

Kind Attention : Mr. Ashwani Bhatnagar

227/0297

One post of Administrative Officer is to be filled up on Deputation
(including short-term contract) / Re-employment basis.

Administrative Officer : Pay Scale Rs. 15600-39100+GP 5400

Eligibility Criteria: By deputation(including short term contract) / Re-employment basis.

By deputation (including short term contract)

Officer under the Central Govt. / State Govt. / UT/ PSUs/ Autonomous/ Semi Govt. / Statutory Organization etc. i) A graduate from recognized University or equivalent having experience of working on Establishment, Administration and Accounts of the Govt AND

(ii) Holding analogous post on regular basis OR holding a post in the pay scale of Rs.9300-34800 + GP 4800 (or equivalent in the pre revised scales with at least 2 yrs. regular service in the grade OR holding a post in the pay scale of Rs. 9300-34800 + GP 4200 (or equivalent in the pre-revised scale with atleast eight years regular service in the grade.

Note : Period of deputation / contract including the period of deputation / contract in another ex-cadre post held immediately preceding this appointment in the same or some other organization / Department of the Central Government shall ordinarily not exceed 3 years or till the life of the KWDT or till further orders whichever is earliest. The maximum age limit for appointment by deputation including short term contract shall not be exceeding 56 years

By re-employment Basis :

Officer retired from the Central Govt. / State Govt. / UT/ PSUs/ Autonomous/ Semi Govt. / Statutory Organisation etc. having held (i) analogous post on regular basis. OR post in the pay scale Rs. 9300-34800 + GP 4800 (or equivant in pre-revised pay scale) with atleast 2 years regular service in the grade OR post in the pay scale of Rs. 9300-34800 + GP 4200 or equivalent in the pre-revised scale with atleast eight years regular service in the grade. AND

ii) A graduate from recognized University or equivalent having experience of working on Establishment, Administration and Accounts of the Govt . Provided that the retired Govt. Servant appointed, as Administrative Officer shall cease to hold the post of Administrative Officer after he attains the age of 65 years. Beyond that the term of incumbent can be extended further for a period of not more than six months on the same terms and conditions in public interest, if required.

Annexure – II

To be filled up by the applicant :

1. Name;
2. Date of Birth;
3. Designation with Grade/Group of post held on regular basis and w.e.f.;
4. Pay scale on regular basis and w.e.f. ;
5. Name of the department / office;
6. Service particulars in chronological order point wise :

Sl No	Post held & office	From	To	Scale of Pay	Nature of Appointment (Substantive/Officiating/ Adhoc)	Nature of Duties
1	2	3	4	5	6	7

7. Educational/Technical Qualification:
8. Experience/Training undergone:
9. Knowledge of Computer:
10. Address for Correspondence :
11. Phone/Mobile No.
12. Any other information, if any:

I hereby declared that all the statements made in the application are true, complete and correct to the best of my knowledge and I shall not withdraw my candidature after selection.

Signature of applicant

To be filled in by the Forwarding Authority

It is certified that the particulars given above are correct and the officer will be relieved for appointment on deputation. His/her application is forwarded alongwith (i) Vigilance Clearance Certificate, and (ii) C.R. Dossiers for the last 5 years.

Signature _____

Name _____

Designation and Department _____

(of the forwarding officer) with date and official Seal