

Office of the Pr. Chief Commissioner of Income Tax,
Andhra Pradesh & Telangana, Hyderabad,
10th Floor, Income Tax Towers, A C Guards, Hyderabad – 500 004.
Tel. No. 040 – 23425474 , 23241427 Fax: 040 23240403

F. No. Pr.CCIT/Estt./Deputation/2019

Date: 11/09/2019

Vacancy Circular

Sub: Vacancy circular for filling up of the various posts on deputation basis in respect of Group-B Officers – for circulation - reg.

Please find enclosed herewith the letter dated 06.09.2019 received from ITO(HRD)-3, New Delhi regarding filling up of the various posts on deputation basis in respect of Group-B Officers on deputation basis for Circulation.

The last date of submission of applications as per vacancy circulars are within 60 days of publishing of this advertisement in the Employment News.


(M. MOHAN BABU)

Deputy Commissioner of Income Tax,
(Hqrs.)(Admin.),
O/o. Pr.CCIT, AP & TS, Hyd.

Encl: As above.



Government of India/Ministry of Finance
Department of Revenue/Central Board of Direct Taxes
Directorate General of Income-tax (HRD)
2nd Floor, Jawaharlal Nehru Stadium,
Gate No. 1, New Delhi - 110003

HRD/CM/152/Vac. Cir/2019-20/ 3639

Dated: 06/09/2019

To,

All Pr. Chief Commissioners of Income Tax(CCA)

Madam/Sir,

Sub: Forwarding/ uploading vacancy circular for the various posts on deputation basis-reg.

Please refer to the above.

2. In this regard, the undersigned is directed to enclose **three** vacancy circulars in respect of Group 'B' Officers inviting application from eligible officers for the various posts on deputation basis, with a request that the these Vacancy Circulars may be circulated to all the concerned officers. The details of vacancy circulars are as following:-

S/No.	Post as per Vacancy Circular	Last date of submitting Application
1.	Superintendent(A/cs) in Directorate of Estates, M/o Housing and Urban Affairs	Within 60 days of publishing advt. in Employment News
2.	Library and Information Assistant in Commission for Agricultural Costs and Prices, D/o Agriculture, Cooperation and Farmers Welfare	Within 60 days of publishing advt. in Employment News
3.	Assistant Director of Estates(Enquiries) in the Directorate of Estates	Within 60 days of publishing advt. in Employment News

3. The last date of submission of applications as per vacancy circulars are Within 60 days of publishing of this advertisement in the Employment News

4. Further, I am directed to inform you that the names of suitable/willing officers may be forwarded/ processed from the Office of Pr.CCITs of the respective region to the borrowing authority directly as the Cadre Control in respect of Group 'B' Officers/ officials vests with the respective Pr.CCITs.

5. This issues with the approval of the Pr.DGIT(HRD),New Delhi.

Encl: As Above

Yours faithfully,



(Rang Lal Meena)
Income Tax Officer,
(HRD)-3, New Delhi
Tel: 011-21420446

Copy to: The Web www.irsofficeronline.gov.in with the request to upload the letter on the website along with its enclosures.



Income Tax Officer
(HRD)-3, New Delhi
Tel: 011-21420446

49

F.No. K-12017/8/2019-/Coord. Part-1
Government of India
Ministry of Finance
Department of Revenue
Coordination Section

New Delhi, 27th August, 2019

OFFICE MEMORANDUM

Subject: Filling up of two posts of Superintendent (A/cs) in Directorate of Estates, M/o Housing and Urban Affairs on deputation (including short term contract) basis.

The undersigned is directed to forward herewith a copy of Ministry of Housing and Urban Affairs OM No. A-12026/1/2017-Admn.B dated 1st August, 2019 on the above mentioned subject for information.

Encl: As above

Narendra Kumar
27/08/2019

(Narendra Kumar)
Under Secretary – (Coord.)
Tel: 2309-5539

1. The Chairman, CBDT
2. The Chairman, CBIC
3. Director, Directorate of Enforcement
4. D.G (CEIB)
5. Director (NC), Revenue Hqrs
6. DS (Admn), Revenue Hqrs
7. DS (Hqrs), Revenue Hqrs

May kindly see for me

Pr. DAIT (HR&)

27
28.8.19

Copy to:

1. Commissioner (Coord.), CBDT
2. Commissioner (Coord.), CBIC

A
03/9/19
Addm (Coord.)-3
DL

प्र. आयकर महानिदेशक (मा. सं. वि.)	
आयरी नं:- 6786	दिनांक:- 03/09/19
	अ. महा. नि.-1
	अ. महा. नि.-2
	अ. महा. नि.-3 ✓
	अ. महा. नि. (परीक्षा एवं रा. भा.)
प्र. आयकर महानिदेशक (मा. सं. वि.)	मुख्या हेडक्वार्टर
	निजी सहायक

ITI
Sangha
7/9/19

DD 17 (PS)

409'B' Nirman Bhawan, New Delhi.
Date 01st August, 2019

OFFICE MEMORANDUM

Subject:- Filling up of two posts of Superintendent (A/cs.) in Directorate of Estates, M/o Housing and Urban Affairs on Deputation (Including Short Term Contract) Basis.

Two (2) posts of Superintendent (A/cs.), General Central Service, Group-B (Gazetted), Non-Ministerial in Level 7 in Pay Matrix (pre-revised- Pay Band-2 of Rs. 9300-34800/- with Grade Pay Rs. 4600/-) in Directorate of Estates are required to be filled up on deputation (including short term contract) basis.

