

F.No.2(6)/2012-P.I  
Government of India  
**Ministry of Communication & Information Technology**  
Department of Electronics & Information Technology  
Electronics Niketan, 6, CGO Complex,

New Delhi-110 003  
Dated: 22-10-2014

**OFFICE MEMORANDUM**

**Subject: Filling up of one post of Assistant Engineer (Civil) in the Department of Electronics & Information Technology on deputation/absorption basis - regarding.**

It is proposed to fill up **one Post of Assistant Engineer (Civil)** in the Pay Band-2 ` 9300-34800 plus Grade Pay of ` 4600/- p.m. in the Department of Electronics & Information Technology **on deputation/absorption basis**. The appointment will be initially on deputation or absorption basis as per option given by the applicant. The appointment on deputation will initially be for a period of one year, extendable as per Government instructions. The candidate selected for appointment on deputation can also be permanently absorbed at a later date based on his/her performance. The job description of the post and eligibility criteria along with other details of posts are given at **Annexure-I**.

2. Applications of eligible and willing persons, who can be spared immediately, may be forwarded through proper channel in the prescribed format (**Annexure-II**) to the undersigned at the above mentioned address by **01.12.2014 at 5:30 p.m.** The application should also be accompanied by photocopies of ACRs/APARs for the last five years duly attested by an officer not below the rank of Under Secretary or equivalent. While forwarding the applications, it may please be certified that the particulars furnished by the officer(s) are correct and that no disciplinary or vigilance case is either pending or contemplated against the officer (**Annexure-III**). It may also be confirmed that in the event of selection the officer concerned will be relieved of his/her duties. The integrity of the officer may also be certified by an officer of the rank of Under Secretary or equivalent.

3. Applications, which are incomplete or are not accompanied with the photocopies of ACRs/APARs for the last five years will not be entertained and no correspondence will be made or entertained in this regard.

4. Candidates once selected will not be allowed to withdraw his/her name on a later date.

(Vinod Kumar)  
Deputy Director  
Tel.No. 2436 4745

To

1. All Ministries/Departments of Government of India.
2. The HOD, Engineering in Chief Branch, Army Hq, DHQ, PO, New Delhi.
3. Chief Engineer (Civil), CPWD, Nirman Bhawan, New Delhi.
4. Director (Admn.), CPWD, Nirman Bhawan, New Delhi.
5. Joint Director for DGR, CO(SG), Directorate of General Border Roads, Kashmir House, DHQ PO, New Delhi-110 011.

01. **Name of Post** : Assistant Engineer (Civil) (Group 'B' Gazetted), Non-Ministerial)  
02. **Number of Post** : 01 (One)  
03. **Pay Scale** : PB-2: ` 9300-34800 plus Grade Pay of ` 4600/-  
04. **Eligibility** : Officers of the Central Government:-

- (a) (i) holding analogous post on regular basis in the parent cadre/department; or  
(ii) with five years experience in PB-2; in the scale of pay of ` 9300-34800 with Grade Pay of ` 4200 or equivalent in the parent cadre/department; and

(b) Possessing the qualification and experience as follows

**Essential**

- Degree/Diploma in Civil Engineering or equivalent and experience in construction and maintenance of residential and non-residential building; including designing, estimating, contracts, supervision etc.

**Desirable:**

- Experience of maintenance and upkeep of Air-conditioning system, lifts, interior decorations, architecture and electrical installation.

**Note 1:**

Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other Organization or Department of the Central Government shall ordinarily not exceed three years.

**Note 2:**

The maximum age limit for appointment on deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

**Note 3:**

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, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay/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/pay scale and where this benefit will extend only for the post(s) for which that grade pay /pay scale.

**For Ex-serviceman:**

The Armed Forces personnel due to retire or who are to be transferred to reserve with in a period of one year and having the requisite experience and qualifications prescribed shall also be considered. Such persons shall be given deputation terms up to the date on which they are due for release from the Armed Forces, thereafter they may be considered on re-employment.

Indicate if applying for deputation or absorption: \_\_\_\_\_

**BIO-DATA PROFORMA**

1. Name of the Candidate(in Block Letters) :
2. Address in Block Letters indicating :  
Contact number
3. Date of Birth (In Christian era) :
4. Age as on closing date :
5. Date of retirement under Central/State Govt:
6. Educational Qualifications :
7. Whether educational and other qualifications required for the post are satisfied. )if any qualification has been treated as equivalent to those prescribed in the rules, state the authority)
8. Please state clearly whether in the light of entries made by you above, you meet the requirement the post.
9. Details of employment, in chorological order. Enclose a separate sheet, duty authenticated by your signature, if the space below is insufficient.

S.NO.	Office/Institution/ Organisation	Post held	From	To	Pay Band & Grade Pay with Pay	Nature of duties
1.						
2.						
3.						

11. Nature of present employment i.e. adhoc/temporary/perament:
12. In case the present employment is held on deputation, please state
  - (i) The date of initial appointment:
  - (ii) Period of appointment on deputation:

Name of the parent organisation/office to which you belong

13. Whether SC/ST/ OBC
14. Additional information, if any, which you would like to mentioned in support of your suitability for the post.

Dated:

Signature of Candidate \_\_\_\_\_  
 Name of the Candidate \_\_\_\_\_  
 Address of the candidate \_\_\_\_\_  
 Mobile No. (if any) \_\_\_\_\_

**Certificate to be furnished by the Employer/Head of Office/Forwarding Authority**

Certified that the particulars furnished by \_\_\_\_\_ are correct and he/she possesses educational qualifications and experience mentioned in the circular.

Also certified that:

- (i) There is no vigilance case pending/contemplated against him/her.
- (ii) His complete ACR dossier/ACRs for the last 5 years duly attested (on each page) by an officer of the rank of Under Secretary or equivalent; to the Government of India are enclosed.
- (iii) His integrity is beyond doubt.
- (iv) No major/minor penalties have been imposed on him/her during the last 10 years/list of major/minor penalties imposed on him/her during the last 10 years is enclosed.  
(Strike out whichever is not applicable)

Dated:

Place:

Signature of Head of Office\_\_\_\_\_

Name & Designation\_\_\_\_\_

Seal