

No 18/1/2025-EO (MM-II)  
Government of India  
Ministry of Personnel, Public Grievances & Pension  
Department of Personnel & Training  
(Office of the Establishment Officer)  
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North Block, New Delhi  
Dated 22 April 2025

To

1. The Chief Secretaries,  
All State Governments,
2. All Secretaries,  
Ministries/Departments of Government of India.

**Subject:** Filling up of the four (4) posts of Under Secretary in the 8<sup>th</sup> Central Pay Commission (CPC) on deputation basis under the Central Staffing Scheme under D/o Expenditure -reg.

Sir/Madam,

This is regarding filling up of four (4) posts of Under Secretary in the 8<sup>th</sup> Central Pay Commission (CPC) on deputation basis under the Central Staffing Scheme under D/o Expenditure.

2. Officers from the All India Services or any other Organized Group 'A' Services of the Government of India (participating under Central Staffing Scheme) eligible for appointment at Under Secretary level under the Central Staffing Scheme, are eligible for the above posts. *The period of deputation for the above posts of Under Secretary would coincide with the tenure of the 8<sup>th</sup> Central Pay Commission (CPC), and once the commission outlives its existence, the officers posted there as Under Secretary, may be considered for other vacancies under the Central Staffing Scheme based on functional requirement for the balance period of their respective admissible tenure as provided under the extant guidelines. It may be noted that the preference may be given to officers with experience in handling pay matters of the Government of India and those with strong data analysis skills.*

3. The above post may be circulated amongst officers eligible to be appointed at Under Secretary level in the Government of India under the Central Staffing Scheme on priority basis. Names of willing and eligible officers who can be spared by the State Governments and Ministries/Departments of GOI, may be forwarded/e-mailed ([dir.mm@nic.in](mailto:dir.mm@nic.in)) to this Department along with **Cadre clearance, Vigilance clearance, detailed bio-data in the enclosed proforma and APAR dossiers for the last five years**. For officers working in the Cadre, it may also be ensured that the 'Cooling off', after a previous stint on deputation, if any, is completed and the officer is eligible for appointment on Central Deputation as per extant instructions.

4. It is requested that the application(s) of the eligible candidate(s) may be forwarded/e-mailed ([dir.mm@nic.in](mailto:dir.mm@nic.in)) so as to reach this Department by **21<sup>st</sup> May, 2025**.

Yours faithfully,

 22/04/25

(Anni Kanmani Joy)

Deputy Secretary to the Government of India

Email: [dir.mm@nic.in](mailto:dir.mm@nic.in)

**Copy to:**

1. Department of Expenditure [Shri Avinash K. Nilankar, Director], North Block, New Delhi w.r.t. their OM No. No. A-11019/02/2025-Ad.I (Pt.I), dated 17/04/2025.
2. PA to DS (MM): For uploading the vacancy circular through bulk email system.

### Bio-Data

1.	Name	:			
2.	Date of Birth	:			
3.	Service and Cadre(whenever applicable)	:			
4.	Batch	:			
5.	Contact Telephone No.	(O)	(R)	(M)	
6.	Domicile				
7.	Educational Qualifications	:			
8.	Date of joining of Govt. Service				
9.	Present designation and pay scale				
10.	Period of continuous appointment on the present post				
11.	Whether possess experience in handling pay matters of the GOI and those with Strong Data analysis skills (the desirable experience for the post)				
12.	Date of grant of Level 11 or Grade Pay of 6600/-				
13.	Date of superannuation				
14.	Complete Experience/Posting Profile	:			
S.No	Period	Post held/Organization	Cadre post/Deputation post	Place of Posting	Brief Description
15.	Whether clear from Vigilance Angle	:	Yes/No		
16.	Whether the officer has been on deputation earlier. If so please provide details of organization, nature of deputation and period (dates) of deputation	:			
17.	Whether the officer is debarred from deputation under the Central Staffing Scheme.	:			

18. Certified that the above particulars are correct and complete.

Signature of the applicant

Date: \_\_\_\_\_

Signature  
Name/Designation & Rubber Stamp  
of officer certifying the above Particulars

Note:

Columns 1-14 to be filled in by applicant.

Columns 15-18 to be filled in by Ministry/Department concerned