2. The eligibility conditions for appointment to the above post are as detailed below :-

Officers presently employed under the Central Government or State Governments or Union territories or Universities or recognized research Institutions or public sector undertakings or semi-Government or autonomous or statutory organizations:

(a) (i) holding analogous posts on regular basis in the parent cadre or department ;or

(ii) with five years' service in the grade rendered after appointment thereto on regular basis in Level 6 in Pay Matrix (pre-revised- Pay Band-2 of Rs. 9300-34800/- with Grade Pay Rs. 4200/-) or equivalent in the parent cadre or department; or

AS (R) - in ^{activity} ~~activity~~
(iii) with eleven years' service in the grade rendered after appointment thereto on a regular basis in Level 5 in Pay Matrix (pre-revised Pay Band-1 of Rs. 5200-20200/- + Grade Pay Rs. 2800/-) or equivalent in the parent cadre or department; and

(b) Possessing the following qualification and experience:-

(i) successful completion of training in the cash and accounts work in the Institute of Secretarial Training and Management or an equivalent training course in a recognized institution;

JSIR) - in ^{work} ~~work~~
(ii) minimum three years' experience in cash, accounts and budget work.

25 (Coord) ~~deputationists shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.~~

4. Period of deputation (including short-term contract) including period of deputation (including short-term contract) 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 (including short-term contract) shall not be exceeding fifty-six years as on the closing date of receipt of applications.

Vy/CS
MM
25/8

SO (Coord) / Ms Nether

1223841/2019/Coord
21-08-2019

Contd.....2/-

5. Duties of Supdt.(A/cs.) in brief are as under :-

Supervision of work related to allotment and licence fee accounts of allottees of General Pool Accommodation, computation of arrears/enhancement of licence fee/damages accounts of GPRA/Genl. Pool Office Accommodation/ MP Pool Accommodation, Overhauling/Checking of accounts for issue of Clearance/NDC/Final Demand Certificate, Refund Order, Issue of first/revised/arrears/damages bill, checking and ensuring accuracy of calculations, Follow up action viz correspondence with the Deptt., PAO, individual occupant/ defaulter, police authorities, Filing of damages recovery cases under Public Premises Act, attending Court cases, preparation of Para-wise comments against Writ Petitions, Attending public for their queries etc. and any other duties as deemed fit by HOD for smooth functioning of the Directorate.

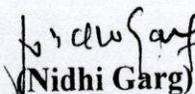
6. Officers who volunteer themselves for the above posts will not be permitted to withdraw their candidature later.

7. The crucial date for determining the eligibility is 60th day from the date of publication of this Office Memorandum in the Employment News/Rojgar Samachar.

8. It is requested that the names of suitable officers who are eligible and can be spared, in case of selection, may be forwarded **within two months from the date of publication of this O.M. in the Employment News/ Rojgar Samachar in the attached proforma (Annexure) through the Administrative Authority.** The Administrative Authority must ensure himself of the suitability of the applicants in all respects before forwarding the applications.

9. The authenticated copy of up-to-date Character Rolls (APARs), Integrity Certificate, Vigilance Clearance and details of the major/minor penalties imposed for the last ten years, of the candidates must be forwarded to the undersigned along with the applications. Photocopies of the ACRs/APARs should be attested on each page by an officer not below the rank of Under Secretary or equivalent. Applications not accompanied by the aforesaid documents or otherwise incomplete will not be considered at all. No action will be taken on advance copies of the applications or applications, which are not received through proper channel.

Encl: as above


(Nidhi Garg)
Dy. Director of Estates(Estt.)
Te.No.23061372

To

1. All the Central/State Government Ministries/Department and their attached and subordinate offices as per standard list.
2. Director, NIC Nirman Bhawan with a request to insert the same in the website of this Directorate immediately.
3. P.S. to DE-I/II – for information.
4. IT Cell, M/o HUA- with a request to upload in e-office.
5. All DDE/ADE/Supdt.(A/cs.) of this Directorate.

**BIO-DATA OF THE CANDIDATE FOR THE POST OF SUPERINTENDENT
(A/cs.) IN DIRECTORATE OF ESTATES, M/o HOUSING & URBAN AFFAIRS**

1. Name, Designation & Address (In Block letters):
2. Date of Birth (In Christian era) :
3. Date of retirement under Central Govt. rules :
4. Whether belong to SC/ST :
5. Educational Qualifications :
6. Whether educational and other required qualifications are satisfied. **(If any qualification has been treated as equivalent to one prescribed in the rules, state the authority for the same)** :

	Qualification/Experience Required	Qualification/Experience possessed by the officer
i.	successful completion of training in Cash and Accounts work in the ISTM or an equivalent training course in a recognised institution	
ii.	minimum 3 yrs' experience in cash, accounts and budget work	

7. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post :
8. Details of employment, in chronological order.

Office	Post held	From	To	Pay Scale	Nature of duties (highlighting experience required for the post applied for)

9. Nature of present employment i.e. ad-hoc, temporary or permanent :
10. 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 basis:
 - c) Name of the parent office to which you belong:
 - d) Name of the post and Pay of the post held in the parent organization:
11. Additional details about present employment (Central Govt./State Govt./Autonomous organization/Govt. Undertaking/Universities/others) :
12. Are you in revised scale of pay? If yes, give the date of revision and also pre-revised scale of pay :
13. Total emoluments drawn per month :

397

14. Additional information, if any, in support of your suitability for the post :

15. Remarks :

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 submitted by me will also be assessed by the Selection committee at the time of selection to 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.

