

No. A-12026/2/2009-AR (Ad.I)
Government of India
Department of Administrative Reforms & Public Grievances

5th Floor, Sardar Patel Bhawan,
Sansad Marg, New Delhi-110001

Dated the 19th February, 2010

OFFICE MEMORANDUM

Sub: Preparation of panel of **Research Assistant** for appointment on deputation basis in the Department of Administrative Reforms & Public Grievances.

It is proposed to prepare a panel of Candidates for appointment on deputation basis to the post of **Research Assistant** in this Department. Details of scale of post, eligibility conditions, job requirements etc. are given in Annexure-I.

2. All Ministries/Departments of the Government of India are requested to forward the applications of eligible candidates in duplicate in the Proforma at Annexure-II along with their up-to-date CR Dossiers (or photocopies of CRs attested on each page by an officer of the level of the Under Secretary to the Government of India) to this Department within 60 days from the date of issue of this advertisement. Application received after the closing date or otherwise incomplete or without CR Dossiers will not entertained.
3. Candidates who apply for the post will not be allowed to withdraw their names later.
4. It is requested that Ministries/Departments may give this circular a wide publicity and may bring it to the notice of their subordinate/Attached Offices. It may be circulated immediately so that the applicants get sufficient time to get their applications forwarded.

Encls: As above.

(V.K. Verma)
Under Secretary to the Government of India
Tele: 23401441

To

1. All Ministries/Departments of the Governments of India

ANNEXURE-I

1	Name of the Post	Research Assistant
2	Scale of Pay	(i) Rs.5500-175-9000/- (pre-revised) (Revised PB-2 (Rs. 9300-34800/-) with Grade Pay Rs.4200/- (ii) Pay to be fixed in accordance with the Department of Personnel & Training's Office Memorandum No.2/29/91-Estt. (Pay. II) dated 05.01.1994 as amended from time to time.
3	Eligibility Conditions	a) Officers under the Central Government/State Govt. (i) Holding analogous posts on regular basis in the parent cadre or department; or (ii) With three years' service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs.5,000-150-8,000/- (pre-revised) or equivalent in the parent cadre/department; or (iii) With 6 years' service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs.4500-7000/- (pre-revised) or equivalent in the parent cadre/department; or (iv) With 10 years' service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs. 4,000-100-6,000/- (pre-revised) or equivalent in the parent cadre/department; and (v) Age should not be more than 56 years on the closing date of receipt of applications. Essential (b) Bachelor's Degree of a recognized University or equivalent; (c) Two years' experience in establishment or administration or personnel management or cash & accounts or collection & analysis of information or data or computer application Desirable (d) Successful completion of the Basic Management Service Course at the Institute of Secretariat Training and Management.

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4.	Re-employment	Armed Forces personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualifications as prescribed shall also be considered. Such persons would be given deputation terms up to the date on which they are due for release from the Armed Forces. Thereafter, they may be continued on re-employment. (Re-employment up to the age of superannuation with reference to Civil posts.)
5.	Job Requirements	(i) Collection, analysis and interpretation of data in connection with management service studies. (ii) Conducting case studies. (iii) Preparation of background papers etc.
6.	Period of Deputation	Period of deputation including period of deputation 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 three years.

APPLICATION FORM

APPLICATION FOR THE POST OF **RESEARCH ASSISTANT**.

1.	Name	
2.	Date of Birth	
3.	Designation	
4.	Scale of Pay and Present Pay	
5.	Office	
6.	Substantive/Quasi-permanent appointment held, if any	
7.	Date from which officiating post held: (a) Whether at present holding any ex-cadre post and if so, date of start of tenure and when the tenure will come to an end: (b) Ex-cadre post held last and date of reversion there from:	
8.	Qualification	
	<u>Academic</u>	<u>Professional</u>

: 2:

9. Professional training/courses attended:

Period		Training/Course	University/Institute/Organization
From	To		

10. Particulars of service (Commencement to present stage)

Period (indicate dates)		Post held	Office	Scale of Pay
From	To			

11. Particulars of experience during the last five years (indicate the nature of work done during the last five years)

Period (indicate dates)		Post held	Department/Institute/Organization	Work done
From	To			

: 3 :

12. Experience in the field of O&M and work-study.
13. Whether belongs of SC/ST
14. Date of return from last deputation

Place:

Date:

(Signature of the applicant)

Certificate

(To be furnished by the employer)

Office _____

Certified that the particulars given by Shri/Smt./Kum. _____

have been verified from his/her service record and found correct.

2. Certified that Shri/Smt./Kum. _____ has rendered _____ years of service in the post of _____ in the scale of pay of Rs. _____ or equivalent Grade/post.

3. No Vigilance case is either pending or being contemplated against him/her.

Place:

Date:

**Signature of the forwarding authority
With Seal**