

राष्ट्रपति सचिवालय  
राष्ट्रपति भवन  
PRESIDENT'S SECRETARIAT  
RASHTRAPATI BHAVAN

संख्या  
No.A-35011/27/16-Admn

नई दिल्ली - 110004  
New Delhi - 110004, the 18<sup>th</sup> July, 2019

**Subject: Filling up the post of "Manager" in President's Secretariat on deputation/Contract basis.**

This Secretariat proposes to fill up the following vacancies on deputation/contract basis, initially for two years, as detailed below:-

S.No.	Name and scale of post	No. of vacancies	To be filled
1.	Manager (Level 11 of Pay Matrix)  2 posts – one each for  (i) Rashtrapati Nilayam, Secunderabad,  and  (ii) The Retreat, Mashobra, Shimla	2	<b><u>On Deputation Basis:</u></b> From amongst officers holding analogous post in Level 11 of Pay Matrix in the Central Government or equivalent grade in the State Govt  <b>or</b> Persons holding posts in Level 10 of Pay Matrix in the Central Government or equivalent grade in the State Government for at least 5 years.  <b><u>Failing which persons to be appointed on Contract Basis:</u></b> From amongst persons who have held posts in Level 11 of Pay Matrix in the Central Government or equivalent grade in the State Government  <b>or</b> Persons who have worked on posts in Level 10 of Pay Matrix in the Central Government or equivalent grade in the State Govt for at least 5 years <b>OR</b> <b>persons having experience of working in organization/Institute of repute.</b>

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 Deputy Secretary, Administration Section, President's Secretariat, Rashtrapati Bhavan, N. Delhi-110004**", along with attested copies of ACRs/APARs for the last 5 years, integrity certificate and vigilance clearance (*in case of deputation*), so as to reach this Secretariat latest by **31<sup>st</sup> July, 2019**.

(Shivendra Chaturvedi)  
Deputy Secretary

(1) Name of post applied for : \_\_\_\_\_

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 place of working:

(10) Present Pay:

(11) Working experience:

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

**Declaration**

1. I, ..... hereby declare my posting on deputation/contract as \_\_\_\_\_ (name of the post) in the President's Secretariat shall not derive any right to 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 for any inaccuracies in the details noted above or for contravention of any provisions in the rules/orders governing the deputation.

Date:  
Place:

Signature of the applicant

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**CERTIFICATE TO BE RECORDED BY THE HEAD OF OFFICE WHILE  
FORWARDING THE APPLICATION (In case of Govt. Official)**

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 or contemplated against the official. There is nothing against the applicant which makes him/her ineligible for consideration for appointment to the post of \_\_\_\_\_ (name of the post). 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.