Place :

Date :

Signature of the Candidate

Contact no.

e-mail ID

Department Endorsement:

- i) Certified that the particulars furnished by the applicant are correct as per his/her service record.
- ii) Certified that no vigilance/disciplinary case is either pending or contemplated against the applicant.
- iii) It is certified that as per records no major/minor penalties have been imposed upon the applicant during the last ten years.
- iv) Integrity of the applicant is certified.
- v) Authenticated copies of Annual Confidential Reports/ Annual Performance Appraisal Reports of the applicant for the last five years are enclosed.

Date:

Signature
Name, Designation & Tele no.
of the Administrative Authority
(with seal)

410

F.No. K-12017/8/2019-/Coord. Part-1
Government of India
Ministry of Finance
Department of Revenue
Coordination Section

New Delhi, 27th August, 2019

OFFICE MEMORANDUM

Subject: Filling up the post of Library and Information Assistant in Commission for Agricultural Costs and Prices (An attached office under the administrative control of D/o Agriculture, Cooperation and Farmers Welfare) in the Level-6 of Pay Matrix (pre-revised pay scale of Rs. 9300-31800/- with a grade pay of Rs. 4200/- PB-2) on deputation (including short term contract)/ absorption basis.

The undersigned is directed to forward herewith a copy of Department of Agriculture, Cooperation and Farmers Welfare's letter No. 4-6/2019-Admn, dated 29th July, 2019 on the above mentioned subject for information.

Encl: As above

Narendra Kumar
(Narendra Kumar)
Under Secretary – (Coord.)
Tel: 2309-5539

1. The Chairman, CBDT
2. The Chairman, CBIC
3. Director, Directorate of Enforcement
4. D.G (CEIB)
5. Director (NC), Revenue Hqrs
6. DS (Admn), Revenue Hqrs
7. DS (Hqrs), Revenue Hqrs

may kindly see for me

Pr. DDIT (HRB)

*27
28.8.19*

Copy to:

1. Commissioner (Coord.), CBDT
2. Commissioner (Coord.), CBIC

*ITT
Sankar
7/19/19*

DU.

प्र. आयकर महानिदेशक (मा. सं. वि.)	
जायरी नं:- 6781	दिनांक:- 03/09/19
	अ. महा. नि.-1
	अ. महा. नि.-2
	अ. महा. नि.-3 ✓
	अ. महा. नि. (परीक्षा एवं रा. भा.)
	मुख्या हेडक्वार्टर
प्र. आयकर महानिदेशक (मा. सं. वि.)	निजी सहायक

*A2
03/9/19
Addl. DDIT (Coord.)*

DDIT (PS)

409



No. 4-6/2019-Admn.
Government of India
Commission for Agricultural Costs & Prices
Department of Agriculture, Cooperation & Farmers Welfare

Shastri Bhawan, new Delhi
Dated, the, 29th July, 2019

To,

1. Chief Secretaries of all State Governments/ Union Territories Administrations
2. Heads of all Autonomous Bodies/ Statutory Organizations
3. Vice Chancellors of all Universities
4. Heads of all recognized Research Institutions
5. Chairman & Managing Directors of all Public Sector Undertakings

Subject: Filling up one post of Library and Information Assistant in Commission for Agricultural Costs and Prices (An attached office under the administrative control of Department of Agriculture, Cooperation & Farmers Welfare) in the Level-6 of Pay Matrix (pre-revised pay scale of Rs. 9300-31800/- with a Grade Pay of Rs. 4200/-, PB-2) on deputation (including short term contract)/absorption basis.

Sir,

I am directed to invite applications from eligible and suitable officials for filling up one post of Library and Information Assistant in Commission for Agricultural Costs and Prices (An attached office under the administrative control of Department of Agriculture, Cooperation & Farmers Welfare) in the Level-6 of Pay Matrix (pre-revised pay scale of Rs. 9300-31800/- with a Grade Pay of Rs. 4200/-, PB-2) on deputation (including short term contract)/absorption basis. Details of the post and eligibility conditions etc. are given in Annexure-I. The pay of the officer selected for appointment on deputation basis will be regulated in terms of DOPT's OM No. 6/8/2009-Estt. (Pay II) dated 17.06.2010, as amended from time to time.

2. Applications of only such officials/candidates will be considered as are routed through proper channel and are accompanied by (i) bio data (in duplicate) as per proforma (Annexure-II), (ii) Photocopies of APARs for the last five years attested (signed & stamped) on each page by an officer not below the rank of Under Secretary to the Government of India level, and (iii) Certificate from the employer that particulars furnished by the official are correct and he/she possesses educational qualifications and experience mentioned in the vacancy Circular/ Advertisement, and certificates regarding Vigilance Clearance, Integrity and Major/Minor Penalty, at the end of the bio-data.

Contd.....2/

FS(R) - immediately

IRJ (mt)

(cc) (copy) for 14/8

US/CS

Mu 14/8/19

So (copy) ms. Neta.

