

No.A-35018/10/circular/2014/MF.CGA(A)/Gr.B/284

**GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE
OFFICE OF THE CONTROLLER GENERAL OF ACCOUNTS
LOK NAYAK BHAWAN, NEW DELHI**

DATE 8th July, 2014

CIRCULAR

Enclosed herewith please find the following vacancy circular regarding filling up of the following post in O/O the Custodian, The Special Court (TORTS), M/O Finance :-

The other details of the post are as under:-

S.No	Letter No. & Date	Organization	Deputation post with scale	Eligibility
1.	356/CUS/ADM N/APTT/DEPT/ 2013(5569) Vol.VIII dt. 27 th June, 2014 (with annexure-I & II	Under Secretary, O/O the Custodian, The Special Court (TORTS), D/O Financial Services, M/O Finance.	1) Under Secretary in PB-3 of Rs. 15600- 39100 with G.P Rs. 6600/-. (2) Sr.AO/OSDs in PB-2 Rs. 9300- 34800 with GP Rs 5400/-.	Sr.AO/ AO/AAO

The applications of willing and eligible Officers may please be forwarded to this office alongwith Vigilance Clearance Certificate/Integrity Certificate /Statement of Major /Minor Penalty imposed, if any, **on or before 18/08/2014.**

The candidates who apply for deputation in response to this circular may please note that while considering their applications, the aspects like exigencies of parent cadre , cooling period, existence of adverse remarks in ACRs/APARs, pendency of vigilance /disciplinary case , existing Govt. of India instructions, suitability of candidates etc. would be taken into consideration.


(Mohan Chand)

Asstt. Controller of Accounts

For website.



सत्यमेव जयते

Office of the Custodian
The Special Court (TORTS) Act, 1992
Department of Financial Services
Ministry of Finance, Government of India
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16, Parliament Street, New Delhi-110 001
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No. 356/CUS/ADMN/APTT/DEPT/2013 (5569) Vol. VIII

Dated: 27th June, 2014

To

The Controller General of Accounts,
8th Floor, Lok Nayak Bhawan,
Khan Market,
New Delhi-110 003

Sub.: Requirement of Officials on Deputation basis.

Sir/Madam,


The Office of the Custodian, set up under the provisions of the Special Court (Trial of Offences Relating to Transactions in Securities) Act, 1992, and under the administrative control of Department of Financial Services, Ministry of Finance, requires the services of the Central Government officers/officials on deputation basis for the posts of Under Secretary, Sr. AO/OSDs, P.S., Assistants, Steno etc., as given in enclosed Annexure- I&II, for a initial period of one year, which can be extended upto three years.

2. The job involves handling matters relating to Administrative/Accounts, etc. and the matters relating to the securities scam of 1992, management of assets (movable and immovable properties) of the notified parties, liquidation of assets and further distribution thereof to the Government, Banks, FIs and others as per direction of the Special Court, and also monitoring the cases pending in the Special Court, Mumbai and the Supreme Court.

3. The name of suitable and willing officers/officials, who are having minimum two years service ahead, may be forwarded on or before 30.09.2014 along with their ACRs for the last 3 years to the undersigned.

Encls: As Above

Yours faithfully,


(Narendra Singh)
Under Secretary

07 JUL 2014

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Annexure- I

Details of Vacancies and Eligibility Conditions:-

Category No. 1

Name of the Post : Under Secretary
No. of Vacancies : One (01)
Place of Posting : Mumbai (01)
Pay Scale : PB-3 Rs. 15600- 39100 + Grade Pay Rs. 6600/-

Eligibility Conditions:-

- (i) Officers working under Central Government.
- (ii) Holding analogous posts on regular basis; (OR) with 7 years regular service in Pay Band of Rs. 9300-34800+Grade Pay of Rs. 5400/- with atleast one year service in PB-3 (Rs.15600-39100) + Grade Pay of Rs.5400.
- (iii) Officers with experience of handling matters relating to audit/accounts/finance/law etc. will be preferred.

