

**OFFICE MEMORANDUM**

Subject: Filling up of one post of Assistant Registrar on deputation (including short term contracts) / absorption basis at Ministry of Cooperation-regarding.

The undersigned is directed to say that Ministry of Cooperation intends to fill up One post **Assistant Registrar** on deputation (including short term contract) / absorption basis from eligible Officers **under the Central Government or State Governments or Union Territory Administration or Public Sector Undertakings or Statutory/Autonomous organizations** in Ministry of Cooperation initially for a period of 3 years which could be extended as per the requirement. The pay level and number of the post mentioned above are indicated below:-

Name of the post	Pay Level in Pay Matrix	No. of Post
Assistant Registrar	Pay Level 10 of 7 <sup>th</sup> CPC	One

2. The essential eligibility criteria for the above post is as under:

**Essential qualifications:**

Holding analogous post on regular basis in the parent cadre or department or organization;

OR

With Five years' service in the grade rendered after appointment thereto on regular basis in posts in Level-7 in the pay matrix or equivalent in the parent cadre or department or organization

OR

With Ten years' service in the grade rendered after appointment thereto on regular basis in posts in Level-6 in the pay matrix or equivalent in the parent cadre or department or organization.

**AND** possessing the following Educational Qualifications and Experience, namely-

1. Graduation from a recognized University; and
2. Five-year experience in the field of Establishment/Administrative/Finance matters and Court matters/vigilance matters.

**Absorption:**

Assistant Registrar so selected on deputation basis may be considered for absorption after

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completion of successful two years of service in M/o Cooperation subject to No objection Certificate from the Cadre Controlling Authority or the parent Office concerned and fulfilment of extant instructions on the subject.

**Other conditions:**

The pay and allowances and other terms and conditions governing the deputation in respect of the Officer selected will be regulated in accordance with the Department of Personnel and Training O.M. No. 6/8/2009-ESst. (Pay-II) dated 17<sup>th</sup> June 2010 as amended from time to time.

**Job Description:**

- Submission of Proposals for Revised Estimates and Budget Estimates.
- Uploading of all Appendices on the Union Budget Information System portal.
- Submission of Proposal for Supplementary Demands of Grants.
- Re-appropriation of funds proposals of Divisions.
- All Budget related coordination work within the Ministry and M/o Finance.
- Regular monitoring of budgetary matters.
- Processing and examination of cases from financial angle.

3. **Age Limit:** The maximum age limit for appointment on deputation shall not exceed 56 years as on closing date of receipt of application.

4. 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 Government shall ordinarily not to exceed 4 years.

5. Eligible and willing officers may apply through proper channel in the prescribed format **ANNEXURE-I**. Cadre Controlling Authorities/Heads of Departments are requested to forward applications of eligible and willing officers whose services can be spared on deputation immediately on their selection. The applications of only such officers would be considered that are routed through proper channel and are accompanied by following documents:

- (i) Application in prescribed proforma **(ANNEXURE-I)**.
- (ii) Cadre Clearance Certificate from the Cadre Controlling Authority **(ANNEXURE-II)**.
- (iii) Photocopies of the ACRs/APARs for the last five (5) years duly attested on each page by an officer not below the level of Under Secretary or equivalent **(ANNEXURE-II)**.
- (iv) Statement giving details of Major/Minor penalties, imposed upon the officer, if any, during the last ten (10) years **(ANNEXURE-III)**.
- (v) Vigilance Clearance/Integrity Certificate **(ANNEXURE-III)**.

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6. While forwarding the application it may also be certified by the Cadre Controlling Authority that the particulars furnished by the officer are correct (**ANNEXURE-II**).
7. The application of willing and eligible officer complete in all respect, in the prescribed format (**ANNEXURE-I**), along with documents listed in Para 6 above may be forwarded to **Under Secretary(Estt.), Ministry of Cooperation, 2<sup>nd</sup> Floor, Atal Akshay Urja Bhawan, CGO Complex, Lodhi Road, New Delhi-110003** within 30 days from the date of publication of this advertisement in the Employment News.
8. **Since the vacancy is to be filled up on deputation basis, non-Government officials/private candidates are not eligible to apply.**
9. Applications received after the last date or otherwise found incomplete shall not be considered.
10. The officer once selected **will not be allowed to withdraw his/her name on a later date and** has to join the Ministry immediately
11. The detailed advertisement along with application form is also available on the website of the Ministry, viz. **cooperation.gov.in**.



(Saurabh Misra)

Under Secretary to the Govt. of India

To

- a) Director/Deputy Secretary(Admn.) of all Ministries/Departments.
- b) Under Secretary(CS-I), CS Division,  
Department of Personnel and Training, Lok Nayak Bhawan, Khan Market, New Delhi – with the request to upload this Vacancy Circular on the DoP&T's website.



**APPLICATION FOR THE POST OF ASSISTANT REGISTRAR**

Photo of  
applicant to be  
pasted here

1. Name of the applicant (in block letters):
2. Date of Birth:
3. Date of Entry in Government Service:
4. Date of Retirement from Government Service:
5. Educational/Professional Qualification:

Examination	Year of Passing	Board/University

6. Details of examination passed or training in Official Language, if any.
7. Details of present post held (on regular basis):
  - (a) Present post held:
  - (b) Office:
  - (c) Scale of pay (Pre-revised & Revised):
  - (d) Present Pay therein (revised)
  - (e) Date of appointment in present post:

8. Service particulars in chronological order:-

Sl. No.	Post Held	Period		Scale of Pay	Substantive/ Officiating	Nature of Duties
		From	To			

9. Date of return from ex-cadre post.
10. Whether SC/ST/OBC?
11. Any other details not covered by the above:

Signature of the applicant  
Tel/Mob \_\_\_\_\_

Date:  
Place:

The above declarations have been verified and found correct.

Signature & stamp of the sponsoring authority with seal  
(Admn./Establishment Section)

**ANNEXURE-II**

**TO BE FILLED BY THE CADRE CONTROLLING AUTHORITY**

Office of .....

F. No.....

Date:.....

1. The officer, if selected, will be relieved immediately.
2. Certified that the particulars furnished by the officer have been checked from available records and found correct.
3. Certified that the officer is eligible for the post applied as per conditions mentioned in the Vacancy Circular/advertisement.
4. Integrity of the officer is certified as 'Beyond Doubt'.
5. No Vigilance case is pending/contemplated against the officer.
6. Certified that no penalty has been imposed on the officer during the last 10 years (Alternatively, penalty statement during the last 10 years may be enclosed).
7. Attested photocopies of up-to-date ACRs/APARs for the last 5 years are enclosed. Photocopies of ACRs/APARS have been attested on each page by an officer not below the rank of Under Secretary or equivalent.

Signature & stamp of the sponsoring authority with seal  
(Admn./Establishment Section)

**ANNEXURE-III**

**VIGILANCE/ INTEGRITY CERTIFICATE**

\*It is certified that no Vigilance enquiry is pending contemplated against Shri/Smt. \_\_\_\_\_ His/ Her integrity is beyond doubt.

Signature -----  
(with office seal)

Designation -----

Dated:

**CERTIFICATE**

**(LIST OF PENALTIES IMPOSED DURING THE LAST 10 YEARS)**

\*It is certified that no penalty (Major or Minor) has been imposed during the last ten years on Sh./Smt. \_\_\_\_\_.

2. \* The following major/minor penalties have been imposed on Shri/Smt. \_\_\_\_\_

\_\_\_\_\_ during the last 10 years:-

Signature -----  
(with office seal)

Designation -----

Dated: