

No-2/22/19-Admin  
Central Vigilance Commission  
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Satarkta Bhavan, Block-A  
GPO Complex, INA, New Delhi.

Dated : 15<sup>th</sup> January, 2024

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 in Level-8 of the Pay Matrix- reg.**

Sir/Madam,

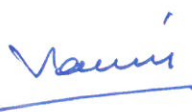
The Central Vigilance Commission intends to appoint officers/officials to the post of Private Secretary in Level-8 of the pay matrix on deputation basis. In addition to basic pay, the post will carry all other allowances as admissible under the Government of India rules.

2. Interested persons from various Ministries/departments desirous to be considered for appointment on deputation basis on the post of Private Secretary may apply in the prescribed proforma given at **Annexure-I** through proper channel to the Under Secretary(Admn), Central Vigilance Commission, Satarkta Bhawan, Block-A, GPO Complex, INA, New Delhi-110023 [Tel No. 011-24651014 & Email-pvr.krishna@nic.in]. The detailed particulars of the posts are mentioned in **Annexure-II**. The appointment will be made on deputation basis as per DoP&T's O.M. No. 6/8/2009-Estt(Pay II) dated 17.06.2010, as amended from time to time. The maximum age for appointment on deputation basis shall not be exceeding fifty-six years as on the last date of receipt of applications.

3. It is requested that wide publicity may be given amongst officers working under your administrative control. Applications of candidates who can be relieved immediately upon their selection may please be sent to this office within 45 days of issuance of this vacancy circular with following details:-

- a. Application in the enclosed proforma (Annexure-I).
- b. Attested copies of the ACRs/APARs for the last five years.
- c. Certification that no disciplinary case is either contemplated or pending against the official.
- d. Vigilance Clearance certificate.

4. This notice is simultaneously being published on the Commission's website (www.cvc.gov.in) also.

  
(P. Vamsi Rama Krishna)  
Under Secretary (Admn.)

Encl. As above

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

1. Name :
2. D.o.B. & Age :
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./Mobile No. e-mail of the applicant :
8. Particulars of service :

Passport size  
photo

Designation/ Post held	Scale of pay	From	Period	to

9. Any other remarks :
10. Designation of the Controlling Authority with :  
full postal address, Tel No./Mobile No., email

Signature :  
Date :  
Place :

(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 copies) are also enclosed.

(Signature of the Head of Office/  
Authorised Signatory)

**Eligibility Conditions for the post of Private Secretary in Level-8 of the pay matrix in the Central Vigilance Commission**

**1. Name of the Post: Private Secretary**

1.	No of Posts	04*
2.	Classification	Group 'B' Gazetted
3.	Level in Pay Matrix	Level 8 in the pay matrix
4.	Eligibility	<p>Officer of the Central Government-</p> <p>a) Holding analogous posts on regular basis; or</p> <p>b) With three years regular service in the grade of Personal Assistant (Stenographer Grade 'C') in Level 7 of pay matrix (pre-revised pay band of Rs. 9300-34800/- with GP of Rs. 4600/-); and</p> <p>c) Possessing a speed of 100 w.p.m in Stenography (English/Hindi).</p>
5.	Period of deputation	Ordinarily not exceeding 3 years

\*Vacancies are subject to change. It may increase or decrease as per requirement.