Stevatis 29/7/19

1219600/2019/Coop
16-08-2019

Annexure-I

1. Name of the post: Library and Information Assistant, Commission for Agricultural Costs & Prices (CACP)
2. Number of posts: 1 (One).
3. Classification of post: General Central Service, Group 'B', Non-Gazetted, Non-Ministerial
4. Pay Scale: Level-6 (Rs. 35,400/- to Rs. 1,12,400/-) in the Pay Matrix (pre-revised PB-2, Rs. 9300-34800/- with Grade Pay of Rs. 4200/-)
5. Age Limit: The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 56 (fifty six) years, as on the closing date of receipt of applications.
6. Method of Recruitment: By deputation (including short term contract)/absorption.
7. Eligibility: Officers under the Central or State Governments or Union Territory Administrations or Public Sector Undertakings or Autonomous or Statutory or Organizations or Universities or Recognized Research Institutions, possessing the following service, educational qualification and experience, are eligible:-

(A) **Service:-**

- (i) Holding analogous posts on a regular basis in the parent cadre/Department; or
- (ii) With six years service in the grade rendered after appointment thereto on a regular basis in post in Pay Band-1, Rs. 5200-20200/- with Grade Pay of Rs. 2800/- 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 post in Pay Band-1, Rs. 5200-20200/- with Grade Pay of Rs. 2400/- or equivalent in the parent cadre or Department; and

(B) **Educational Qualification and Experience:-**

Educational Qualification:- Bachelor degree in Library Science or Library and Information Science of a recognized University or Institute.

Experience:- Two years professional experience in a Library under Central or State Government or Autonomous or Statutory Organization or Public Sector Undertaking or University or any recognized Research or Educational Institution.

J. Tevada

ANNEXURE-II

Proforma for application for the post of Library and Information Assistant, Commission for Agricultural Costs and Prices (CACP), Department of Agriculture, Cooperation & Farmers Welfare, on deputation (istc)/Absorption basis

BIO DATA/CURRICULUM VITAE PROFORMA

1. Name and Address(in Block Letters) and Contact No.	
2. Date of Birth (in Christian era)	
3.(i) Date of entry into service	
3. (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	
A) Qualification Bachelor degree in Library Science or Library and Information Science of a recognized University or Institute.	A) Qualification
B) Experience :- Two years professional experience in a Library under Central or State Government or Autonomous or Statutory Organization or Public Sector Undertaking or University or any recognized Research or Educational Institution.	B) Experience
Desirable	Desirable
A) Qualification :- Diploma in Computer Application from a recognized University or Institute.	A) Qualification
Note :- 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 Biodata) with reference to the post applied.	

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

Level in the Pay Matrix and Basic 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) professional training and
 (iii) work experience over and above prescribed in the Vacancy circular/ Advertisement)
(Note: Enclose a separate sheet, if the space is insufficient)

16. B Achievements:
 The candidates are requested to indicate information with regard to;
 (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
(Note: Enclose a separate sheet if the space is insufficient)

17. Please state whether you are applying for deputation (ISTC)/Absorption/ Re-employment Basis.
 #(Officers under Central/State Governments/Union Territory Administrations are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)

(The option of 'STC' / 'Absorption'/Re-employment' are available only if the vacancy circular specially mentioned recruitment by

402

"STC" or "Absorption" or "Re-employment").	
18. Whether belongs to SC/ST	

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 _____

(Certificate 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 the educational qualification 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 either pending or contemplated against Shri/Smt. _____.
- (ii) His/her integrity is certified.
- (iii) His/her CR Dossier in original is enclosed/ Photocopies of the APARs for the last 5 years duly attested on each page by an officer of the rank of Under Secretary to 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 penalty imposed on him/her during the last 10 years is enclosed. (as the case may be).

Place:

Dated:

Countersigned

(Employer/ Cadre Controlling Authority with seal)

(14)

404

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/ Level in the Pay Matrix 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/ Level in the Pay Matrix granted under ACP/MACP are personal to the officer and therefore, should not be mentioned . Only Pay Band and Grade Pay/ Pay scale/ Level in the Pay Matrix of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay/ Level in the Pay Matrix where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band, and Grade Pay/ Level in the Pay Matrix drawn under ACP / MACP Scheme	From	To

8. Nature of present employment i.e. Adhoc 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
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.			
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			
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)			

406

Desirable:- Diploma in Computer Application from a recognized University or Institute.
8. Place of posting:- Commission for Agricultural Costs and Prices, New Delhi.

Note-1:- 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 Central Government shall ordinarily not exceed three years.

Note-2:- The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 56 (fifty six) years, as on the closing date of receipt of applications.

Note-3:- Officers of only Central or State Governments and Union Territory Administrations shall be eligible for consideration for Absorption.

Note-4:- For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the 6th CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the 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 posts for which that grade pay or pay scale is the normal replacement grade without any upgradation.

Note-5:- The crucial date of determining eligibility will be the last date for receipt of the applications.

9. Duties and responsibilities attached to the post:

To function as overall in-charge of the library, arrangement of procuring books, newspapers, periodicals and other documents as per procedures, handling of audit objections related to library, Write-off of books, binding of Books, weeding out of old books, classification of books, computerization of Library records etc.

Stevania

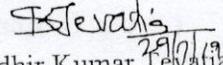
3. Applications of willing, suitable and eligible officers and who can be spared immediately in the event of selection may be sent to Shri Sudhir Kumar Tevatia, Administrative Officer, Commission for Agricultural Costs and Prices (CACP), Room No. 217, F wing, Shastri Bhawan, New Delhi-110001, within a period of 60 days from the date of publication of the advertisement in the Employment News.

4. Advance copies of applications or those received after the prescribed closing date or not accompanied by supporting certificates/documents in support of Qualification and Experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection and shall be liable to be rejected.

5. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

6. The vacancy may kindly be given wide publicity in your Department/ Organization.

Yours faithfully,


(Sudhir Kumar Tevatia)
Administrative Officer
E-mail:- aocacp-dac@gov.in
Tel. No. 011-23384142

Copy for necessary information to:-

- (i) All Ministries/Departments of the Government of India. It is requested that the vacancy may please be given wide publicity in their attached/subordinate offices.
- (ii) All attached and subordinate offices under the Department of Agriculture, Cooperation & Farmers Welfare.
- (iii) Facilitation Centre, Department of Agriculture, Cooperation & Farmers Welfare.
- (iv) Guard File/Spare copies/ Notice Board of CACP & DAC&FW.
- (v) NIC, for uploading on official website of DAC&FW.
- (vi) Hindi Section, with the request to translate the circular.
- (vii) SSO (MC) for uploading on official website of CACP

420

F.No. K-12017/8/2019-/Coord. Part-1
Government of India
Ministry of Finance
Department of Revenue
Coordination Section

FTS NO- 1230982/19

New Delhi, 27th August, 2019

OFFICE MEMORANDUM

Subject: Filling up of post of Assistant Director of Estates (Enquires) in the Directorate of Estates on deputation basis.

The undersigned is directed to forward herewith a copy of Ministry of Housing and Urban Affairs OM No. A-12026/1/2015-Admn.B dated 1st August, 2019 on the above mentioned subject for information.

Encl: As above

Narendra Kumar
27/08/2019
(Narendra Kumar)
Under Secretary -- (Coord.)
Tel: 2309-5539

- 1. The Chairman, CBDT
- 2. The Chairman, CBIC
- 3. Director, Directorate of Enforcement
- 4. D.G (CEIB)
- 5. Director (NC), Revenue Hqrs
- 6. DS (Admn), Revenue Hqrs
- 7. DS (Hqrs), Revenue Hqrs

Cum in m/s
m/A

Copy to:

- 1. Commissioner (Coord.), CBDT
- 2. Commissioner (Coord.), CBIC

28/8

DDIT (PS)

JTT
Secretary
4/9/19

at
03/9/19
Addmn (Co) - 3

DDIT (PS)

DU

प्र. आयकर महानिदेशक (मा. सं. वि.)	
आवरी नं.- 6751	दिनांक- 03/09/19
	अ. महा. नि.-1
	अ. महा. नि.-2
	अ. महा. नि.-3 ✓
	अ. महा. नि. (परीक्षा एवं रा. भा.)
प्र. आयकर महानिदेशक (मा. सं. वि.)	मुख्या हैडक्वार्टर
	निजी सहायक

409'B' Nirman Bhawan
New Delhi-110108

Dated the 1st August, 2019

OFFICE MEMORANDUM

Subject:-FILLING UP OF POST OF ASSISTANT DIRECTOR OF ESTATES (ENQUIRES) IN THE DIRECTORATE OF ESTATES ON DEPUTATION BASIS.

Services of a suitable Central Government officer for one post of Assistant Director of Estates (Enquiries), General Central Service, Group-B (Gazetted), Ministerial in Pay Level-7 in the Pay Matrix (Pre-revised PB-2, Rs.9300-34800/- and Grade Pay Rs.4600/-) is required to be filled up on deputation basis.

2. The eligibility conditions for appointment to the above post is as detailed below :-

(A) Officers under the Central Government:

- (i) Holding analogues posts; or
- (ii) Having 3 years' service in posts in Pay Level-6 in the Pay Matrix (pre-revised Pay scale of PB-2, Rs.9300-34800/- with Grade Pay of Rs.4200/-) or equivalent; or
- (iii) Having 8 years' service in posts in Pay Level-5 in the Pay Matrix (pre-revised Pay scale of PB-1 (Rs.5200-20200) with Grade Pay of Rs.2800) or equivalent.

AS(R)-in meeting

(B) Possessing following qualifications and experience:

- (i) Bachelor's degree in Law from a recognized University or equivalent,
- (ii) 3 years administrative experience in a responsible capacity in a Government or quasi-Government or commercial organization or local body dealing with the management of houses, landed property etc.

3. Duties of Assistant Director of Estates (Enquiries) in brief are as under:-

- a) Processing of complaints regarding subletting of Government accommodation.
- b) Conducting random survey of General Pool Residential Accommodation by deputing officers of Ministry of Housing and Urban Affairs and its attached offices.
- c) Inspection of quarters on the basis of complaints received.
- d) Issuing of Show Cause Notices, etc., to the allottees where subletting is suspected and attending hearings.
- e) Issuing of penalty orders and thereafter referring the cases to Litigation Section for initiation of eviction proceedings.
- f) Putting up appeals to the Appellate Authority against the penalties imposed on account of subletting.

JS(R)-in mtg

DS(Coord.)

[Signature]

05/8

20/100

807 Coordy / Mrs. Mehta

122 3843/2019/Coord
21-08-2019

418

- g) Disposal of complaints by issue of reply (in all modes of PG cases etc.)
- h) Issue of letters to various Departments calling records of allottees.
- i) Custodian of record in subletting section and coordination with staff and other officers of Directorate of Estates.
- j) Monitoring of overall functioning in section and maintenance of discipline and training of officials posted in section.

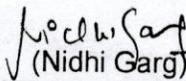
4. Officers who volunteer themselves for the above post will not be permitted to withdraw their candidature later. Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/Department of the Central Govt. shall ordinarily not exceed 3 years. The age of applicant should not exceed 56 years on closing date of the application.

