

No. A-32016/02/2020-SSO-I  
Government of India/Bharat Sarkar  
Ministry of Home Affairs/ Grih Mantralaya  
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3<sup>rd</sup> Floor, NDCC-II Building, Jai Singh Road  
New Delhi, dated 22 May, 2020

To

The Secretary General  
Lok Sabha/Rajya Sabha Secretariat.

26 MAY 2020

2. Secretary,  
President's Secretariat/Vice President's Secretariat/Planning Commission/  
Union Public Service Commission/Central Vigilance Commission/Election  
Commission of India.
3. The Registrar (Administration)  
Supreme Court of India.

Subject:- Filling up of post of Junior Reception Officer/Senior Reception Officer in  
the Secretariat Security Organization, Ministry of Home Affairs, on  
deputation basis.

The undersigned is directed to state that this Ministry proposes to prepare a panel for filling up the vacancies in the grades of Junior Reception Officer in the Pay Matrix of Level 4 (Pre-revised Pay Band-I (Rs.5200-20200) + Grade Pay Rs.2400/-) and Senior Reception Officer in the scale of pay of Rs. 5500-175-9000 (5th CPC) in the Secretariat Security Organization, Ministry of Home Affairs, on deputation basis. The Particulars of the posts, eligibility 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 Office Memorandum No.6/8/2009-Estt. (Pay-II) dated 17.06.2010 as amended from time to time.
3. The period of deputation including period of deputation in another ex-cadre post held immediately preceeding to this appointment in the same or some other organization or Department shall ordinarily not exceed three years. The maximum age limit for appointment on deputation shall not exceed 56 years as on the last date of receiving of the applications.
4. It is requested that wide publicity may be given to the vacancy circular amongst staff working under your administrative control and applications (in duplicate), in the enclosed proforma (**Annexure-II**), along with attested copies of ACRs for the last five years of the officials who can be spared in the event of their selection, may please be sent to **US (SSO), MHA, Room No.01, 3<sup>rd</sup> Floor, NDCC-II, Building, New Delhi, within a period of 60 days** from the date of publication of this office Memorandum in the Employment News. Applications received after last date or without copies of ACRs. Or other-wise found incomplete, will not be considered. Applicant will not be allowed to withdraw his application after selection.

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5. While forwarding the applications, it may be verified and certified that the particulars furnished by the applicant are correct and no disciplinary case is either contemplated or pending against the official. Besides, the integrity of the applicant may also please be certified.



( S Samanta)

Under Secretary to the Government of India

Tele/fax-011-23438052

No.A-32016/02/2020-SSO-I

New Delhi, dated, the 22<sup>nd</sup> May, 2020.

Copy forwarded to:-

1. All Ministries/ Departments of the Government of India with the request that wide publicity may be given to the vacancy circular in their Ministry / Department and in their attached / subordinate offices.
2. Director General, Assam Rifles, BPR&D/ITBP/BSF/NSG/Narcotics Control Bureau/Civil Defence/CRPF/CISF/SSB.
3. Director, CFSL/ IB /Central Hindi Training Institute ( D/O Official Language)/ NICFS, DC(PW)/Central Translation Bureau/NCRB/Office of the Censs Commissioner cum-Registrar General of India.
4. SO(IT), SO(NIC) for uploading in e-office and what's new section of official MHA website i.e, mha.gov.in.



( S Samanta)

Under Secretary to the Government of India

Tele/fax-011-23438052

1.	Name of the post	Junior Reception Officer
2.	Pay Band + Grade Pay	Pay Matrix of Level 4 Rs.25,500-81,100 / (Pre-revised) Rs.5200-20200+ Grade Pay Rs.2400/-
3.	Classification of the post	General Central Services Group 'C' (Non Gazetted) Non-Ministerial.
4.	Eligibility Conditions	<p>Officers of Central Government:- holding analogous post on regular basis in the parent cadre or department ; or</p> <p>(ii) with minimum five years' of regular service in level-3 (Rs. 21700-69100) in the pay matrix; or</p> <p>(iii) with minimum eight years' of regular service in level-2 (Rs.19900-63200) in the pay matrix.</p> <p>Note 1: Period of deputation including period of deputation in another ex-cadre post held immediately preceding to this appointment in the same or some other organisation or Department shall ordinarily not exceed three years.</p> <p>Note 2 : The maximum age limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of the receipt of applications</p>

1.	Name of the post	Senior Reception Officer
2.	Scale of Pay	Rs. 5500-175-9000/- (5 <sup>th</sup> CPC)
3.	Classification of the post	General Central Services Group 'C' (Non Gazetted) Non-Ministerial.
4.	Eligibility Conditions	<p>Officers of Central Government:-</p> <p>* (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with three years' of regular service in a post carrying scale of pay of Rs.5000-150-8000 in a Clerical Service (5<sup>th</sup> CPC) or</p> <p>(iii) with six years' of regular service in a post carrying scale of pay of Rs.4500-125-7000 in a Clerical Service (5<sup>th</sup> CPC) or</p> <p>(iv) with minimum ten years' of regular service as Upper Division Clerk in a Clerical Service in the scale of pay of Rs.4000-100-6000 (5<sup>th</sup> CPC).</p> <p>(Period of deputation including period of deputation in another ex-cadre post held immediately preceding to this appointment in the same or some other Organisation or Department shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application).</p>

\* The RR of SRO is under process and candidates will be selected on the basis of their corresponding 7<sup>th</sup> CPC pay.

**APPLICATION FOR THE POST OF SENIOR RECEPTION OFFICER/JUNIOR RECEPTION OFFICER IN THE SECRETARIAT SECURITY ORGANIZATION, MINISTRY OF HOME AFFAIRS**

1. Name (in block letters) :
2. Date of birth (in Christian era) :
3. Educational qualifications :
4. Details of employment in chronological order :

Name of the Ministry/Department/Office	Post held	From	To	Scale of pay + Grade pay in Pay Matrix at Level	Nature of duties
(1)	(2)	(3)	(4)	(5)	(6)

5. Nature of employment i.e. ad-hoc, temporary or permanent. :
6. Category :
7. Additional information, if any :

Signature of candidates  
Name  
Address & Telephone No./Mobile No

**CERTIFICATE TO BE FILLED BY THE FORWARDING AUTHORITY**

1. Certified that the particulars furnished by Shri/Smt./Km \_\_\_\_\_ have been Verified from his/her service records and found correct.
2. Further certified that no disciplinary proceedings are pending or contemplated/ pending against Shri/Smt./Km \_\_\_\_\_. His/her integrity is also certified.

Signature of Head of the Office.