

F. No. A-11011/01/2023-Ad.I  
Government of India  
Ministry of Finance  
Department of Expenditure

D-Wing, Room No.10009,  
Ground Floor, Kartavya Bhawan-1,  
New Delhi, Date:05-08-2026

**OFFICE MEMORANDUM**

**Subject:-**Filling up of 1(one) post of Director in Level-13 and 1(one) post of Deputy Director in Level-11 of Pay Matrix under Procurement Policy Division, Department of Expenditure on deputation basis.

The undersigned is directed to refer to this Department's Office Memorandum of even no., dated 07.07.2026 (copy enclosed) vide which applications were invited to fill up one post of Director (Level-13 of Pay Matrix) and one post of Deputy Director (Level-11 of Pay Matrix) in the Procurement Policy Division, Department of Expenditure on deputation basis, initially for a period of three years. The last date for receipt of application was 07.08.2026, which has now been extended to **07.09.2026 till 05.00 P.M** with the same terms and conditions.

2. It is further stated that applications received after **07.09.2026** will not be entertained.

Encl: As above.

Digitally signed by  
RAGHVENDRA SINGH KUSHWAH  
Date: 05-08-2026 14:36:17

(Raghvendra Singh Kushwah)  
Under Secretary to the Government of India  
Tel:24012073

To,

1. All Ministries/Departments of the Government of India.
2. PPS to JS(E.Coord), Department of Expenditure with the request to upload this circular on the website of this Department.
3. E-HRMS portal.

**F.No. A-11011/1/2023-Ad.I**  
**Government of India**  
**Ministry of Finance**  
**Department of Expenditure**  
**Admn. I Section**  
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D-Wing, Room No. 10007,  
Ground Floor, Kartavya Bhawan-1,  
New Delhi, Date:07-07-2026

**OFFICE MEMORANDUM**

**Subject:-Filling up of 1(one) post of Director in Level-13 and 1(one) post of Deputy Director in Level-11 of Pay Matrix under Procurement Policy Division, Department of Expenditure on deputation basis.**

The undersigned is directed to refer to the above mentioned subject and to state that applications are invited to fill up one post of Director (Level-13 of Pay Matrix) and one post of Deputy Director (in Level-11 of Pay Matrix) in the Procurement Policy Division, Department of Expenditure on deputation basis initially for a period of three years.

2. The term and conditions of appointment will be in accordance with the Department of Personnel & Training's O.M No. 6/8/2009-Estt.(Pay.II) dated 17.06.2010 as amended from time to time.

3. The application of eligible and willing candidates may be forwarded in the enclosed proforma (Annexure-III) through proper channel to the Under Secretary (Admn.I), Ministry of Finance, Department of Expenditure, Room No. 10007, Kartavya Bhawan-1, Man Singh Road, New Delhi latest by **07.08.2026 at 5.00 PM**. Applications received after the due date or found incomplete shall not be entertained.

4. The Cadre Controlling Authority, while forwarding the application must enclose Cadre clearance, vigilance clearance including whether any disciplinary case is pending or being contemplated against the officer, Major/Minor Penalty statement for the last 10 years, Integrity Certificate & attested copies of ACRs/APARs for the last five years. The eligibility conditions of the posts is attached as Annexure-I/Annexure-II.

Digitally signed by  
Ranjit Kumar Jha  
Date: 07-07-2026  
11:19:13

(Ranjit Kumar Jha)  
Under Secretary to the Government of India  
Tel:24012072

To,

1. All Ministries/Departments of the Government of India.
2. PPS to JS(E.Coord), D/o Expenditure with the request to upload this vacancy

- circular on website of the Department.  
3. E-HRMS portal

**Annexure-I**

**Eligibility conditions for the post of Director (Level-13 of Pay Matrix) in Procurement Policy Division of Department of Expenditure, Ministry of Finance.**

|                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Name of the Post | Director                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 2. No. of Post      | 01 (one)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 3. Classification   | General Central Services Group 'A' Gazetted Ministerial                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 4. Pay Scale        | Level-13 of Pay Matrix                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 5. Eligibility      | Officers under the Central Government, failing which officers from State Governments/Union Territories                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| (a)                 | <p>(i) holding analogous post on regular basis in the parent cadre/Department; or</p> <p>(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Level-12 of Pay Matrix or equivalent in the parent cadre/Department; or</p> <p>(iii) with Ten years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Level-11 of Pay Matrix or equivalent in the parent cadre/Department; and</p>                                                                                                                                                                                                  |
| (b)                 | <p>Possessing the following educational qualifications and experience:</p> <p>(i) A degree of a recognized University or its equivalent</p> <p>(ii) Having experience in Public Procurement area.</p> <p>Period of deputation (including short-terms contract) including period of deputation (including short-terms contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed five years. The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding 56 years as on the closing date of the receipt of application.</p> |

