

**COAST GUARD HEADQUARTERS**  
**National Stadium Complex**  
**New Delhi-110001**

1. Coast Guard Organisation invites applications from willing and eligible candidates for filling up following post on deputation basis:-

(I) (a) **Name of Post** : **Store Keeper Grade-I** (General Central Service Group 'C', Non-Gazetted, Non-Ministerial) in Level-4 in the Pay Matrix of Rs. 25500/-.

(b) **No. and place of posting** :(11)\*, 02 Port Blair, 01 Paradip, 02 New Delhi, 02 Mumbai, 01 Chennai, 01 Pondicherry, 01 Porbandar & 01 Kavaratti (\* Subject to Change).

(c) **Eligibility**

Officers under the Central Government:-

(a) (i) Holding analogous posts on regular basis;

**OR**

(ii) With eight years regular service in Level-2 in the pay matrix;

**AND**

(b) Three years experience in handling stores and keeping accounts in a store of a Government department or Public Sector Undertakings.

2. The departmental Officers in the feeder grade who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment by promotion.

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

4. Applications in the prescribed proforma alongwith the complete and upto-date APAR dossier (or attested photocopies of the APAR for the last 5 years) in respect of the officers who could be spared in the event of their selection may be sent to **Directorate of Personnel {for SCSO(CP)}, Coast Guard Headquarters, National Stadium Complex, New Delhi-110001** within 60 days from the date of publication of this advertisement in the Employment News. Applications received after the last date or without the APARs as stated above or otherwise found incomplete will not be considered. While forwarding the applications certificate appended to bio-data may be verified.

5. The departments will also be required to confirm that in the event of selection, the officers concerned will be relieved of their duties.

(Nirmal Prakash)  
SCSO(CP)

## BIO-DATA

1. Name and Address (in Block letters) :  
(alongwith contact No.)
2. Date of Birth (in Christian era) :
3. Date of retirement under :  
Central Govt. rules
4. Educational Qualifications :
5. Post & Place for which applied :Post: Place:
6. Date of publication of Advt. in the  
Employment News
7. Whether Educational & Other :  
Qualifications required for the post  
are satisfied (if any qualification has  
been treated as equivalent to the one  
prescribed in the rules, state the  
authority for the same). **Note:** For the  
instant post, Qualification required by  
deputationists is 'Nil'. However, three  
years experience in handling stores and  
keeping accounts in a store of a Govt.  
Department or Public Sector  
Undertakings is essential.
  - (a) Qualifications :
  - (b) Experience :
8. Please state clearly whether in the light of :  
entries made by you above, you meet the  
requirement of the post.
9. Details of employment in chronological order :  
(enclose a separate sheet duly authenticated by  
your signature, if the space below is insufficient).

| Office/Instt./<br>Orgn. | Post Held | From | To | Pay in Pay Band & Grade<br>Pay (pre-revised) / Basic<br>Pay & Level in the Pay<br>Matrix (Revised) | Nature<br>of duties |
|-------------------------|-----------|------|----|--|---------------------|
|                         |           |      |    |  |                     |
|                         |           |      |    |  |                     |

10. Nature of present employment i.e. Ad-hoc or :  
temporary or quasi-permanent or permanent

11. In case the present employment is held on deputation/contract basis, please state. :
- (a) The date of initial appointment :
  - (b) Period of appointment on deputation :
  - (c) Name of the parent office/Organisation to which you belong :
12. Additional details about present employment. Please state whether working under :-
- (a) Central Government :
  - (b) State Government :
  - (c) Autonomous Organisation :
  - (d) Govt. undertaking :
  - (e) Universities :
13. Are you drawing pay as per revised Pay Matrix? :  
If yes, give the date from which revision took place and also indicate the pre-revised pay in the Pay Band & Grade Pay.
14. Total emoluments per month now drawn. :
15. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient. :
16. Whether belonging to SC/ST/OBC : :
17. Remarks :

Dated :

Signature of the candidate

**TO BE FILLED BY EMPLOYER**

1. It is certified that the information furnished by Shri/Ms \_\_\_\_\_ has been checked as per the service record of the individual and found correct.
2. No disciplinary / vigilance case is pending/contemplated against Shri / Ms\_\_\_\_\_ .
3. No minor or major penalties imposed on Shri / Ms\_\_\_\_\_ during the last 10 years. The integrity of the officer/individual is beyond doubt.
4. In the event of the selection of Shri/ Ms\_\_\_\_\_ he/she will be relieved of his/her duties in the office.
5. Photocopies of APAR (duly attested by a Group 'A' officer) of Shri/Ms.\_\_\_\_\_ for the last five years are enclosed.

Dated :

Name :  
Designation :  
Telephone No.:  
Office Seal :