5. The crucial date for determining the eligibility is 60th day from the date of publication of this Office Memorandum in the Employment News/Rojgar Samachar

6. It is requested that the applications of eligible and willing persons, who can be spared, may be forwarded in the attached proforma (Annexure) at the earliest and in any case **within two months from the date of publication of this O.M. in the Employment News/ Rojgar Samachar to the Deputy Director of Estates (Estt.), Directorate of Estates, Ministry of Housing and Urban Affairs, Nirman Bhawan, New Delhi - 110108.** The Administrative Authority must ensure himself of the suitability of the applicant in all respects before forwarding the applications.

7. The authenticated copies of up-to-date Character Rolls (APARs), Integrity Certificate and Vigilance Clearance and details of the major/minor penalties imposed for the last ten years, of the candidates must be forwarded to the undersigned along with the application. Applications not accompanied by the aforesaid documents or otherwise incomplete will not be considered.

Encl: as above

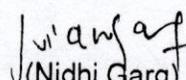

(Nidhi Garg)
Deputy Director of Estates(Estt.)
Te.No.23061372

To

1. All the Central Government Ministries/Departments and their Attached and Subordinate offices as per standard list.
2. US (Admn.), Ministry of Housing and Urban Affairs.
3. PPS to DE/PS to DE-II for information.
4. All Deputy Directors/Assistant Directors/Superintendent (Accounts) of Directorate of Estates.

Copy to:

1. Computer Cell, Directorate of Estates with a request to upload the advertisement on the website of Directorate of Estates immediately.
2. IT Cell, Ministry of Housing and Urban Affairs to upload the advertisement on the website of Ministry of Housing and Urban Affairs and e-office.


(Nidhi Garg)
Deputy Director of Estates(Estt.)

सं- ए-12026/1/2015-प्रशा.-ख / 242,
भारत सरकार
आवासन एवं शहरी कार्य मंत्रालय
संपदा निदेशालय

409 'बी', निर्माण भवन
नई दिल्ली-110108

दिनांक 01 अगस्त, 2019

कार्यालय ज्ञापन

विषय: संपदा निदेशालय, आवासन एवं शहरी कार्य मंत्रालय में सहायक निदेशक (पूछताछ) के पद को प्रतिनियुक्ति आधार पर भरा जाना।

प्रतिनियुक्ति आधार पर वेतन मैट्रिक्स में लेवल-7 में (पूर्व-संशोधित पे बैंड-2 में रूपये 4600/- के ग्रेड वेतन सहित रू 9300-34800/-के वेतनमान में) सहायक निदेशक(पूछताछ), सामान्य केन्द्रीय सेवा,समूह-ख (राजपत्रित), अननुसचिवीय के एक पद हेतु केन्द्रीय सरकार के उपयुक्त अधिकारियों की सेवायें अपेक्षित हैं।

2. उपर्युक्त पद हेतु नियुक्ति के लिए पात्रता की शर्तें निम्नानुसार हैं :-

(क) केन्द्रीय सरकार के अंतर्गत अधिकारी:-

(i) सदृश पद धारण करते हों;अथवा

(ii)वेतन मैट्रिक्स में लेवल-6 के पदों में (पूर्व- संशोधित पे बैंड-2 में ग्रेड वेतन 4200/-सहित रू9300-34800/-के वेतनमान में) 3 वर्षों की सेवा की हो अथवा इसके समकक्ष; अथवा

(iii) मूल कैडर अथवा विभाग में वेतन मैट्रिक्स में लेवल-5 के पदों में (पूर्व- संशोधित पे बैंड-1 में ग्रेड वेतन 2800/-सहित रू 5200-20200/-के वेतनमान में) 8 वर्षों की सेवा की हो अथवा इसके समकक्ष; और

(ख) निम्नलिखित शैक्षिक अर्हता एवं अनुभव रखते हों :-

(i) किसी मान्यता प्राप्त विश्वविद्यालय अथवा समकक्ष से विधि में स्नातक की डिग्री,

(ii) आवासों का प्रबंधन, भू-सम्पदा इत्यादि से संबंधित किसी सरकारी अथवा अर्द्धसरकारी अथवा वाणिज्यिक अथवा स्थानीयनिकाय में किसी उत्तरदायी क्षमता के अंतर्गत 3वर्ष का प्रशासनिक अनुभव।

3. सहायक निदेशक सम्पदा(पूछताछ) के संक्षिप्त कर्तव्य निम्नलिखित हैं:-

(क) सरकारी आवास के उपकिरायेदारी से संबंधित शिकायतों का निपटान।

(ख) आवासन एवं शहरीकार्य मंत्रालय और इसके संबद्ध कार्यालयों के अधिकारियों को तैनात करते हुए सामान्य पूल रिहायशी आवासों का औचकसर्वेक्षण कराना।

(ग) प्राप्त शिकायतों के आधार पर आवासों का निरीक्षण

(घ) जहाँ उपकिरायेदारी संदेहास्पद है,के आबंटियों को कारण बताओ नोटिस जारी करना तथा सुनवाई में उपस्थित होना

