

राष्ट्रपति सचिवालय  
राष्ट्रपति भवन  
PRESIDENT'S SECRETARIAT  
RASHTRAPATI BHAVAN  
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संख्या  
No.A-35011/02/22-Admn

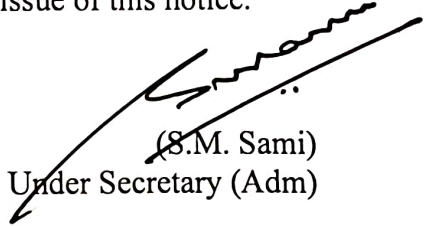
नई दिल्ली - 110004  
New Delhi - 110004, the 21 Dec. 2021

**Subject: Filling up the post of "Comptroller, President's Household" in President's Secretariat on deputation basis.**

This Secretariat proposes to fill up the following vacancies on deputation basis, as detailed below:-

S.No.	Name and scale of post	No. of vacancies	To be filled
1.	Comptroller, President's Household (Level 12 (Rs.78800-209200))	01	<b><u>On Deputation Basis:</u></b>  By deputation from amongst Officers of equivalent grades in Public Sector Undertakings as Manager in Hotel Establishment with 5 year experience or from Armed Forces having 5 years experience of Catering or at the discretion of the appointing authority. [Military appointee will carry his/her own pay Band, Grade Pay, Military Service Pay and Allowances etc. as admissible]

2. The format of application is appended as Annexure 'A'. The application from the willing and eligible persons, whose services can be spared, may be forwarded through proper channel to "The Under Secretary(Adm), Administration Section, President's Secretariat, Rashtrapati Bhavan, New Delhi-110004", along with attested copies of ACRs/APARs for the last 5 years, integrity certificate and vigilance clearance, so as to reach this Secretariat within 6 (six) weeks of issue of this notice.

  
(S.M. Sami)  
Under Secretary (Adm)

(1) Name of post applied for : Comptroller, President's Household.

Paste self-attested  
passport size  
photograph  
(signed partly on  
photo and partly on  
paper)

(2) Name of the candidate:

(3) Date of Birth:

(4) Permanent Address:

(5) Address for Correspondence:

(6) Contact No./email id

(7) Educational qualification (s):

(8) Present Post held & Date from which working:

(9) Present posting:

(10) Present Pay:

(11) Work experience:

(12) Service particulars from the date of initial appointment  
(alongwith brief of duties performed):

**Declaration**

1. I, ..... hereby declare my posting on deputation as \_\_\_\_\_ (name of the post) in the President's Secretariat shall not bestow any right on me to claim seniority in the said post in respect of the services rendered by me on deputation/contract.
2. I will not claim absorption in the President's Secretariat in the said post.
3. I am liable to be repatriated to my parent organisation at any time.

Date:  
Place:

Signature of the applicant

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**CERTIFICATE TO BE RECORDED BY THE HEAD OF OFFICE WHILE  
FORWARDING THE APPLICATION**

1. Certified that the particulars given by the applicant are true and have been verified from the service records.
2. The applicant, if selected, will be relieved immediately.
3. Copies of ACR/APAR for the last five years are enclosed.
4. No disciplinary/vigilance case is pending against the official. There is nothing against the applicant which makes him/her ineligible for consideration for appointment to the post of Comptroller, President's Household. No major/minor penalty is in force or current against the official.
5. Recommendations:  
.....

Date  
Place

Signature of the Head of Office  
with office seal and Telephone No.