

New Delhi, the 30th November, 2017

CIRCULAR

Subject: Filling up the two posts of Programmer in level-8 of pay matrix (PB-2 with GP of Rs.4800/- in 6 CPC scale) in Cabinet Secretariat on deputation basis.

It is proposed to fill up the two posts of Programmer in the Cabinet Secretariat in level-8 of pay matrix (PB-2 with GP of Rs.4800/- in 6th CPC scale) on deputation basis. The eligibility conditions for appointment to the post of Programmer are given in the **Annexure-I**.

2. The service of persons appointed on deputation will be governed by the terms and conditions laid down in DOPT's OM No. 2/29/91-Estt. (Pay-I) dated 05.01.1994 and OM No. 2/22(B)/2008-Estt.(Pay II) dated 3.9.2008.

3. It is requested that the applications of eligible and willing officers who can be relieved, if selected, may be forwarded in the prescribed Performa as in **Annexure-II** along with the following documents, to this Secretariat within **60 days** from the date of issue of this Circular:-

- (I) C.R dossier containing CRs/APAR's for the last 05 years. In case of photo copies of C.R. Dossiers, they should be duly attested on each page.
- (II) Vigilance/administrative clearance certificate.
- (III) Integrity certificate.
- (IV) Statement showing major/minor penalties, if any, imposed during the last 10 years. The Statement is also required in case of 'NIL' information
- (V) Cadre clearance.

4. Application received otherwise than through proper channel and/or without the above mentioned documents and/or after the due date will not be entertained. Further, the candidates who apply for the post will not be allowed to withdraw their candidature subsequently.


(K.J. Sibichan)

Under Secretary to the Government of India

Copy to:

1. All Ministries/Departments of Government of India. It is requested that the vacancies may be please be given wide publicity in their Attached and Subordinate offices, Public Sector Undertakings, Semi Government/Autonomous or Statutory organizations under the administrative control.
2. All Officers/Sections in the Cabinet Secretariat including, NA CWC, DPG, DBT, Office of Secretary (Security) and PMG.
- ✓ 3. NIC with the request to post the Circular on the website of the Cabinet Secretariat and also on Intranet.
4. Hindi Section for Hindi Version

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|--------------------------------------|---|
| Name of the post | : Programmer |
| Number of posts | : 02(Two) |
| Classification | : General Central Service Gr.'B' Gazetted Non-Ministerial |
| Pay Scale of the post | : Level-8 of Pay matrix (PB-2 with Grade Pay of Rs. 4800 as per 6 CPC Scale) |
| Method of recruitment | : Promotion/Deputation including short term contracts |
| Period of deputation | : Three years |
| Eligibility | : <p>(1) Officers of the Central/State Governments / Universities / Recognized Research Institutions / Public Sector Undertakings/Semi Government / Autonomous or Statutory organizations:</p> <p>i) holding an analogous posts on regular basis; or ii) with two years regular service in PB-2 with Grade Pay of Rs.4600 (as per 6th CPC Scale) OR iii) with eight years regular service in PB-2 with Grade Pay of Rs.4200 (as per 6th CPC Scale)</p> <p>(2) The departmental Data Processing Assistant Grade 'B' with two years regular service in the grade shall also be considered along with outsiders and in case he is selected for appointment to the post, the same shall be deemed to have been filled by promotion.</p> |
| Educational and other Qualifications | : <p>(a) (i) Master's degree in Computer Application or Computer Science or Master of Technology with Specialization in Computer Application or Bachelor of Engineering or Bachelor of Technology in Computer Engineering or Computer Science or Computer Technology from a recognized university;</p> <p style="text-align: center;">And</p> <p>(ii) Two years' experience of electronics data processing work including experience of actual programming;</p> <p style="text-align: center;">Or</p> <p>(b)(i) Degree in Computer Application or Computer Science or Degree in Electronics or Electronics and Communication Engineering from a recognized university, and</p> <p>(ii) Three years' experience in Electronic data processing and programming; Or</p> <p>(c)(i) Master's Degree of a recognized university or Degree in Engineering of a recognized university, and</p> <p>(ii) Four years' experience of electronic data processing and programming; Or</p> <p>(d)(i) 'A' level diploma under Department of Electronics Accredited Computer course or Post Graduate Diploma in Computer Applications offered under University programme or Post Polytechnic diploma in Computer Applications awarded by State Council of Technical Education, and</p> <p>(ii) Four years' experience of electronic data processing and programming.</p> |

PROFORMA

1. Post applied for : Programmer

2. Name and address in Block Letters :

Name :

Address :

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) :

| <u>Qualification/Experience Required</u> | <u>Qualification/Experience Possessed</u> |
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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) :

| Ministry/Department | Post held | From | To | Scale aof pay and basic pay/band pay & grade pay | Nature of duties |
|----------------------------|------------------|-------------|-----------|---|-------------------------|
| | | | | | |

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
 - c) Name of the parent office/organization to which you belong
11. Additional details about present employment. Please state whether working under Central Government :
12. 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
13. Total emoluments per month now drawn :
14. Whether belongs to SC/ST :
15. Additional information, if any :
16. Remarks, if any :

Signature of the Candidate

Address -----

(To be endorsed by the office where posted)

Service particulars given by the applicant have been verified with reference to service records and found to be correct.

- (i) It is certified that no vigilance case is either pending or contemplated against the officer
- (ii) It is certified that no major/minor penalty has been imposed on the officer during the last 10 years
- (iii) It is certified that the Integrity of the officer is beyond doubt.

Signature with seal of Head of Office