

No. Z-20025/7/2019-Adm.I
Government of India/Bharat Sarkar
Ministry of Labour & Employment/Shram Aur Rozgar Mantralaya

New Delhi, dated 14th May, 2019

To

1. All Ministries / Department of the Government of India
2. All State Governments.
3. Union Public Service Commission, New Delhi.

Subject: Filling up of one post of Manager Grade-II (Group B) in the Level 6 of pay matrix (Rs. 35,400 - 1,12,400) in the Departmental Canteen, Ministry of Labour & Employment (Main Sectt.) by composite method [Deputation (including short term contract) plus promotion].

Sir,

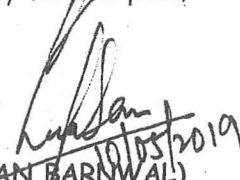
I am directed to say that it is proposed to fill up one post of Manager Grade-II (Group B) in the Level 6 of pay matrix (Rs. 35,400 - 1,12,400) in the Departmental Canteen, Ministry of Labour & Employment (Main Secretariat) by composite method [Deputation (including short term contract) plus promotion] from amongst the officers of the Central or State Government or Union Territory Administration or Public Sector Undertakings or Autonomous and Statutory bodies:

- (a) (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 (Rs. 29,200 - Rs. 92,300) 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 Level 4 (Rs. 25,500 - Rs. 81,100) in the Pay Matrix or equivalent in the parent cadre or department; and
- (b) possessing the following educational qualifications and experience :-
 - (i) Bachelor's degree in Commerce or Business Studies or Economics or Public administration from a recognized University or Institute; and
 - (ii) Two years' experience in Accounts work in any Government office or Public Sector Undertaking or Autonomous or Statutory organization.

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 basis. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. The period of deputation including 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 to exceed three years. The maximum age-limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications. The Assistant Manager-cum-Store Keeper in the Level 4 (Rs. 25,500-81,100) in the Pay Matrix with ten years' regular service in the grade will also be considered along with outsiders and in case he/she is selected for appointment to the post, the same shall be deemed to have been filled up by promotion.

3. The vacancy is at the Departmental Canteen, Ministry of Labour and Employment, Shram Shakti Bhawan, Rafi Marg, New Delhi.

4. The deputation will be initially for a period of three years, but is extendable as per DoP&T's guidelines in this regard. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department in the Central Government shall normally not exceed three years. The appointment will not bestow on the appointee on deputation any claim for regular appointment.
5. The deputation will be subject to various circulars of DoP&T on the subject and especially the terms and conditions of deputation as stipulated in DoP&T's OM No. 6/8/2009-Estt.(Pay.II) dated 17.06.2010, and subsequent amendments made thereon.
6. With a view to facilitate scrutiny about eligibility, the candidates from Public Undertakings should clearly indicate whether the pay scale held by them is on the Central D.A. Pattern or the Industrial D.A. Pattern.
7. It is requested that the applications in the prescribed proforma (enclosed) in respect of the officers who could be spared in the event of their selection may be forwarded to the Under Secretary to the Government of India (Administration), Ministry of Labour and Employment, Room No. 111 (Cabin), Shram Shakti Bhawan, Rafi Marg, New Delhi - 110001 within 60 days from the date of advertisement in the Employment News.
8. The applications must be forwarded through proper channel and must accompany the following documents / information:-
 - (i) A certificate that no disciplinary proceedings / vigilance case is either pending or contemplated and a certificate to the effect that no major / minor penalties were imposed on him / them during the last 10 years;
 - (ii) Complete and upto date APARs (in original / attested copies) from 2013-14 to 2017-18; and
 - (iii) Integrity Certificate.
9. Applications received incomplete and / or after the last date and otherwise without the above documents / information will not be entertained. The candidates, who apply for the post, will not be allowed to withdraw their candidature subsequently.


(DEEPAK DAN BARNWAL)

Under Secretary to the Govt. of India
Tel. No. 23766320

Copy to:-

1. All attached / subordinate offices under the Ministry of Labour and Employment.
2. All Autonomous organisations under the Ministry of Labour and Employment.
3. ✓ NIC, M/o Labour and Employment for uploading the Circular in the Ministry's website for sixty days from the date of publication of this Circular in the Employment News).
4. Notice Boards.

APPLICATION FOR THE POST OF MANAGER GRADE-II (GROUP B)

Self-attested
passport size
photograph

1. Name of applicant with designation and complete office address (in block letters), e-mail and telephone No. _____

2. Father's Name _____
3. Residential Address with phone number _____

4. Permanent address _____

5. Date of Birth (in Christian era) _____
6. Whether belongs to SC / ST / OBC _____
7. Date of retirement under Central / State Government rules _____
8. Educational qualifications _____

9. Post held on regular (i.e. substantive) basis and the date from which held with grade pay / Pay Level in Pay Matrix _____

10. Present Pay _____

11. Details of Employment of last 10 years in Chronological order. Enclose a separate sheet, duly authenticated under your signature.

| Name of office / organization where employed | Post held | From | To | Basic pay | Grade Pay / Level in Pay matrix | Major duties |
|--|-----------|------|----|-----------|---------------------------------|--------------|
| 1. | 2. | 3. | 4. | 5. | 6. | 7. |
| | | | | | | |
| | | | | | | |
| | | | | | | |

12. Nature of present employment i.e. Ad-hoc or temporary or permanent

13. In case the present employment is held on Deputation / contract basis, please state

a) Date of initial appointment

b) Period of appointment on deputation / contract

c) Name of parent office / organisation to which you belong

14. Training / courses attended

15. Additional details about your present employment. Please state whether working under

a) Central Government

b) State Government

c) Autonomous Organizations

d) Central Public Sector Undertaking

e) State Public Sector Undertaking

16. Additional information, if any, which applicant may like to mention in support of his / her suitability for the post vis-a-viz the "duties" mentioned in Annexure-II.

Enclosed a separate sheet, if required

Date: _____

(SIGNATURE)

Mobile No. _____

CERTIFICATE TO BE RECORDED BY THE HEAD OF OFFICE /
OFFICER NOT BELOW THE RANK OF UNDER SECRETARY
IN GOI WHILE FORWARDING THE APPLICATION

1. Certified that the particulars furnished by the applicant are true and have been verified from the service records.
2. The applicant, if selected, will be relieved immediately.
3. Attested copies of ACR / APAR for the last five years are enclosed.
4. The record of the service of the official has been carefully scrutinized and it is certified that there is no doubt about his / her integrity.
5. It is certified that no disciplinary / vigilance case is either pending or contemplated against the applicant and he / she is clear from vigilance angle.
6. It is certified that no major / minor penalty has been imposed or contemplated on him / her during the last 10 years.

Signature _____

Name _____

Designation _____

Tele. No. _____

Date:

Place:

Official seal

Note: All Terms and Conditions of deputation will be followed as per DoP&T's OM No. 6/8/2009-Estt. (Pay. II) dated 17.06.2010 and its amendment issued from time to time.