416

- (ड) दंड आदेश जारी करना और इसके उपरान्त बेदखलीकार्रवाई शुरू करने के लिए मुकदमा अनुभाग में मामलों को भेजना।
- (च) उपकिरायेदारी के कारण लगाए गए दंड के विरुद्ध अपीलीय प्राधिकारी को अपील प्रस्तुत करना।
- (छ) उत्तर जारी करते हुए शिकायतों का निपटान करना (पीजी मामलों के सभी प्रकार में इत्यादि)
- (ज) आबंटियों के रिकॉर्ड को मंगाते हुए विभिन्न विभागों को पत्र जारी करना।
- (झ) उपकिरायेदारी अनुभाग में रिकॉर्ड का संरक्षक और संपदा निदेशालय के कर्मचारी और अधिकारियों के साथ समन्वय।
- (ञ) अनुभाग में समग्र कार्य की मॉनिटरिंग करना, अनुशासन बनाए रखना और अनुभाग में नियुक्त अधिकारियों को प्रशिक्षण।
4. जो अधिकारी उपर्युक्त पद हेतु आवेदन करेंगे उन्हें बाद में अपने आवेदन वापस लेने की अनुमति नहीं दी जाएगी। इस नियुक्ति से तत्काल पूर्व केन्द्र सरकार के उसी अथवा किसी अन्य संगठन अथवा अन्य विभाग में प्रतिनियुक्ति आधार पर किसी अन्य संवर्ग-बाह्य पद पर प्रतिनियुक्ति सहित प्रतिनियुक्ति की अवधि तीन वर्षों से अधिक नहीं होगी। आवेदन प्राप्ति की अंतिम तिथि तक आवेदनकर्ता की अधिकतम आयु 56 वर्ष से अधिक नहीं होगी।
5. पात्रता निर्धारित करने हेतु निर्णायक तिथि एम्प्लॉयमेंट न्यूज/रोजगार समाचार में इस कार्यालय ज्ञापन के प्रकाशन की तारीख से 60 वाँ दिन होगा।
6. अनुरोध है कि पात्र एवं इच्छुक व्यक्तियों जिन्हें कार्यभार मुक्त किया जा सके, के नाम यथाशीघ्र और किसी भी हालत में एम्प्लॉयमेंट न्यूज/रोजगार समाचार में इस कार्यालय ज्ञापन के प्रकाशन की तिथि से दो महीने के भीतर संलग्न प्रारूप (अनुलग्नक) में संपदा उपनिदेशक(संपदा), संपदानिदेशालयआवासन एवं शहरी कार्य मंत्रालय, निर्माण भवन, नई दिल्ली-110108 को अग्रेषित किए जाएं। आवेदन अग्रेषित करने से पूर्व प्रशासनिक प्राधिकारी को स्वयं भी सभी प्रकार से आवेदकों की पात्रता को सुनिश्चित कर लेना चाहिए।
7. आवेदक का अद्यतन चरित्र पंजी (एपीएआर), सत्यनिष्ठता प्रमाणपत्र, सतर्कता निकासी की अधिप्रमाणित प्रतियाँ और पिछले 10 वर्षों के दौरान आरोपित छोटी-बड़ी शास्तियों का ब्यौरा आवेदन के साथ अधोहस्ताक्षरी को अग्रेषित किया जाए। उपर्युक्त दस्तावेज रहित अथवा किसी अन्य रूप में अपूर्ण आवेदनों पर विचार नहीं किया जाएगा।

संलग्नक : उपर्युक्त

निधि गर्ग
(निधि गर्ग)

संपदा उपनिदेशक (स्था.)

दूरभाष: 23061372

सेवा में,

1. मानक सूची के अनुसार केन्द्र/राज्य सरकार के सभी मंत्रालय/विभाग एवं उनसे संबद्ध तथा अधीनस्थ कार्यालय ।
2. अवर सचिव(प्रशासन), आवासन एवं शहरी कार्य मंत्रालय ।
3. संपदा निदेशक के प्रमुख निजी सचिव/सम्पदा निदेशक-II के निजी सचिव को सूचनार्थ ।
4. इस निदेशालय के सभी उपनिदेशक/सहायक निदेशक/लेखा (अधीक्षक)।

प्रतिलिपि :

1. कम्प्यूटर प्रकोष्ठ,संपदा निदेशालय को इस अनुरोध के साथ कि वे इसे निदेशालय की वैबसाइट पर तत्काल अपलोड करवाएं ।
2. आईटीसेल, आवासन एवं शहरी कार्य मंत्रालय को इस अनुरोध के साथ की उक्त विज्ञापन को आवासन एवं शहरी कार्य मंत्रालय वैबसाइट पर और ई-ऑफिस में अपलोड करें।

निधि गर्ग
(निधि गर्ग)

संपदा उपनिदेशक (स्था.)

419

BIO-DATA OF THE CANDIDATE FOR THE POST OF ASSISTANT DIRECTOR OF ESTATES (ENQUIRIES) IN THE DIRECTORATE OF ESTATES

1. Name, Designation and Address (In block letters):
2. Date of Birth (In Christian era) :
3. Date of retirement under Central Govt. rules :
4. Whether belong to SC/ST :
5. Educational Qualifications :
6. Whether educational and other required qualifications are satisfied. (If any qualification has been treated as equivalent to one prescribed in the rules, state the authority for the same):

	Qualification/Experience Required	Qualification/Experience possessed by the officer
Essential:		
Desirable:		

7. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post:

8. Details of employment, in chronological order.

Office	Post held	From	To	Pay Scale	Nature of duties (highlighting experience required for the post applied for)

9. Nature of present employment i.e. ad-hoc, temporary or permanent:

10. 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 basis:
- c) Name of the parent office to which you belong:
- d) Name of the post and Pay of the post held in the parent organization:

11. Additional details about present employment (Central Govt./State Govt./Autonomous organization/Govt. Undertaking/Universities/others)

12. Are you in revised scale of pay? If yes, give the date of revision and also present revised scale of pay:

13. Total emoluments drawn per month:

14. Additional information, if any, in support of your suitability for the post:

413

15. Remarks :

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 submitted by me will also be assessed by the Selection committee at the time of selection to 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.

