

**No.A-35018/1/2008/Circulars/MF.CGA(A)/Gr. 'B'/  
GOVERNMENT OF INDIA  
MINISTRY OF FINANCE  
DEPARTMENT OF EXPENDITURE  
OFFICE OF THE CONTROLLER GENERAL OF ACCOUNTS  
LOK NAYAK BHAWAN, NEW DELHI**

**Date: June, 2008**

**CIRCULAR No.4**

Enclosed please find the following Vacancy Circular(s) regarding filling up of the various posts on deputation basis:-

Se. No.	Letter No. & Date	Organisation	Deputation Posts with Scale	Last Date for receipt of application
1	12013/1/2008-Welfare dtd. 30.05.2008	Grih Kalyan Kendra	Secretary (12000-375-16500)	30.06.08

The applications of willing and eligible officers may please be forwarded to this office alongwith attested copies of ACRs for the last five years and Vigilance Clearance Certificate/Integrity Certificate/Statement of Major/Minor Penalty imposed, if any.

Encl: As above.

*Vkp Gupta -*  
16/06/08  
**(VIJAY KUMAR GUPTA)**  
Accounts Officer (Group 'B')

All Pr.CCAs/CCAs/CAs/DyCAs

**IMMEDIATE**

No. 12013/1/2008-Welfare  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training  
(Welfare Division)

Room No. 319, 3<sup>rd</sup> Floor,  
Lok Nayak Bhavan, New Delhi.  
Dated the 30<sup>th</sup> May, 2008.

**OFFICE MEMORANDUM**

Subject: Filling up of the post of Secretary in Grih Kalyan Kendra.

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Grih Kalyan Kendra, a society registered under the Societies Registration Act, 1860 and functioning under the aegis of Ministry of Personnel, Public Grievances and Pensions proposes to fill up the vacancy in the post of Secretary in the pay scale of Rs.12000-375-16500 on deputation/contract basis from amongst the serving or retired Government servants. The terms and conditions and eligibility requirements of the post are given in the annexure, enclosed.

2. Application on plain paper, from the interested Deputy Secretaries and Under Secretaries, fulfilling the eligibility criteria indicating age, experience and other Bio-data duly completed in all respects (through proper channel in the case of serving officers) alongwith a copy of the recent passport size photograph, vigilance clearance, complete and up-to-date CR dossier or photocopies of ACRs for the last 5 years duly attested on each page by a Group "A" Gazetted Officer, statement giving details of major/minor penalties imposed on the officer, if any, may be addressed to Shri Suresh Pal, Chief Welfare Officer, Department of Personnel and Training, Room No.385, Lok Nayak Bhawan, New Delhi-110003 so as to reach him on or before 30<sup>th</sup> June, 2008. Applications received after the last date or without the CRs or attested photocopies of the CRs or otherwise found incomplete will not be considered.

3. Hindi version will follow.

(B.K. Chugh)  
Deputy Secretary to the Government of India  
Tele. No.24624722

To

All Ministries/Departments of the Government of India

4907/Adm. CE(A)/08  
13/6/08

D/O Expenditure  
C.G.A.

207/Cons/08  
16/6/08

487/Cons/08  
13/6/08

Annexure

**TERMS AND CONDITIONS FOR THE POST OF SECRETARY  
GRIH KALYAN KENDRA**

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<b>Name of the Post</b>	: Secretary, Grih Kalyan Kendra
<b>Scale of Pay</b>	: Rs. 12000-375-16500/-
<b>Upper Age Limit</b>	: Not exceeding 56 years in the case of serving Government officers, for appointment by deputation and  62 years for retired Government officials, as on the closing date of receipt of applications
<b>Method of Recruitment</b>	: Deputation (on foreign service) /Contract
<b>Educational Qualifications</b>	: <b><u>Essential</u></b> (c) Degree of a recognized University or equivalent. (d) Fluency in English and Hindi <b><u>Desirable</u></b> Degree of Law or Diploma in Personnel Management.
<b>Experience</b>	: <b>(A) DEPUTATION (ON FOREIGN SERVICE)</b> (a) Officers under the Central Government (i) Holding the post of Deputy Secretary or equivalent on regular basis; or (ii) Holding the post of Under Secretary or equivalent with 5 years regular service in the Grade. (b) (i) Having experience of functioning of Autonomous Organization; and (ii) Experience in the area of General Administration/Personnel Management with knowledge of Financial Rules and Regulations.  <b>(B) CONTRACT</b> In case of retired officers, they should have retired as Deputy Secretary or after holding equivalent post from the Central Government or retired Under Secretary or equivalent with 5 years regular service in the Grade and possessing experience laid down at (b) above.  The serving officer shall be appointed on deputation (on foreign service) while the retired officer shall be appointed on contract basis.

(P.T.O.)