**Annexure-II**

**Eligibility conditions for the post of Deputy Director (Level-11 of Pay Matrix) in Public Procurement Division of Department of Expenditure, Ministry of Finance.**

|                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Name of the Post | Dy. Director                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 2. No. of Post      | 01 (one)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 3. Classification   | General Central Services Group 'A' Gazetted Non-Ministerial                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 4. Pay Scale        | Level-11 of Pay Matrix                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 5. Eligibility      | Officers under the Central Government failing which officers from State Government/Union Territories                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| (a)                 | (i) holding analogous post on regular basis in the parent cadre/department; or<br>(ii) with five years' of service in the grade rendered after appointment thereto on a regular basis in the Level 10 of pay Matrix or equivalent in the parent cadre/Department; or.<br>ii) with six years' of service in the grade rendered after appointment thereto on a regular basis on combined service at level 08 and level 10 of pay matrix or equivalent in the parent cadre/Department.                                                                                                                                                                                                         |
| (b)                 | Possessing the following educational qualifications and experience:<br>(i) A degree of a recognized University or its equivalent;<br><br>(ii) Having experience in Public Procurement area.<br><br>Period of deputation (including short-terms contract) including period of deputation (including short-terms contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed five years. The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding 56 years as on the closing date of the receipt of application. |

**Annexure-III**

**Application for the Director/Dy Director under Procurement Policy Division, Department of Expenditure to be filled up on deputation basis**

|    |                                                                       |  |
|----|-----------------------------------------------------------------------|--|
| 1. | Name                                                                  |  |
| 2. | Post applied for                                                      |  |
| 3. | a) Present post held (whether regular, ad-hoc or on deputation basis) |  |

|     |                                                                                                                                                                                     |           |                                       |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---------------------------------------|
|     | b) if presently on deputation, please indicate designation of the post held in the parent office/cadre and scale of pay of that post along with the present basic pay in that grade |           |                                       |
| 4.  | Present Pay in Pay Matrix                                                                                                                                                           |           |                                       |
| 5.  | Date of drawing the present Level on regular basis                                                                                                                                  |           |                                       |
| 6.  | Date of Birth                                                                                                                                                                       |           |                                       |
| 7.  | Date of entry into service (including service and Select List/Batch)                                                                                                                |           |                                       |
| 8.  | Date of retirement                                                                                                                                                                  |           |                                       |
| 9.  | Office Address                                                                                                                                                                      |           |                                       |
| 10. | Phone & Fax Number with STD Code                                                                                                                                                    |           |                                       |
| 11. | Mobile Number & E-mail address                                                                                                                                                      |           |                                       |
| 12. | Educational Qualification                                                                                                                                                           |           |                                       |
| 13. | Experience on public procurement                                                                                                                                                    |           |                                       |
| 14. | Position held since entry into service:                                                                                                                                             |           |                                       |
|     | Office                                                                                                                                                                              | Post Held | From To Pay Band along with Grade Pay |
|     |                                                                                                                                                                                     |           |                                       |
|     |                                                                                                                                                                                     |           |                                       |
|     |                                                                                                                                                                                     |           |                                       |
|     |                                                                                                                                                                                     |           |                                       |
| 15. | Any other information which you may wish to add                                                                                                                                     |           |                                       |

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Bio-Data supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Place:

Date:  
Candidate)

(Signature of the

Address \_\_\_\_\_  
\_\_\_\_\_

CERTIFICATE

(TO BE GIVEN BY THE HEAD OF ORGANIZATION)

The particulars are verified as correct. It is certified that no disciplinary/vigilance case is pending against the officer and no major/minor penalty has been imposed on him/her during the last 10 years.

