

केंद्रीय सूचना आयोग
Central Information Commission

बाबा गंगनाथ मार्ग / Baba Gangnath Marg
मुनिरका / Munirka, नई दिल्ली-110067 / New Delhi-110067

Dated: 27.03.2025

CIRCULAR

The Central Information Commission, quasi-judicial authority, requires **Sr. Principal Private Secretary on Deputation (ISTC)/ Absorption basis**. The required qualifications for these post have been indicated below:-

S. No.	Name of the Post	No. of post	Eligibility Criteria
1.	Sr. Principal Private Secretary (Level-12 in the pay matrix)	02	Stenographers of the Central Government/ State Governments/ Union Territory Administrations/ Public Sector Undertakings/ Universities/ Recognized Research Institutions/ Semi Government or Autonomous Bodies/Statutory Organizations:- (i) Holding analogous posts on regular basis in the parent cadre or department; or (ii) With five years' service in the grade rendered after appointment thereto on regular basis in Level-11 in the Pay Matrix or equivalent in the parent cadre or department.

Note 1: The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note 2: Period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other Organization or Department of the Central Govt. shall ordinarily not to exceed four years.

Note 3: The maximum age limit for appointment by deputation including short term contract shall be not exceeding 56 years as on the closing date of receipt of applications.

Note 4: Only officers from Central or State Governments or Union Territories will be considered for absorption.

2. Application must be sent in the Bio-data/Curriculum Vitae Proforma as per **Annexure-I** of DoP&T OM No. AB.14017/28/2014-Estt. (RR) dated 02.07.2015 to Deputy Secretary (Admn), Central Information Commission, 5th Floor, Baba Gangnath Marg, Munirka, New Delhi-110067. This proforma can be downloaded from Central Information Commission's website www.cic.gov.in

3. Application duly filled in and supported by all relevant documents and envelop should be superscripted: "Application for the post of _____ on deputation or deputation (including short term contract) or absorption basis."

4. While forwarding applications, the Confidential Reports (Photocopies of the CRs/ APARs each page duly attested by the officer not below the rank of Under Secretary to the GOI) for the last five years, Cadre Clearance, Vigilance Clearance and Integrity Certificate and Statement showing Major or Minor penalties, if any, imposed during the last ten years, may positively be furnished by the sponsoring authority.

5. Applicants will not be allowed to withdraw their candidature at a later date. Incomplete applications or applications received without up-to-date APAR dossiers, Cadre Clearance, Vigilance Clearance and Integrity Certificate (duly attested each page by the officer not below the rank of Under Secretary) will not be entertained.

6. The Officers selected will have the option to draw his/ her pay plus deputation (duty) allowance or to have his/her pay fixed in the scale/level of the post in accordance with DoPT O.M. No. 2/12/87-Estt. (Pay II) dated 29.04.1988, as amended from time to time.

7. The last date of receipt of application in the Commission is 60 days from the date of publication of the advertisement in Employment News.

(Sonia Maheshwari)