Category No. 2

Name of the Post : Sr. AO/OSD
No. of Vacancies : Six (06)
Place of Posting : Delhi (02); Mumbai (04)
Pay Scale : PB-2 (Rs. 9300-34,800) + Grade Pay Rs. 5400/-

Eligibility Conditions:

- (i) Official working under Central Government.
- (ii) Holding analogous posts on regular basis; (OR) with 7 years regular service in Pay Band of Rs. 9300-34800+ Grade Pay of Rs.4800 with atleast one year service in PB-2 (Rs.9300-34800) + Grade Pay of Rs.5400.
- (iii) Officers with experience of handling matters relating to audit/accounts/finance/law etc. will be preferred.

Category No. 3

Name of the Post : Private Secretary
 No. of Vacancies : One (01)
 Place of Posting : Delhi (01)
 Pay Scale : PB-2 Rs. 9300-34,800 + Grade Pay Rs. 4600/-

Eligibility Conditions:

- (i) Official working under Central Government.
- (ii) Officials holding analogous posts on regular basis; (OR) with 3 years regular service in Pay Band of Rs. 9300-34800+ Grade Pay of Rs.4200. Knowledge of MS Word, Excel, E-mail, Power Point and office work is essential.

Category No. 4

Name of Post : Assistants
 No. of Vacancies : Six (06)
 Place of Posting : Delhi (02); Mumbai (04)
 Pay Scale : PB-2 Rs.9300- 34800 + Grade Pay Rs. 4200/-

Eligibility Conditions:-

- (i) Official working under Central Government.
- (ii) Officials holding analogous posts on regular basis; (OR) with 7 years regular service in Pay Band of Rs.5200-20200 + Grade Pay of Rs.2800/2400.

Category No. 5

Name of Post : Steno Group-"C"
 No. of Vacancies : One (01)
 Place of Posting : Delhi (01)
 Pay Scale : PB-2 Rs.9300 - 34800 + Grade Pay Rs. 4200/-

Eligibility Conditions:-

- (i) Official working under Central Government.
- (ii) Officials holding analogous posts on regular basis; (OR) with 4 years regular service in Pay Band of Rs. 5200-20200 + Grade Pay of Rs.2800/2400. Knowledge of MS Word, Excel, E-mail, Power Point and office work is essential.

Category No. 6

Name of the Post : Steno Grade 'D'
No. of Vacancies : One (01)
Place of Posting : Mumbai (01)
Pay Scale : PB-1 Rs. 5200- 20,200 + Grade Pay Rs. 2400/-

Eligibility Conditions:-

- (i) Official working under Central Government.
- (ii) Officials holding analogous posts with 80/40 W.P.M speed in shorthand/typewriting (English). Knowledge of MS Word, Excel and PowerPoint is essential.

PROFORMA FOR APPLICATION

Application for the post of in the Office of the Custodian, Special Court (TORTS) Act, 1992 at Delhi/Mumbai.

1. Name:
2. Father's Name:
3. Date of Birth:
4. Date of Retirement:
5. Date of Regular appointment in the present post with scale of pay and present pay with Grade Pay.
6. Date of Promotion of each rank with details of Pay Scale of each rank and present Pay and Grade Pay.
7. Nature of present employment, i.e. Ad-hoc, Temporary, Deputation etc.:
8. Educational qualifications:
9. Details of experience:

Name of office/ institute/ organization	Post held	From	To	Details of Pay Scales	Nature of duties performed
(1)	(2)	(3)	(4)	(5)	(6)

10. Please state clearly whether you meet the requirement of the Post:
11. Whether posting on deputation desired at Delhi/Mumbai:
12. Additional information, if any:

Signature of the Candidate

Address:

Tele/Mobile Nos.: (O) & (R)

Date:

Place:

TO BE FILLED IN BY THE EMPLOYER

Certified that the particulars furnished by Sh./Smt./Kum. who is working as in this Ministry/Department are correct and no disciplinary/vigilance case is pending or contemplated against him/her.

Date:

Signature with Designation & Official Seal