

No. A-32016/03/2023-SSO-I
Government of India/Bharat Sarkar
Ministry of Home Affairs/ Grih Mantralaya
(SSO Section)

3rd Floor, NDCC-II Building, Jai Singh Road, New Delhi

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

The undersigned is directed to state that this Ministry proposes to prepare a panel for filling up the vacancies on deputation basis in Reception Organization Secretariat Security Organization of MHA in the following grades: -

- (i) Junior Reception Officer in the Pay Matrix of Level 4 (25,500-81,100), Group 'C' (Non Gazetted) Non-Ministerial.
- (ii) Senior Reception Officer (SRO) in the Pay Matrix of Level-6 (35,400-1,12,400), Group 'B' (Non Gazetted) Non-Ministerial.

2. The Particulars of the posts, eligibility conditions etc, are given in **Annexure-I & II.**

3. The pay of the selected official on deputation 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.

4. The period of deputation including period of deputation in another ex-cadre post held immediately preceding 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 receipt of applications.

5. 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-III**), **along with vigilance & administrative approval, attested copies of certificates of educational qualification and attested copies of complete and up-to-date ACRs of last five years (with rubber stamp on each page) of the officials** who can be spared in the event of their selection, may please be sent to **Deputy Secretary (SSO), Ministry of Home Affairs, Room No.01, 3rd 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 the last date or without the copies of certificates of educational qualification and ACRs or otherwise found incomplete will not be considered. Applicant will not be allowed to withdraw his application after selection.

6. 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. The integrity of the applicant may also be certified and it may be confirmed that no major/ minor penalties have been imposed on him/her during the last ten years.

(C S Thakur)
Deputy Secretary to the Government of India
Tele/fax-011-23438052

Annexure-I

1.	Name of the post	Junior Reception Officer
2.	Level in the pay matrix	Level 4 : ` 25,500-81,100
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 minimum five years' of regular service in level-3 (` 21700-69100) in the pay matrix; or</p> <p>(iii) with minimum eight years' of regular service in level-2 (` 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>

Annexure-II

1.	Name of the post	Senior Reception Officer (SRO)
2.	Level in the pay matrix	Level 6 : ` 35,400 -1,12,400
3.	Classification of the post	General Central Services Group 'B' (Non Gazetted) Non-Ministerial.
4.	Eligibility Conditions	<p>Officers of Central Government or State Government or Union territories or universities or recognized research institutions or public sector undertakings or autonomous organisations:-</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with six years of regular service in a post carrying pay in level-5 (` 29200-92300) in the pay matrix ; and</p> <p>(b) possessing the following educational qualification and experience;-</p> <p>(i) Bachelor Degree from any recognized University or institute;</p> <p>(ii) One year experience in work related to reception duty.</p> <p>Desirable:</p> <p>Certificate or Diploma course in computers of minimum one year duration from a recognized institute.</p> <p>Note 1 : The 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 56 years as on the closing date of receipt of applications.</p>

**APPLICATION FOR THE POST OF JUNIOR RECEPTION OFFICER/
SENIOR RECEPTION OFFICER IN THE SECRETARIAT SECURITY
ORGANIZATION, MINISTRY OF HOME AFFAIRS**
(Please tick the post applied for)

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	Level in Pay matrix	Nature of duties
(1)	(2)	(3)	(4)	(5)	(6)

5. Nature of employment i.e. adhoc, temporary or permanent. :
6. Category :
7. Email ID :
8. Mobile No. :
9. Address for communication :
10. Additional information, if any :

Signature of candidates
Name

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.
with stamp.

Cbc - 19/01/11) 0015/2324