

OFFICE MEMORANDUM

Subject:- Filling up of two posts of Superintendent (A/cs.) in Directorate of Estates, M/o Housing and Urban Affairs on Deputation (Including Short Term Contract) Basis.

Two (2) posts of Superintendent (A/cs.), General Central Service, Group-B (Gazetted), Non-Ministerial in Level 7 in Pay Matrix (pre-revised- Pay Band-2 of Rs. 9300-34800/- with Grade Pay Rs. 4600/-) in Directorate of Estates are required to be filled up on deputation (including short term contract) basis.

2. The eligibility conditions for appointment to the above post are as detailed below :-

Officers presently employed under the Central Government or State Governments or Union territories or Universities or recognized research Institutions or public sector undertakings or semi-Government or autonomous or statutory organizations:

(b) (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 6 in Pay Matrix (pre-revised- Pay Band-2 of Rs. 9300-34800/- with Grade Pay Rs. 4200/-) or equivalent in the parent cadre or department; or

(iii) with eleven years' service in the grade rendered after appointment thereto on a regular basis in Level 5 in Pay Matrix (pre-revised Pay Band-1 of Rs. 5200-20200/- + Grade Pay Rs. 2800/-) or equivalent in the parent cadre or department; and

(b) Possessing the following qualification and experience:-

(i) successful completion of training in the cash and accounts work in the Institute of Secretarial Training and Management or an equivalent training course in a recognized institution;

(ii) minimum three years' experience in cash, accounts and budget work.

3. The departmental officers in the feeder category 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.

4. 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 Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation (including short-term contract) shall not be exceeding fifty-six years as on the closing date of receipt of applications.

5. Duties of Supdt.(A/cs.) in brief are as under :-

Supervision of work related to allotment and licence fee accounts of allottees of General Pool Accommodation, computation of arrears/enhancement of licence fee/damages accounts of GPRA/Genl. Pool Office Accommodation/ MP Pool Accommodation, Overhauling/Checking of accounts for issue of -