

No. 25/49/2022-CS.II(B)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

3rd Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi-110 003  
Dated: 14<sup>th</sup> October, 2022

OFFICE MEMORANDUM


**Subject:** Filling up of the post of UDC in the Zonal Council Secretariat (Ministry of Home Affairs) by transfer on deputation/absorption basis-reg.

The undersigned is directed to circulate the Inter-State Council Secretariat, MHA OM No. A-11011/2/2022-ISC(A) dated 27.07.2022 regarding filling up of one post of UDC (Group 'C' Non-Gazetted) in Pay Level-4 in the Zonal Council Secretariat, by transfer on deputation/absorption basis from amongst the eligible employees. The vacancy has also been published in Employment News dated 1-7 October, 2022.

2. In case of any further clarification, applicants are requested to contact the concerned Department at:

**Shri Om Prakash Kumar, Under Secretary, Inter-State Council Secretariat (Ministry of Home Affairs), Vigyan Bhawan Annexe, New Delhi. Tel: 23022150.**

Encl: (1)

  
14/10/22  
(Jayashree Chellamani)  
Under Secretary to the Govt. of India  
Tel. 24623157

To:

All Ministries/Departments (through DOPT's website).

No. A-11011/2/2022-ISC(A)  
 Government of India  
 Zonal Council Secretariat  
 Inter-State Council Secretariat  
 (Ministry of Home Affairs)  
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Vigyan Bhawan Annexe, New Delhi  
 Dated the 27 July, 2022

**OFFICE MEMORANDUM**

**Subject: Filling up the post of UDC in the Zonal Council Secretariat (Ministry of Home Affairs) by transfer on deputation / absorption basis.**

The undersigned is directed to state that one post of UDC (Group 'C' Non-Gazetted,) in this Secretariat in the Pay Level – 4 (Rs. 25500-81100) of the Pay Matrix Table of 7<sup>th</sup> CPC is required to be filled up on transfer on deputation/ absorption basis from amongst the eligible employees. The details of the post and necessary terms and conditions are given in **Annexure-I**.

2. This vacancy may be circulated among the eligible employees and their applications, in duplicate in the format enclosed in **Annexure-II** may be forwarded to the undersigned along with the following certificates/documents **within 60 days** from the date of issue of this letter. The details of the vacancies are also being published in e- Employment News which may please be referred to. Attested copies of the ACRs/APARs for the preceding 5 years i.e. last five years. The ACRs/ APARs should be attested by an officer not below the rank of Under Secretary. In case there is some period less than 5 years, the ACR/APARs of the previous year(s) may be sent so as to make APARs complete for 5 years.

i. Vigilance Clearance.

ii. Integrity certificate signed by an officer not below the rank of Under Secretary.

iii. Details regarding imposition of any major or minor penalties on the officials during the last 10 years. The certificates should be signed by an officer not below the rank of Under Secretary.

3. The applications not received through proper channel and without the complete certificates/documents and after the stipulated date as stated in **Para '2' above** shall not be considered. Applications once received through proper channel shall not be allowed to be withdrawn.



(Om Prakash Kumar)

Under Secretary to the Govt. of India

Tel. 23022150

To

i. All Ministries/Department of the Govt. of India

ii. Ministry of Home Affairs, Ad.I (B) section. It is requested that vacancy may be widely circulated among the eligible and interested employees of various Departments/subordinate offices under Ministry of Home Affairs.

iii. Technical Director, NIC, Computer Cell, DoP&T, North Block, New Delhi, with a request to upload this on DoP&T's website for wide publicity.

iv. Web site of ISCS/Notice Board, ISCS



**Filling up the post of UDC in the Zonal Council Secretariat (Ministry of Home Affairs ) on transfer on deputation / absorption basis.**

One post of UDC in the Zonal Council Secretariat, Ministry of Home Affairs is required to be filled up on transfer on deputation/absorption basis. The details of the post, eligibility criteria and necessary terms & conditions are given below:-

1.	Name of the Post	UDC
2.	No. of Post	One
3.	Classification of the Post	General Central Service Group 'C' Non-Gazetted (Ministrial)
4.	Pay for the post	i) Pay Level – 4 (Rs. 25500-81100) of the Pay Matrix Table of 7 <sup>th</sup> CPC.
5.	Eligibility Criteria	<p>Officers under the Central Government:</p> <p>(a) Holding analogous posts on regular basis, or</p> <p>(b) With 8 years regular service in the grade of LDC or equivalent.</p> <p><b>Note 1:</b> The departmental officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationist shall not be eligible for consideration for appointment by promotion.</p> <p><b>Note 2:</b> 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.</p> <p><b>Note 3:</b> The maximum age limit for appointment by deputation shall be "no exceeding 56 years" as on the closing date of receipt of the applications.</p> <p><b>Note 4:</b> For the purpose of appointment on deputation/absorption basis, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January, 2016 ( the date from which the revised pay structure based on the Seventh Central pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended in the corresponding grade pay or pay scale extended based on the recommendations of the 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/Pay Scale and where this benefit will extend only for the post or posts for which that Grade Pay Scale is the normal replacement grade without any up-gradation.</p> <p><b>Note 5:</b> Absorption:- UDCs working on deputation basis may also be considered for absorption after completion of successful two years of service in the Zonal Council Secretariat subject to No Objection Certificate from the Cadre Authority or the parent office concerned.</p>

6.	Other conditions	<p>i. The pay and allowances and other terms and conditions governing the deputation in respect of the officer selected will be regulated in accordance with the Department of Personnel and Training's O.M. No.2/29/91-Estt. (P.II) dated 5.1.94 as amended from time to time.</p> <p>ii. Any candidate selected will ordinarily not be allowed to withdraw his name.</p>
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9. Additional information, if any, which you would like to mention in support of your suitability for the post, should be enclosed in a separate sheet, if the space is insufficient.

10. Whether belong to SC/ST/OBC

11. Remarks

Signature of the Candidate

Date.....

Address.....

.....

Email:

Mobile No.

Countersigned by the Head of Office

**BIO-DATA PROFORMA**

1. Name and address ( in block letters)
2. Date of Birth
3. Date of retirement
3. Post applied for
4. Educational qualifications
5. Experience possessed by the applicant
6. Details of employment, in chronological order. A separate sheet, duly authenticated by applicant's signature, if the space below is insufficient
  - i. Ministry/Department
  - ii. Post Held
  - iii. From
  - iv. To
  - v. Pay Level
  - vi. Nature of duties
7. Nature of present employment i.e. whether ad-hoc or regular
8. In case the present employment is held on Deputation basis, please specify;
  - a. The date of initial appointment
  - b. Period of appointment on Deputation
  - c. Name of the parent office/  
Organization to which you belong
9. Present pay and pay level indicating Grade pay also.
10. Additional information if any which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.
11. Whether belong to SC/ST/OBC
12. Remarks

Signature of the Candidate