

No. 2/4/17-Admn. | 352762  
Central Vigilance Commission

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Satarkta Bhavan, Block - A,  
GPO Complex, INA, New Delhi.

Dated 27<sup>th</sup> July 2017

To

All Ministries/Departments of  
Central/State Governments of India.

Sub:- Appointment as 'PRIVATE SECRETARY' in the Central Vigilance Commission  
on deputation basis - reg.

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Sir/Madam,

Applications are invited from suitable candidates for the post of 'Private Secretary' in the Commission in the Level 8 of pay matrix (pre-revised Pay Band of Rs. 9300-34800/- with Grade Pay of Rs. 4800/-) on deputation basis initially for a period of three years. The terms and conditions of officials selected will be regulated in accordance with the Department of Personnel and Training's OM No. 6/8/2009-Estt.(Pay-II), dated 17<sup>th</sup> June, 2010 as amended from time to time.

2. Officials of the Central/State Governments who fulfill the following conditions shall be eligible to apply :-

- (a) Holding analogous posts; or
- (b) With three years regular service in the grade of Personal Assistant; and
- (c) Possessing a speed of 100 w.p.m. in Stenography (English).

3. Particulars of suitable officers who are eligible, willing and can be spared, may be forwarded to the Commission in the proforma attached at Annexure-I within 45 days of the publication of this circular in the Employment News. It is further requested that attested copies of the up-to-date ACRs for the last five years of the officials and Vigilance Clearance may be sent with these particulars to consider their candidature.

Yours faithfully,



(P.K. Mohanty)  
Under Secretary(Admn.)  
Tele. 24651194

Encl: As above.

31/07/2017  
S. J. K.

o/c

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

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1. Name :
2. Age/D.O.B. :
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., if any :
8. Particulars of service :

Designation	Scale of pay/Level of pay	Period From	Post held To

Place :-  
Date :-

Signature of the Candidate

(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 photocopy) are enclosed.

Signature of the Head of  
Office/Authorized Signatory)