

**OFFICE MEMORANDUM**

**Sub:- Filling up of the post of Lower Division Clerk and Telephone Operator on deputation basis.**

Applications are invited for filling up one post of Lower Division Clerk in the Pay Band of Rs. 5200-20200 with Grade Pay of Rs. 1900/- and one post of Telephone Operator in the Pay Band of Rs.5200-20200 with Grade Pay of Rs. 2000/- in this secretariat, on deputation basis. The details of the post, eligibility and conditions etc are given in Annexure – I.

2. The pay of the selected official will be regulated in accordance with the Department of Personnel and Training's Office Memorandum No. 2/29/91-Estt. (Pay II) dated 05.01.1994 & No. 06/08/2009-Estt. (Pay.II) dated 17.06.2010 as amended from time to time.

3. The period of deputation for the post of Lower Division Clerk and Telephone Operator will be for one year, which can be further extended by three years.

4. Applications of willing and eligible candidates who can be spared immediately may be sent through proper channel along with testimonials mentioned as under, within a period of 45 days from the date of receipt or publication of this office Memorandum in the Employment news. Application received after last date or without copies of ACR's or otherwise found incomplete will not be considered.

- a) Bio-data as in Proforma at Annexure- II,
- b) Up-to-date CR dossiers of the candidate for the last 5 years duly attested by an officer not below the rank of Under Secretary.
- c) Cadre Clearance
- d) Vigilance clearance/ Integrity Clearance.

5. Applications may be forwarded to the Under Secretary (A), Vice-President's Secretariat, 6, Maulana Azad Road, New Delhi:

Sd/-  
**(ARVIND KAPOOR)**  
**Under Secretary**  
**Tel: 23018684**

To,

- (i) The Secretary,  
President's Secretariat / Planning Commission/ Union Public Service Commission /  
Central Vigilance Commission / Election Commission
- (ii) Ministry of Personnel, Public Grievances & Pension, Department of Personnel and  
Training, North Block, New Delhi
- (iii) All Ministries
- (iv) Office of the Director General of Audit, AGCR Building, I.P. Estate, New Delhi
- (v) The Comptroller General of Accounts, 7<sup>th</sup> Floor, Loknayak Bhavan, New Delhi
- (vi) The Chairman, University Grants Commission, New Delhi
- (vii) The Registrar (Admn.), Supreme Court of India, New Delhi
- (viii) The Secretary (Services), Govt. of NCT of Delhi, Delhi Secretariat, I.P. Estate, New  
Delhi
- (ix) The Director General Resettlement, Ministry of Defence, West Block-4, R.K. Puram,  
New Delhi

**ANNEXURE – I**

1.	Name of the Post	Lower Division Clerk (LDC)
2.	Mode of Recruitment	On deputation
3.	Pay in Pay Band	PB-I Rs.5200-20200 plus Grade Pay Rs. 1900/-
4.	Educational Qualification	Graduation from recognised University
5.	Technical Qualification	<ul style="list-style-type: none"><li>▪ Typing Speed 40 w.p.m. (English / Hindi)</li><li>▪ Computer Literacy particularly window based</li></ul>
6.	Eligibility	Official working in similar or equivalent grade under the Central and State Government.
7.	Age limit	Not to exceed 56 years as on the closing date of the receipt of applications.
8.	Terms and conditions on deputation	As approved by the Govt. of India

1.	Name of the Post	Telephone Operator (TO)
2.	Mode of Recruitment	On deputation
3.	Pay in Pay Band	PB-I Rs. 5200-20200 plus Grade Pay Rs. 2000/-
4.	Educational Qualification	Graduation from recognised University
5.	Technical Qualification	<ul style="list-style-type: none"><li>▪ Typing Speed 40 w.p.m. (English / Hindi)</li><li>▪ Computer Literacy particularly window based</li><li>▪ The candidates should also have the practical experience in handling telephone exchange</li></ul>
6.	Eligibility	Official working in similar or equivalent grade under the Central and State Government.
7.	Age limit	Not to exceed 56 years as on the closing date of the receipt of applications.
8.	Terms and conditions on deputation	As approved by the Govt. of India

**ANNEXURE – II**

**Application for the post of LDC and TO on the deputation basis in the Vice-President's Secretariat, New Delhi.**

<b>1.</b>	<b>Name (in block letters)</b>	
<b>2.</b>	<b>Age / DOB</b>	
<b>3.</b>	<b>Date of Superannuation</b>	
<b>4.</b>	<b>Educational and Technical Qualifications</b>	
<b>5.</b>	<b>Present Scale</b>	
<b>6.</b>	<b>Whether SC/ST/OBC</b>	
<b>7.</b>	<b>Brief of Service particulars</b>	
<b>8.</b>	<b>Full postal address and Telephone No.</b>	
<b>9.</b>	<b>Particulars of Service</b>	

<b>DESIGNATION POST HELD</b>	<b>SCALE OF PAY</b>	<b>PERIOD FROM TO</b>

**(Signature of the Candidate)**

**Date:**

**Place :**

**(To be filled by the parent office / Department)**

**Certified that the particulars furnished by the candidate have been verified from his/her service record and found to be correct. It is also certified that no vigilance case is pending or contemplated against him / her. His/Her ACR's (attested photocopy) are enclosed.**

**Signature of the Head of the Office / Authorised Signatory**