Place :
Date :

Signature of the Candidate
Contact no.

Department Endorsement:

- i) Certified that the particulars furnished by the applicant are correct as per his/her service record.
- ii) Certified that no vigilance/disciplinary case is either pending or contemplated against the applicant.
- iii) It is certified that as per records no major/minor penalty has been imposed upon the applicant for the last ten years.
- iii) His/Her integrity is certified.
- iv) Authenticated copies of Annual Confidential Reports/ Annual Performance Appraisal Reports of the applicant for the last five years is enclosed.

Date:

Signature, Name & Designation
of the Administrative Authority
(with seal)

प्रपत्र
संपदा निदेशालय, आवासन एवं शहरी विकास मंत्रालय में सहायक निदेशक (पूछताछ) के पद के लिए आवेदक का बायो-डॉटा

1. नाम, पदनाम और पता (बड़े अक्षरों में) :
2. जन्म तिथि (ईस्वी में) :
3. केन्द्रीय सरकार के नियमों के अनुसार सेवानिवृत्ति की तिथि :
4. क्या आप अनु. जाति/अनु. जनजाति के हैं :
5. शैक्षणिक योग्यता :
6. क्या आप इस पद हेतु आवश्यक शैक्षिक और अन्य अपेक्षित योग्यताएं रखते हैं : (यदि किसी योग्यता को नियमों में निर्धारित किसी योग्यता के समान माना गया है, तो उसके लिए प्राधिकारी का हवाला दें):

	आवश्यक शैक्षिक योग्यता/अनुभव	अधिकारी की शैक्षिक योग्यता/अनुभव
आवश्यक		
वांछित		

7. कृपया स्पष्ट तौर पर बताएं कि क्या आपके द्वारा दिए गए उपरोक्त तथ्यों की दृष्टि से आप इस पद की अपेक्षाओं को पूरा करते हैं :
8. सेवा संबंधी विवरण, कालक्रमानुसार :

कार्यालय	पद	कब से	कब तक	वेतनमान	कार्यभार की प्रकृति (आवेदित पद हेतु आवश्यक अनुभव को हाईलाईट करें)

9. वर्तमान रोजगार की प्रकृति अर्थात् तदर्थ अथवा अस्थायी है अथवा स्थायी है :
10. यदि वर्तमान पद प्रतिनियुक्ति/करार के आधार पर है, तो कृपया बताएं:
 - (क) प्रारंभिक नियुक्ति की तारीख :
 - (ख) प्रतिनियुक्ति/करार आधार पर नियुक्ति की अवधि :
 - (ग) मूल कार्यालय जिससे आप संबंधित है, का नाम :
 - (घ) मूल संगठन में धारित पद का नाम तथा पद का वेतन :
11. वर्तमान रोजगार के बारे में अतिरिक्त विवरण (केन्द्र सरकार/ राज्य सरकार/ स्वायत्त संगठन/ सार्वजनिक उपक्रम/ विश्वविद्यालय/ अन्य)

12. क्या आप संशोधित वेतनमान में हैं? यदि हां, तो संशोधन की तिथि व पूर्व-संशोधित वेतनमान बताएं :
13. प्रतिमाह आहरित कुल परिलब्धियाँ :
14. इस पद हेतु आपकी उपयुक्तता के समर्थन में अतिरिक्त सूचना, यदि कोई हो
15. अभियुक्तियां :

मैंने इस रिक्ति हेतु परिपत्र/विज्ञापन को ध्यानपूर्वक पढ़ लिया है और मैं इस बात से भली-भांति भिग्य हूँ कि मेरे द्वारा जमा करवाए गए दस्तावेजों में शैक्षिक अभिलेख एवं कार्यानुभव संबंधी दी गई सूचना का मूल्यांकन पद के लिए चयन करते समय चयन समिति द्वारा भी किया जाएगा। मेरे द्वारा प्रदान की गई सूचना/विवरण मेरी अधिकतम जानकारी और विश्वास के अनुसार पूर्णतः सही और सत्य है तथा मेरे चयन से संबंधित कोई भी तथ्य छिपाया नहीं गया है।

स्थान :

तिथि :

(आवेदक के हस्ताक्षर)

संपर्क नंबर:

ई-मेल आईडी:

विभागीय पृष्ठांकन

- (i) प्रमाणित किया जाता है कि आवेदक द्वारा प्रस्तुत ब्यौरा उसके सेवा अभिलेखों के अनुसार सही है।
- (ii) प्रमाणित किया जाता है कि आवेदक के विरुद्ध कोई सतर्कता/अनुशासनात्मक मामला न तो लंबित है और न ही चलाने का इरादा है।
- (iii) इनके पक्ष में सत्यनिष्ठता प्रमाणपत्र संलग्न है।
- (iv) आवेदक की पिछले पांच वर्षों की वार्षिक गोपनीय रिपोर्ट/वार्षिक कार्य निष्पादन मूल्यांकन रिपोर्ट की अधिप्रमाणित प्रतियां संलग्न हैं।

दिनांक :

प्रशासनिक अधिकारी के हस्ताक्षर
नाम एवं पदनाम (मुहर सहित)