Place:

Date:

Signature of the Head of Organization/  
Office with Office Seal

फा.सं. ए-11011/1/2023-प्रशा.।

भारत सरकार

वित्त मंत्रालय

व्यय विभाग

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डी-विंग, कमरा सं. 10009,

भूतल, कर्तव्य भवन-1,

नई दिल्ली, दिनांक: 05-08-2026

कार्यालय जापन

**विषय:** व्यय विभाग के प्रापण नीति प्रभाग में वेतन मैट्रिक्स के लेवल -13 में निदेशक के 1 (एक) पद और लेवल-11 में उप निदेशक के 1 (एक) पद को प्रतिनियुक्ति के आधार पर भरने के संबंध में।

अधोहस्ताक्षरी को इस विभाग के दिनांक 07.07.2026 के समसंख्यक कार्यालय जापन का संदर्भ लेने का निदेश हुआ है जिसके माध्यम से व्यय विभाग के प्रापण नीति प्रभाग में निदेशक (वेतन मैट्रिक्स के लेवल-13) के एक पद तथा उप निदेशक (वेतन मैट्रिक्स के लेवल-11) के एक पद को प्रतिनियुक्ति के आधार पर आरंभ में तीन वर्ष की अवधि के लिए भरने हेतु आवेदन आमंत्रित किए गए थे। आवेदन प्राप्त करने की अंतिम तिथि 07.08.2026 थी, जिसे अब समान नियमों और शर्तों के साथ दिनांक 07.09.2026 को शाम 05:00 बजे तक बढ़ा दिया गया है।

2. यह भी सूचित किया जाता है कि दिनांक 07.09.2026 के पश्चात प्राप्त होने वाले आवेदन स्वीकार नहीं किए जाएंगे।

संलग्नक: यथोक्त।

राघवेन्द्र सिंह  
5/8/26  
(राघवेन्द्र सिंह कुशवाह)

अवर सचिव, भारत सरकार

दूरभाष: 24012073

सेवा में,

1. भारत सरकार के सभी मंत्रालय/विभाग।
2. संयुक्त सचिव (ई.कोऑर्ड), व्यय विभाग, के पीपीएस को इस अनुरोध के साथ प्रेषित किया जाता है कि इस परिपत्र को विभाग की वेबसाइट पर अपलोड किया जाए।
3. ई-एचआरएमएस पोर्टल।

**F.No. A-11011/1/2023-Ad.I**  
**Government of India**  
**Ministry of Finance**  
**Department of Expenditure**  
**Admn. I Section**  
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D-Wing, Room No. 10007,  
 Ground Floor, Kartavya Bhawan-1,  
 New Delhi, Date:07-07-2026

**OFFICE MEMORANDUM**

**Subject:-Filling up of 1(one) post of Director in Level-13 and 1(one) post of Deputy Director in Level-11 of Pay Matrix under Procurement Policy Division, Department of Expenditure on deputation basis.**

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2. The term and conditions of appointment will be in accordance with the Department of Personnel & Training's O.M No. 6/8/2009-Estt.(Pay.II) dated 17.06.2010 as amended from time to time.

3. The application of eligible and willing candidates may be forwarded in the enclosed proforma (Annexure-III) through proper channel to the Under Secretary (Admn.I), Ministry of Finance, Department of Expenditure, Room No. 10007, Kartavya Bhawan-1, Man Singh Road, New Delhi latest by **07.08.2026 at 5.00 PM**. Applications received after the due date or found incomplete shall not be entertained.

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Digitally signed by  
 Ranjit Kumar Jha  
 Date: 07-07-2026  
 11:19:13

(Ranjit Kumar Jha)

Under Secretary to the Government of India

Tel:24012072

To,

1. All Ministries/Departments of the Government of India.
2. PPS to JS(E.Coord), D/o Expenditure with the request to upload this vacancy

- circular on website of the Department.  
3. E-HRMS portal

**Annexure-I**

**Eligibility conditions for the post of Director (Level-13 of Pay Matrix) in Procurement Policy Division of Department of Expenditure, Ministry of Finance.**

|                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Name of the Post | Director                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 2. No. of Post      | 01 (one)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 3. Classification   | General Central Services Group 'A' Gazetted Ministerial                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 4. Pay Scale        | Level-13 of Pay Matrix                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 5. Eligibility      | Officers under the Central Government, failing which officers from State Governments/Union Territories                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| (a)                 | <p>(i) holding analogous post on regular basis in the parent cadre/Department; or</p> <p>(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Level-12 of Pay Matrix or equivalent in the parent cadre/Department; or</p> <p>(iii) with Ten years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Level-11 of Pay Matrix or equivalent in the parent cadre/Department; and</p>                                                                                                                                                                                                  |
| (b)                 | <p>Possessing the following educational qualifications and experience:</p> <p>(i) A degree of a recognized University or its equivalent</p> <p>(ii) Having experience in Public Procurement area.</p> <p>Period of deputation (including short-terms contract) including period of deputation (including short-terms contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed five years. The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding 56 years as on the closing date of the receipt of application.</p> |

