

COAST GUARD HEADQUARTERS
National Stadium Complex
New Delhi-110001

1. Indian Coast Guard invites applications from willing and eligible candidates for filling up following posts on deputation (ISTC) basis:-

- (a) **Name of Post. Principal Private Secretary (PPS)** (General Central Service Group 'A', Gazetted, Ministerial) in Pay Band-3, Rs.15600-39100 plus Grade Pay of Rs. 6600/- (Revised pay in Level-11 in the pay matrix).
- (b) **No. and place of posting:** (03)*, New Delhi & Gandhinagar (*Subject to Change)
- (c) **Initial period of deputation:** Initially for a period of one year
- (d) **Eligibility**

Officers of Stenographer cadre under the Central Government:-

(i) Holding analogous posts on regular basis in the parent cadre/department;

OR

(ii) With five years regular service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs. 15600-39100/- with Grade Pay of Rs.5400/- in Pay Band-3 or equivalent in the parent cadre/department;

OR

(iii) With six years regular service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs. 9300-34800/- with Grade Pay of Rs. 4800 in PB-2 or equivalent in the parent cadre/department;

OR

(iv) With seven years regular service in the grade rendered after appointment thereto on regular basis in the Pay Band-2 of Rs. 9300-34800 with Grade Pay of Rs. 4600.

2. The departmental Officers in the feeder grade who are in 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.

3. The period of deputation (including Short-Term Contract) including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation/Department of the Central Government shall ordinarily not exceed three years. The officers selected will be governed by instructions contained in DoP &T OM No. 6/8/2009-Estt. (Pay II) dated 17th June, 2010 as amended from time to time. The maximum age limit for appointment by deputation (ISTC) shall be not exceeding fifty six years as on the closing date of receipt of applications.

4. Applications in the prescribed proforma (available on Indian Coast Guard website at www.indiancoastguard.gov.in) alongwith the complete and upto-date ACR/APAR dossiers (or attested photocopies of the ACRs/APAR for the last 5 years) in respect of the officers who could be spared in the event of selection may be sent to **Directorate of Personnel, {SCSO(CP)} Coast Guard Headquarters, National Stadium Complex, New Delhi-110001** within 60 days from the date of publication of this advertisement. Applications received after the last date or without the ACRs/APAR as stated above or otherwise found incomplete will not be considered. While forwarding the applications, the certificate appended thereto may also 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.

BIO-DATA PROFORMA

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)

Qualifications/
Experience required

Qualifications/ experience
possessed by the applicant

Essential (a)

(b)

Desirable (a)

(b)

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./ Orgn.	Post Held	From	To	Pay Level & Cell in the pay matrix/Pay Band & Grade Pay (pre-revised)	Nature 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 in revised Pay Level? :
If yes, give the date from which revision took place and also indicate the pre-revised Pay Band and 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 belongs to SC/ST/OBC : :
17. Remarks :

Date :

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 ACRs/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 :