

No-2/4/17-Admin
Central Vigilance Commission

Satarkta Bhavan, Block-A
GPO Complex, INA, New Delhi.

Dated 21.08.2020

To,

All Ministries/Departments of Central Governments of India

Sub: Appointment to the post of "PRIVATE SECRETARY" in the Central Vigilance Commission on deputation basis- reg

Sir/Madam,

Applications are invited from suitable candidates for filling up 04 posts of 'Private Secretary' in the Commission in Level 8 of pay matrix (pre-revised Pay Band of Rs. 9300-34800/- with Grade Pay of Rs 4800/-) on deputation basis initially for period of three years. The terms and conditions of officials selected will be regulated in accordance with the Department of Personnel and Training's OM No. 6/8/2009-Estt. (Pay-II), dated 17th June, 2010 as amended from time to time.

2. Officials of the Central Governments who fulfill following conditions shall be eligible to apply:-

- a) Holding analogous posts; or
- b) With three years regular service in the grade of Personal Assistant in Level 7 of pay matrix (pre-revised pay band of Rs. 9300-34800/- with GP of Rs. 4600/-); and
- c) Possessing a speed of 100 w.p.m in Stenography (English).

3. Particulars of suitable officers who are eligible, willing and can be spared, may be forwarded to the Commission in the proforma attached at Annexure-I within 45 days of the publication of this circular in the Employment News. It is further, requested that attested copies of the up-to-date ACRs for the last five years of the officials and Vigilance Clearance may be sent with these particulars to consider their candidature.

Yours faithfully,



(T.P. Sharma)
OSD (Admin)

Encl. As above

APPLICATION FOR THE POST OF PRIVATE SECRETARY IN THE
CENTRAL VIGILANCE COMMISSION.

1. Name :
2. Age/D.O.B. :
3. Whether SC/ST/OBC :
4. Educational & Technical Qualification :
5. Permanent post held :
 - a) Name of Service :
 - b) Designation and name of office :
 - c) Level of Pay :
6. Present post held, if different from 5 above.
 - a) Designation and Name of office :
 - b) Level of Pay :
 - c) Present pay :
7. Full postal address, Tel. No., if any :
8. Particulars of service :

Designation	Scale of pay/Level of pay	Period From	Post held To

Place :-
Date :-

Signature of the Candidate

(To be filled by the Parent Office/Department)

Certified that the particulars furnished by the Candidate above have been verified from his/her service records and found to be correct. It is also certified that no Vigilance Case is either pending or contemplated against him/her. His/her ACRS(attested photocopy) are enclosed.

Signature of the Head of
Office/Authorized Signatory)