances etc., (with break-up details)	
<p>16.A Additional Information, if any, relevant to the post you applied for in support of your suitability for the post.</p> <p>This among other things may provide information with regard to i) Additional academic qualifications (ii) Professional training & Work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>		
<p>16.B</p> <p>16.B Achievements:</p> <p>The candidates are requested to indicate information with regard to;</p> <ul style="list-style-type: none"> ▪ Research publications and reports and special projects. ▪ Awards/ Scholarships/ Official Appreciation Affiliation with the professional bodies/ institutions/ societies and; ▪ Patents registered in own name or achieved for the organization. Any research/innovative measure involving official recognition. Any other information <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>		
17. Whether belongs to SC/ST		

I/897388/2022

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification / Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address :

Date :

Contact No. :

Email id :

Certification by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

Also certified that;

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt._____
- ii) His/ Her integrity is certified.
- iii) His / Her CR Dossier in original is enclosed / photocopies of the ACRs for the last 5 years duly attested on each page with rubber stamp by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/minor penalty has been imposed on him/her during the last 10 years or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

I/897388/2022

Sign by the Employer/ Cadre Controlling Authority with Seal