**Annexure-II**

**Eligibility conditions for the post of Deputy Director (Level-11 of Pay Matrix) in Public Procurement Division of Department of Expenditure, Ministry of Finance.**

|                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Name of the Post | Dy. Director                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 2. No. of Post      | 01 (one)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 3. Classification   | General Central Services Group 'A' Gazetted Non-Ministerial                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 4. Pay Scale        | Level-11 of Pay Matrix                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 5. Eligibility      | Officers under the Central Government failing which officers from State Government/Union Territories                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| (a)                 | <p>(i) holding analogous post on regular basis in the parent cadre/department; or</p> <p>(ii) with five years' of service in the grade rendered after appointment thereto on a regular basis in the Level 10 of pay Matrix or equivalent in the parent cadre/Department; or.</p> <p>ii) with six years' of service in the grade rendered after appointment thereto on a regular basis on combined service at level 08 and level 10 of pay matrix or equivalent in the parent cadre/Department.</p>                                                                                                                                                                                                     |
| (b)                 | <p>Possessing the following educational qualifications and experience:</p> <p>(i) A degree of a recognized University or its equivalent;</p> <p>(ii) Having experience in Public Procurement area.</p> <p>Period of deputation (including short-terms contract) including period of deputation (including short-terms contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed five years. The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding 56 years as on the closing date of the receipt of application.</p> |

**Annexure-III**

**Application for the Director/Dy Director under Procurement Policy Division, Department of Expenditure to be filled up on deputation basis**

|    |                                                                       |  |
|----|-----------------------------------------------------------------------|--|
| 1. | Name                                                                  |  |
| 2. | Post applied for                                                      |  |
| 3. | a) Present post held (whether regular, ad-hoc or on deputation basis) |  |

|     |                                                                                                                                                                                     |           |                                       |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---------------------------------------|
|     | b) if presently on deputation, please indicate designation of the post held in the parent office/cadre and scale of pay of that post along with the present basic pay in that grade |           |                                       |
| 4.  | Present Pay in Pay Matrix                                                                                                                                                           |           |                                       |
| 5.  | Date of drawing the present Level on regular basis                                                                                                                                  |           |                                       |
| 6.  | Date of Birth                                                                                                                                                                       |           |                                       |
| 7.  | Date of entry into service (including service and Select List/Batch)                                                                                                                |           |                                       |
| 8.  | Date of retirement                                                                                                                                                                  |           |                                       |
| 9.  | Office Address                                                                                                                                                                      |           |                                       |
| 10. | Phone & Fax Number with STD Code                                                                                                                                                    |           |                                       |
| 11. | Mobile Number & E-mail address                                                                                                                                                      |           |                                       |
| 12. | Educational Qualification                                                                                                                                                           |           |                                       |
| 13. | Experience on public procurement                                                                                                                                                    |           |                                       |
| 14. | Position held since entry into service:                                                                                                                                             |           |                                       |
|     | Office                                                                                                                                                                              | Post Held | From To Pay Band along with Grade Pay |
|     |                                                                                                                                                                                     |           |                                       |
|     |                                                                                                                                                                                     |           |                                       |
|     |                                                                                                                                                                                     |           |                                       |
|     |                                                                                                                                                                                     |           |                                       |
| 15. | Any other information which you may wish to add                                                                                                                                     |           |                                       |

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Bio-Data supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Place:

Date:  
Candidate)

(Signature of the

Address \_\_\_\_\_  
\_\_\_\_\_

CERTIFICATE

(TO BE GIVEN BY THE HEAD OF ORGANIZATION)

The particulars are verified as correct. It is certified that no disciplinary/vigilance case is pending against the officer and no major/minor penalty has been imposed on him/her during the last 10 years.

Place:

Date:

Signature of the Head of Organization/  
Office with Office Seal

भारत सरकार,  
वित्त मंत्रालय,  
व्यय विभाग,  
प्रशासन । अनुभाग

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डी-विंग, कमरा सं. 10007,  
भूतल, कर्तव्य भवन-1,  
नई दिल्ली, दिनांक:07-07-2026

कार्यालय ज्ञापन

**विषय: व्यय विभाग के प्रापण नीति प्रभाग में वेतन मैट्रिक्स के लेवल -13 में निदेशक के 1 (एक) पद और लेवल-11 में उप निदेशक के 1 (एक) पद को प्रतिनियुक्ति के आधार पर भरना।**

