

No.A-16011/07/16-Admn
राष्ट्रपति सचिवालय
राष्ट्रपति भवन
PRESIDENT'S SECRETARIAT
RASHTRAPATI BHAVAN

नई दिल्ली - 110004
New Delhi - 110004, 20th November, 2020

VACANCY CIRCULAR

Subject: Filling up the post of "Superintendent, President's Gardens" in President's Secretariat on deputation basis.

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

S.No.	Name and Level of post	No. of vacancies	To be filled
1.	Superintendent, President's Gardens (Level 11 of Pay Matrix)	01	<u>On Deputation Basis:</u> From amongst the officers holding analogous post of Deputy Director Rank in Level-11 of Pay Matrix (₹67,700 – ₹2,08,700) in Horticulture Department of Central Government or equivalent grade in the State Government or Government autonomous body and possessing qualification of Bachelor's degree in Agriculture Sciences of a recognized University with 05 years' experience in horticulture operations.

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, 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 latest by **19th December, 2020**.

(Shivendra Chaturvedi)
Deputy Secretary (Admn)

(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

**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.