

New Delhi, the 20th February, 2019

CIRCULAR

Subject: Filling up the post 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 one post 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, OM No. 2/22(B)/2008-Estt.(Pay II) dated 3.9.2008 and 2/11/2017-Estt.(Pay.II) dated 24th November, 2017.

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 Director (Administration), Cabinet Secretariat, Rashtrapati Bhavan, New Delhi-110004 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)

Deputy Secretary to the Government of India

Copy to:

- ✓ 1. All Ministries/Departments of Government of India. It is requested that the vacancy may be please be given wide publicity in their Attached and Subordinate offices, Public Sector Undertakings, Semi Government/Autonomous or Statutory organizations under their 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

Name of the post	:	Programmer
Number of posts	:	01(One)
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 contract
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</p> <p>ii) with two years regular service in PB-2 with Grade Pay of Rs.4600 (as per 6th CPC Scale) OR</p> <p>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>

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 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) 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 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 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 organisation
<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) & (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</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. 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		
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		
Basis Pay in the PB	Grade Pay	Total Emoluments
15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation 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)	Total Emoluments
16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii)		

<p>professional training and (iii) 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 Achievements: The candidates are requested to indicate information with regard to;</p> <ul style="list-style-type: none">(i) Research publications and reports and special projects(ii) Awards/Scholarships/Official Appreciation(iii) Affiliation with the professional bodies/institutions/societies and;(iv) Patents registered in own name or achieved for the organization(v) Any research/ innovative measure involving official recognition vi) any other information. <p>(Note: Enclose a separate sheet if the space is insufficient)</p>	
<p>17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.# (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)</p>	
<p># (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>	
<p>18. Whether belongs to SC/ST</p>	

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 true 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 _____

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.

2. 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 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)

Countersigned

(Employer/ Cadre Controlling Authority with Seal)