

Government of India
Ministry of Shipping
Transport Bhawan
1, Parliament Street, New Delhi-110001

F. No. LH-13013/1/2010-SL

Filling up the post of Administrative Officer [Pay Band-3 (Rs. 15600-39100+ Grade Pay Rs. 6600)] in the Directorate General of Lighthouses and Lightships, Noida by transfer on deputation basis.

One vacancy in the grade of Administrative Officer (Group "A" Gazetted) in the pay scale of Rs. 15600-39100 (revised) + Grade Pay Rs. 6600 in the Directorate General of Lighthouses and Lightships, Noida (a Subordinate office under the administrative control of the Ministry) which is proposed to be filled on deputation basis for a period of three years. The details prescribed for the post are in Annexure I the proforma of application is in Annexure II.

(S.K. Goswami)
Under Secretary to the Govt. of India
Tel Fax: 23719031

Annexure-I

- 1. Name of the Post :** Administrative Officer
- 2. No. of Post (s) :** 1 (One)
- 3. Permanent/Temporary :** Permanent
- 4. Scale of Pay :** Rs. 10000-325-15200 (Pre-revised)
Pay Band-3 (Rs. 15600-39100) Grade Pay – Rs. 6600/- (Revised)
- 5. Classification of the post :** General Central Service – Group "A" Gazetted - Ministerial
- 6. Educational Qualifications for Direct Recruits :** Essential:
 - (i) Degree of a recognized university or equivalent
 - (ii) 5 Years experience in Administration, Accounts and establishment matters.

Desirable: Experience in work related to Lighthouses.

7. Method of Recruitment: Promotion failing which by Deputation.

Deputation: Officer (s) of the central Government:

- (i) Holding analogous posts on regular basis in the parent cadre/department

Or

(ii) With 5 Years' service in the grade rendered after appointment thereto on regular basis in the pre-revised scale of pay of Rs. 8000-13500, revised Pay Band-3 (Rs. 15600-39100) with Grade Pay 5400/- or equivalent in the parent cadre/department or

(iii) With 8 years' service in the grade rendered after appointment thereto on regular basis in the pre revised scale of pay of Rs. 6500-10500, revised Pay Band-2 (Rs. 9300-34800) with Grade Pay of Rs. 4600/- or equivalent in the Parent cadre/department.

NOTE-1 The Departmental Officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

NOTE-2 Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the

Central government shall ordinarily not exceed 3 years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application.

8. Duties: to assist the Director General of Lighthouses and Lightships on all Administrative and non-technical matters pertaining to the Department. To function as Head of Office, Vigilance Officer, Appointing and Disciplinary Authority in respect of Group "C" posts in the Headquarters office.

9. Headquarters : Noida

10. Last date of receiving applications: 60 days from the date of publishing of the advertisement in Employment News/Rozgar Samachar.

Please note that:

- (i) Applications must be sent in the prescribed proforma (**Annexure-II**) to Shri S.K. Goswami, Under Secretary (SL), Ministry of Shipping, Transport Bhawan, 1, Parliament Street, New Delhi-110001
- (ii) While forwarding applications, the Confidential Reports (Photocopies of the CRs duly attested by an officer not below the rank of Under Secretary) for the last five years, Vigilance Clearance Certificate, Integrity Certificate and statement showing penalties, if any, imposed during last 10 years, may positively be furnished by the sponsoring authority.
- (iii) The officer selected will have the option to draw his/her Grade Pay plus deputation (duty) allowance or to have his/her pay fixed in the scale of the post in accordance with DOP&T O.M. No. 2/12/87-Estt(Pay II) dated 29.04.1988 as amended from time to time.

Annexure-II

Proforma

- 1. Name of the Applicant:**
- 2. Date of Birth:**
- 3. Educational Qualifications:**
- 4. Post held on regular basis and its scale of pay:**
- 5. Date of regular appointment to the post:**
- 6. Present post held (Whether ad-hoc/regular/deputation) with scale of pay and date of appointment:**
- 7. Brief service particulars and experience:**

Period		Post held on regular basis	Scale of pay	Brief description of duties
From	to			

8. Date of return from last ex-cadre post if any:

9. Whether belongs to SC/ST/OBC:

Signature of the applicant

Certificate to be given by Head of Office of the Applicant

- 1. It is certified that the particulars furnished by the official are correct.**

2. It is certified that no disciplinary/vigilance case is either pending or contemplated against the applicant and he/she is clear from the vigilance angle.
3. The record of service of the officer has been carefully scrutinized and it is certified that there is no doubt about his/her integrity.

Date :

Signature/Office Seal

