

**COAST GUARD HEADQUARTERS**  
**National Stadium Complex**  
**New Delhi-110001**

1. Indian Coast Guard invites applications from willing and eligible candidates for filling up 02 posts of SCSO on deputation basis:-

- (a) **Name of Post** : **Senior Civilian Staff Officer** (General Central Service Group 'A', Gazetted, Ministerial) in Level-12 (Rs. 78800-209200) in the pay matrix.
- (b) **No. and place of posting** : (02)\* New Delhi (\* Subject to Change).
- (c) **Eligibility**

Officers under the Central Government:-

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

**OR**

With five years' service in the grade rendered after appointment thereto on a regular basis in Level-11 in the pay matrix or equivalent in the parent cadre or department;

**AND**

- (ii) Possessing total ten years experience in administration, establishment and accounts matters.

2. An SCSO in Coast Guard is required to perform duties pertaining to the matters enumerated below. However, officers having experience in dealing matters pertaining to service officers will be preferred:-

- (a) Administration, Establishment and Accounts/Budget matters
- (b) Terms and conditions of service of civilian and service personnel including recruitment, promotion, confirmation and framing of rules thereof
- (c) Recruitment through UPSC, SSC, Employment Exchange, etc., and verification of character and antecedents of selected individual
- (d) DPC meetings and issue of confirmation/promotion orders, etc., in respect of Civilian/Service Personnel
- (e) Extension of service and re-employment, etc., of Civilian Personnel and review at the age of 50/55 years
- (f) Formulation of training policies and schemes in respect of Civilian/Service Personnel
- (g) Projection of requirement of Funds at BE, RE and MA stage
- (h) Monitoring and control of budgetary allocation

- (j) Transfer and induction of individuals on deputation
- (k) Maintenance of APAR of civilian officers/personnel
- (l) Confidential Reports of Service officers/ Personnel
- (m) JCM and Association
- (n) Other miscellaneous matters

3. 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.

4. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation or Department of the Central Government shall ordinarily not exceed 03 years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of application.

5. Applications in the prescribed proforma appended below alongwith the complete and upto-date APAR dossiers (or attested photocopies of the APAR for the last 5 years) in respect of the officers who could be spared in the event of selection may be sent to **Directorate of Personnel, {SCSO(CP)} Coast Guard Headquarters, National Stadium Complex, New Delhi-110001** within 06 (six) weeks from the date of publication of this advertisement. Applications received after the last date or without the APAR as stated above or otherwise found incomplete will not be considered. While forwarding the applications, the certificate appended thereto may also be verified.

6. The departments will also be required to confirm that in the event of selection, the officers concerned will be relieved of their duties.

**Encl.** As above

## BIO-DATA

1. Name and Address (in Block letters) :  
(alongwith contact No.)
2. Date of Birth (in Christian era) :
3. Date of retirement under :  
Central Govt. rules
4. Educational Qualifications :
5. Post & Place for which applied :Post: Place:
6. Date of publication of Advt. in the  
Employment News
7. Whether Educational & Other :  
Qualifications required for the post  
are satisfied (if any qualification has  
been treated as equivalent to the one  
prescribed in the rules, state the  
authority for the same)

	Qualifications/ Experience required	Qualifications/ experience possessed by the applicant
Essential	(a)	
	(b)	
Desirable	(a)	
	(b)	

8. Please state clearly whether in the light of :  
entries made by you above, you meet the  
requirement of the post.
9. Details of employment in chronological order :  
(enclose a separate sheet duly authenticated by  
your signature, if the space below is insufficient).

Office/Instt./ Orgn.	Post Held	From	To	Pay Level & Cell in the pay matrix/Pay Band & Grade Pay (pre-revised)	Nature of duties

10. Nature of present employment i.e. Ad-hoc or :  
temporary or quasi-permanent or permanent

11. In case the present employment is held on deputation/contract basis, please state. :

(a) The date of initial appointment :

(b) Period of appointment on deputation :

(c) Name of the parent office/Organisation to which you belong :

12. Additional details about present employment. Please state whether working under :-

(a) Central Government :

(b) State Government :

(c) Autonomous Organisation :

(d) Govt. undertaking :

(e) Universities :

13. Are you in revised Pay Level? :  
If yes, give the date from which revision took place and also indicate the pre-revised Pay Band and Grade pay

14. Total emoluments per month now drawn. :

15. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient. :

16. Whether belongs to SC/ST/OBC : :

17. Remarks :

Dated :

Signature of the candidate

**TO BE FILLED BY EMPLOYER**

1. It is certified that the information furnished by Shri/Ms \_\_\_\_\_ has been checked as per the service record of the individual and found correct.
  
2. No disciplinary / vigilance case is pending / contemplated against Shri / Ms \_\_\_\_\_ .
  
3. No minor or major penalties imposed on Shri / Ms \_\_\_\_\_ during the last 10 years. The integrity of the officer is beyond doubt.
  
4. In the event of the selection of Shri/ Ms \_\_\_\_\_ he/she will be relieved of his/her duties in the office.
  
5. Photocopies of ACRs/APAR (duly attested by a Group 'A' officer) of Shri / Ms. \_\_\_\_\_ for the last five years are enclosed.

Dated :

Name :  
Designation :  
Telephone No.:  
Office Seal :