

No.35016/1/2011-Admn.I
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Pension & Pensioners Welfare
Lok Nayak Shawan, Khan Market, New Delhi – 110003.

Dated, the 30th August, 2012.

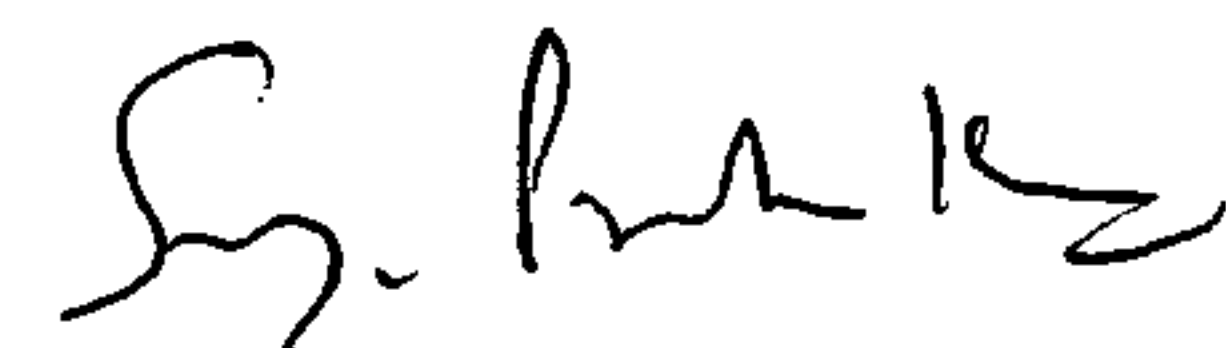
CIRCULAR

Sub : Filling up of one post of Cashier in the Department of Pension & Pensioner's Welfare (P & PW) from amongst the UDCs working in the Cadre of Ministry of Personnel, Public Grievances & Pensions.

It is proposed to fill up one post of Cashier in the Department of P&PW from amongst the UDCs/LDCs working in the Cadre of Ministry of Personnel, Public Grievances & Pensions, DOP&T.

2. Eligibility conditions/qualifications, etc., required for the post of Cashier are mentioned in Annexure-I. Candidates who volunteer for the post will not be permitted to withdraw their names later. Nominations, which are not accompanied by the requisite personal data (as per Annexure II) duly supported by documents will not be assessed by the Selection Committee while selecting candidate for appointment to the post.

3. It is requested that the vacancy may please be circulated and applications of eligible officials who are willing to be considered and whose service can be spared immediately, if selected, may kindly be sent to the undersigned in Department of P&PW, 3rd floor, Lok Nayak Bhawan, New Delhi - 110003 on or before 21st September, 2012.



(S.P. Kakkar)

Under Secretary to the Govt. of India

Tel. No: 24644637.

To

1. H.O.O. of all sub-cadre units of DOP&T (As per list attached).
2. Under Secretary, Ad.IV (Cadre), M/o Personnel, Public Grievances & Pensions, DOPT, North Block, New Delhi for information.
3. Under Secretary (CS-II.), (Attn: Shri K. Prasad, US (CS-II) DOP&T, Lok Nayak Bhawan, New Delhi for information and record. This has a reference to their note vide U.D. No. 52127/2012 dated 8/29-06-2012.
4. Technical Director, NIC, L.N. Bhawan, New Delhi with the request to post the circular in the web-site of the Department.
5. Leader, Staff side, DOP&T, North Block, New Delhi.
6. Guard File

List of Sub-Cadre units of M/o Personnel, Public Grievances & Pensions, DOP&T, New Delhi.

1. Department of Administrative Reforms & Public Grievances (Attn: Shri B.K. Singh, Under Secretary (Estt.), Sardar Patel Bhawan, New Delhi.
2. Institute of Secretariat Training & Management (Attn: Shri Chandan Mukherjee, Deputy Director (Admn.), JNU (Old Campus), Olof Palme Marg, New Delhi-110067.
3. Staff Selection Commission, Under Secretary, (Estt.), Block No.12, CGO Complex, Lodhi Road, New Delhi-110003.
4. Office of Central Information Commission, Under Secretary (Admn.), 2nd Floor, 'B' Wing, August Kranti Bhawan, Bhikaji Cama Place, Ne Delhi-110166.

ANNEXURE -I

1. Name of the post : Cashier
2. Classification : General Central
Secretariat Service

Group "C" (Non-Gazetted,
Ministerial)
3. No of Posts : One
4. Pay Scale : Pay Band Rs.5200-20200 (+
Cash handling allowance +
restricted deputation duty
allowance)
5. Period of appointment : Initially for three
Years extendable to five
Years.
6. Age Limit (maximum)
7. Eligibility conditions : Not exceeding 55 Years.

Essential: (a)

- (i) Upper Division Clerks of Central Secretariat Clerical Service; or
- (ii) Lower Division Clerk of Central Secretariat Clerical Service with 5 years regular service in the grade;

and

Desirable: (b)

- (iii) The candidate should have undergone training in Cash and Accounts work conducted by the ISTM (Institute of Secretariat Training and Management) or equivalent and possesses three years' experience of cash & accounts work.
- (iv) The candidate should have the knowledge of basic computer applications and also have the knowledge of online submission of IT returns / License Fee / GPF subscription etc. and formalities of e-payment.

PROFORMA (CURRICULUM VITAE)

1. Name and Address (in Block letters)
- 2 Date of Birth (in Christian era)
3. Date of retirement under Central/State Govt. 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	Qualifications/ Experience possessed by the officer
Essential (1)	
(2)	
(3)	
Desired (1)	
(2)	

6. Please state clearly whether in the light of entries made above, you meet the requirements of the post
7. Details of Employment, in chronological order.
(Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

Office/Instt. Orgn.	Post held	From	To	Scale of Pay and basic pay	Nature of duties (in detail)
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8. Nature of present employment i.e. Ad-hoc
Or temporary Or quasi-permanent or permanent
9. Additional details about the present employment. Please state whether working under (indicate the name of your employer against the relevant column).

(a) Central Government:

(b) Others:

10. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade

11. 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

12. Total emoluments per month now drawn

13. Additional information, if any, which you would like to mention 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 work experience over and above prescribed in the Vacancy Circular/ Advertisement

14. Whether belongs to SC/ST :

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by Selection Committee at the time of selection for the post.

Date

Signature of the Candidate

Address _____

Counter signed

(Employer With Seal)