

No.A-32015/1/15-E.III (Pt.I)  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education

.....  
232-C Wing, Shastri Bhavan,  
New Delhi, dated the 25 September, 2017

**OFFICE MEMORANDUM**

Subject: Filling up of one post of Manager Grade II in the Departmental Canteen of Ministry of Human Resource Development on deputation basis – reg.

.....  
The undersigned is directed to state that one post of Manager Grade II in the Departmental Canteen of Ministry of Human Resource Development is to be filled on deputation basis. The post belongs to General Central Service, Group 'B' (Non-Gazetted) (Non-Ministerial) and carries the pay in Level 6 in the Pay Matrix (Rs.35,400 – 1,12,400). The incumbents of the post shall be entitled to draw Special Allowance at such rates as may be decided by the Central Government from time to time.

2. It is mentioned that only the officers of Central Government:

- (i) Holding analogous posts on regular basis in the parent cadre or department; or
- (ii) With Six years service in the grade rendered after appointment thereto on a regular basis in posts in Level 5 in the Pay Matrix or equivalent in the parent cadre or department; or
- (iii) With ten years service in the grade rendered after appointment thereto on a regular basis in posts in the Level 4 in the Pay Matrix and or equivalent in the parent cadre or Department; and
- (iv) Possessing the following educational qualifications and experience, namely:-
  - (i) Bachelor's Degree in Commerce or Business Studies or Economics or Public Administration from a recognised Institute or University; and
  - (ii) Two years experience in Accounts work

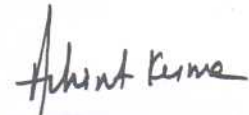
3. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years. The maximum age limit for deputation is 56 years as on the closing date of receipt of application.

4. For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1<sup>st</sup> January, 2016, the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding Level in the Pay Matrix extended based on the recommendations of the said Pay Commission, except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post for which that grade pay or pay scale is the normal replacement grade without any upgradation.

5. Appointment to the post on deputation will be for a period of three years. The other terms and conditions of appointment will be governed by the instructions contained in the Department of Personnel & Training's O.M.No.6/8/2009-Estt. (Pay-II) dated 17.06.2010 as amended from time to time.

6. It is requested that applications from suitable Central Government Officials in the prescribed proforma (enclosed), who possess the requisite qualifications and experience, and are willing to be considered for appointment to the post, may be forwarded to this Department together with their up-to-date CR dossiers for the last five years and vigilance clearance at an early date and within 45 days from the date of issue of this circular.

Encl.: As above



(ACHINT KUMAR)

Under Secretary to the Govt. of India

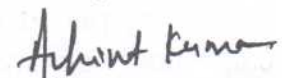
Tel.: 2338-5400

To

1. All Ministries/Departments of Central Government [As per list]
2. DOPT, Canteen Division [Attn: Ms. Pratima Tyagi, Director (Canteens)], New Delhi with request to forward the names of suitable officials available in surplus, if any

Copy to:

1. In charge, NIC Cell, Department of Higher Education with a request to upload the vacancy circular on the website of this Department.
2. Technical Director, DOP&T with a request to upload the vacancy circular on the website of DOPT.



(ACHINT KUMAR)

Under Secretary to the Govt. of India

Tel.: 2338-5400

1. Name of the official
2. Post for which to be considered
3. (a) Date of Birth
- (b) Date of retirement
4. Educational and other qualifications possessed by the official
5. Whether fulfills the essential qualification and experience prescribed for the post under the Recruitment Rules
6. Present address
7. Present post held on regular basis under the Central Government with Pay Band + Grade Pay
8. Date of appointment to the present grade
9. Permanent post held under the Central Government and Pay Band with Grade Pay
10. Whether belongs to Schedule Caste/Scheduled Tribe/OBC
11. Brief particulars of service with nature of duties performed in prescribed format

S.No.	Name of the post, Level of Pay in the Pay Matrix with Organisation	Period		Nature of Duties
		From	To	

12 Remarks

Place:  
Date:

Signature of the Candidate

**CERTIFICATE**

The particulars have been verified from his/her Service Book and found correct.

Signature of the Head of the office