अधोहस्ताक्षरी को उपर्युक्त विषय का संदर्भ लेने और यह कहने का निदेश हुआ है कि व्यय विभाग के प्रापण नीति प्रभाग में निदेशक (वेतन मैट्रिक्स के लेवल-13) के एक पद तथा उप निदेशक (वेतन मैट्रिक्स के लेवल-11) के एक पद को आरंभ में तीन वर्ष की अवधि के लिए प्रतिनियुक्ति के आधार पर भरने हेतु आवेदन आमंत्रित किए जाते हैं।

2. नियुक्ति के नियम एवं शर्तें, कार्मिक एवं प्रशिक्षण विभाग के दिनांक 17.06.2010 के कार्यालय ज्ञापन सं. 6/8/2009-स्था.(वेतन.II), समय-समय पर यथासंशोधित, के अनुसार होंगी।

3. पात्र और इच्छुक अभ्यर्थियों उम्मीदवारों के आवेदन को, संलग्न प्रोफार्मा (अनुलग्नक-III) में उचित माध्यम से अवर सचिव (प्रशासन-I), वित्त मंत्रालय, व्यय विभाग, कमरा नंबर 10007, कर्तव्य भवन-1, मान सिंह रोड, नई दिल्ली को हर हाल में **07.08.2026 को शाम 5.00 बजे तक** अग्रेषित किया जा सकता है। निर्धारित तारीख के बाद प्राप्त या अपूर्ण पाए गए आवेदनों पर विचार नहीं किया जाएगा।

4. आवेदन को अग्रेषित करते समय संवर्ग नियंत्रक अधिकारी को संवर्ग स्वीकृति, क्या अधिकारी के विरुद्ध कोई अनुशासनात्मक मामला लंबित है या विचार किया जा रहा है, सहित सतर्कता स्वीकृति पिछले 10 वर्षों के दौरान बड़े/लघु शास्ति का विवरण, सत्यनिष्ठा प्रमाण पत्र और पिछले पांच वर्षों की एसीआर/एपीएआर की सत्यापित प्रतियां अवश्य संलग्न की जाएं। पदों की पात्रता शर्तें अनुलग्नक-I/अनुलग्नक-II के रूप में संलग्न हैं।

ह/

(रंजीत कुमार झा)

अवर सचिव, भारत सरकार  
दूरभाष: 24012072

प्रति,

1. भारत सरकार के सभी मंत्रालय/विभाग।
2. संयुक्त सचिव (ई.कोऑर्ड), व्यय विभाग, के पीपीएस को इस अनुरोध के साथ प्रेषित किया जाता है कि इस रिक्ति संबंधी परिपत्र को विभाग की वेबसाइट पर अपलोड किया जाए।

**अनुबंध-1**

व्यय विभाग, वित्त मंत्रालय के प्रापण नीति प्रभाग में निदेशक (पे मैट्रिक्स का लेवल -13) के पद के लिए पात्रता की शर्तें।

|                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. पद का नाम      | निदेशक                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 2. पदों की संख्या | 01 (एक)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 3. वर्गीकरण       | सामान्य केंद्रीय सेवा समूह 'क' राजपत्रित अनुसचिवीय                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 4. वेतनमान        | पे मैट्रिक्स का लेवल-13                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 5. पात्रता        | केंद्र सरकार के अधिकारी या उनके न होने पर राज्य सरकार/केंद्र शासित राज्यों के अधिकारी                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| (क)               | <p>i) मूल संवर्ग/विभाग में नियमित आधार पर समान पद धारक; या</p> <p>ii) मूल संवर्ग/विभाग में वेतन मैट्रिक्स के लेवल-12 या समकक्ष के वेतनमान में नियमित आधार पर नियुक्ति के बाद उस ग्रेड में की गयी पाँच वर्ष की सेवा के साथ; या</p> <p>iii) मूल संवर्ग/विभाग में वेतन मैट्रिक्स के लेवल 11 या समकक्ष के वेतनमान नियमित आधार पर नियुक्ति के बाद उस ग्रेड में की गयी 10 वर्ष की सेवा के साथ; और</p>                                                                                                                                                                            |
| (ख)               | <p>निम्नलिखित शैक्षिक योग्यता एवं अनुभव के साथ:</p> <p>i) किसी मान्यता प्राप्त विश्वविद्यालय की डिग्री या इसके समकक्ष</p> <p>ii) लोक प्रापण क्षेत्र में अनुभव।</p> <p>केंद्र सरकार के उसी या किसी अन्य संगठन/विभाग में इस नियुक्ति से ठीक पहले धारित किसी अन्य संवर्ग वाह्य पद में प्रतिनियुक्ति की अवधि (अल्पकालिक अनुबंध सहित) सहित प्रतिनियुक्ति की अवधि (अल्पकालिक अनुबंध सहित) सामान्यतया पांच वर्ष से अधिक नहीं होगी। प्रतिनियुक्ति द्वारा नियुक्ति के लिए अधिकतम आयु सीमा (अल्पकालिक अनुबंध सहित) आवेदन की प्राप्ति की अंतिम तिथि को 56 वर्ष से अधिक नहीं होगी।</p> |

