

No.A-60011/1/2019-Estt-PNG  
Government of India  
Ministry of Petroleum & Natural Gas  
[Establishment Section]

Shastri Bhawan, New Delhi-1  
Dated the 24<sup>th</sup> February 2020

**CIRCULAR**

**Subject:- Filling up of one (1) post of Manager Grade-II in Anuradha Departmental Canteen in Ministry of Petroleum & Natural Gas on deputation basis – reg.**

It is proposed to fill up one (1) post of Manager Grade-II in Anuradha Departmental Canteen in Ministry of Petroleum & Natural Gas in the Pay Level -06 in Pay Matrix of 7<sup>th</sup> CPC (35400-112400) on deputation basis.

**2. Eligibility Conditions :**

(a) The Officers under the Central Government –

- (i) holding analogous post on regular basis in the parent cadre or department; or
- (ii) with 06 years of regular service in the grade in Level -5 or equivalent in the parent cadre or department; or
- (iii) with 10 years of regular service in the grade in Level -4 or equivalent in the parent cadre or department; and

**Essential Qualification and Experience**

- (b) (i) possessing Degree in Commerce from a recognised University or Institute; and (ii) having 02 years of experience in Accounts work in any Government Office or PSU or Autonomous or Statutory Organisation.

**3. Regulation of Pay and other terms of deputation :**

Pay in Level -6 of Pay Matrix of Seventh Pay Commission will be regularised as per extant rules.

**4. Age Limit**

The maximum age limit for appointment by deputation shall not exceed 56 years as on the last date of receipt of application.

**5. Period of Deputation**

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



6. Application (in duplicate) only in the prescribed proforma (Annexure-I) of the eligible candidates whose services can be spared immediately on selection; with the certificate from the forwarding Authority (in proforma Annexure-II) may be sent to this office along with the following documents.

- (i) Integrity Certificate.
- (ii) List of major/ minor penalties imposed if any, on the official during the last ten years (if no penalty has been imposed 'NIL' certificate should be enclosed).
- (iii) Vigilance Clearance Certificate
- (iv) Attested photocopies of the ACRs/APARs for the last five years (2014-15 to 2018-19) (Attested on each page by a Gazetted Officer) (wherever applicable).

7. Applications along with the required documents/ Certificates mentioned at the end of the Annexure I & II in support of the qualifications and experience should be forwarded to "The Establishment Section, Ministry of Petroleum & Natural Gas, Shastri Bhawan, New Delhi -1" through proper channel by 20.03.2020. Applications received after last date will be summarily rejected.

8. The candidates applied for the post will not be allowed to withdraw their candidature subsequently.

*Parveen Kumar*

(Parveen Kumar)

Under Secretary to the Govt. of India

Tel. 011 2338 4518

Tel. 011 2338 3679

Encl. Annexure-I & Annexure-II

To,

1. All the Ministries/Departments of Central Government.
2. All the Sections of Ministry of Petroleum & Natural Gas



**Proforma for application for the post of Manager Grade-II in Anuradha Departmental Canteen in Ministry of Petroleum & Natural Gas in Pay Level -06 on Deputation basis.**

1.	Name & Postal Address (in block letters) With Telephone no.	:	
2.	Father's Name	:	
3.	Date of Birth	:	
4.	Age as on the last date of receipt of applications	:	
5.	Date of retirement under Central Govt. Rules	:	
6.	Name & Address of Present Department/Cadre	:	
7.	Educational Qualification	:	
8.	a) Do you hold analogous post on regular basis in the present cadre or department; or	:	
	b) Do you possess six year regular service in the post in Pay Level-5 or equivalent in the present cadre or department; or	:	
	c) Do you possess ten year regular service in the post in Pay Level-4 or equivalent in the present cadre or department; and	:	
	d) Do you possess Degree in Commerce of a recognised University or Institute; and	:	
	e) Do you possess two years experience in Accounts work in any Government Office or PSU or Autonomous or Statutory Organisation ?	:	



9. Details of employment in the chronological order (starting from the entry in Central Government Service). Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/ Department	Post held	Period of service		Basic Pay & Pay Scale (pre-revised)	Nature of appointment/ whether Regular/ Adhoc/ deputation
		From	To		
1	2	3	4	5	6

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

11. In case the present employment is held on deputation please state.  
a) The date of initial appointment :  
b) Period of appointment on deputation :  
c) Name of the parent office /  
organisation to which belong :

12. Additional information, if any, which you would like to mention in support of your suitability for the post. (Enclose a separate sheet if space is insufficient).

13. Full postal address of forwarding authority with name & telephone no. :

Date .....

Place .....

Signature of the candidate  
(Name of the candidate)



**(Certificate to be furnished by the employer/ Head of Office/ forwarding Authority)**

- 1) Certified that particulars furnished by Shri/Smt. \_\_\_\_\_ are correct and have been verified from the office records.
- 2) The applicant, if selected, will be relieved immediately.
- 3) It is certified that :
  - I) There is no vigilance or disciplinary case either is pending or being contemplated against Shri/Smt. \_\_\_\_\_.
  - II) His/ Her integrity is certified.
  - III) His / Her CR Dossier in original is enclosed / photocopies of the ACRs/APARs for the last 5 years duly attested by an Officer of the rank of Under Secretary to the Govt. of India or above. (wherever applicable).
  - IV) No major/ minor penalties imposed on him / her during the last 10 years is enclosed.

Signature of the Officer Concerned : .....

Name of of Designation : .....

Full address : .....

Phone No. : .....

Official Seal : .....

Place :

Date :

List of enclosure :

- 1.
- 2.
- 3.
- 4.
- 5.

(strike out which is not applicable)