**अनुबंध-II**

व्यय विभाग, वित्त मंत्रालय के प्रापण नीति प्रभाग में उप निदेशक (वेतन मैट्रिक्स के लेवल -11) के पद के लिए पात्रता की शर्तें।

|                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. पद का नाम      | उप निदेशक                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 2. पदों की संख्या | 01 (एक)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 3. वर्गीकरण       | सामान्य केंद्रीय सेवा समूह 'क' राजपत्रित गैर-मंत्रालयी                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 4. वेतनमान        | पे मैट्रिक्स का लेवल-11                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 5. वांछनीयता      | केंद्र सरकार के अधिकारी या उनके न होने पर राज्य सरकार/केंद्र शासित राज्यों के अधिकारी                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| (क)               | <ul style="list-style-type: none"><li>i) मूल संवर्ग/विभाग में नियमित आधार पर समान पद धारक; या</li><li>ii) मूल संवर्ग/विभाग में वेतन मैट्रिक्स के लेवल-10 या समकक्ष में नियमित आधार पर नियुक्ति के बाद उस ग्रेड में की गयी पाँच वर्ष की सेवा के साथ; या</li><li>iii) मूल संवर्ग/विभाग में वेतन मैट्रिक्स के लेवल-8 और लेवल-10 या समकक्ष में संयुक्त सेवा पर नियमित आधार पर नियुक्ति के बाद उस ग्रेड में की गयी छह वर्ष की सेवा के साथ।</li></ul>                                                                                                                                                                      |
| (ख)               | <p>निम्नलिखित शैक्षिक योग्यता एवं अनुभव के साथ:</p> <ul style="list-style-type: none"><li>i) किसी मान्यता प्राप्त विश्वविद्यालय की डिग्री या इसके समकक्ष</li><li>ii) लोक प्रापण क्षेत्र में अनुभव।</li></ul> <p>केंद्र सरकार के उसी या किसी अन्य संगठन/विभाग में इस नियुक्ति से ठीक पहले धारित किसी अन्य संवर्ग वाह्य पद में प्रतिनियुक्ति की अवधि (अल्पकालिक अनुबंध सहित) सहित प्रतिनियुक्ति की अवधि (अल्पकालिक अनुबंध सहित) सामान्यतया पांच वर्ष से अधिक नहीं होगी। प्रतिनियुक्ति द्वारा नियुक्ति के लिए अधिकतम आयु सीमा (अल्पकालिक अनुबंध सहित) आवेदन की प्राप्ति की अंतिम तिथि को 56 वर्ष से अधिक नहीं होगी।</p> |

**अनुबंध-III**

व्यय विभाग के प्रापण नीति प्रभाग में निदेशक/उप निदेशक पद को प्रतिनियुक्ति आधार पर भरे जाने के लिए आवेदन पत्र

|     |                                                                                                                                                                     |    |    |                       |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|----|-----------------------|
| 1.  | नाम                                                                                                                                                                 |    |    |                       |
| 2.  | पद जिसके लिए आवेदन किया गया है                                                                                                                                      |    |    |                       |
| 3.  | क) वर्तमान धारित पद (नियमित, तदर्थ या प्रतिनियुक्ति के आधार पर)                                                                                                     |    |    |                       |
|     | ख) यदि वर्तमान में प्रतिनियुक्ति पर हैं, तो कृपया मूल कार्यालय/संवर्ग में धारित पद का पदनाम और उस पद के वेतनमान के साथ-साथ उस ग्रेड में वर्तमान मूल वेतन इंगित करें |    |    |                       |
| 4.  | पे मैट्रिक्स में वर्तमान वेतन                                                                                                                                       |    |    |                       |
| 5.  | नियमित आधार पर वर्तमान लेवल आहरण करने की तिथि                                                                                                                       |    |    |                       |
| 6.  | जन्मतिथि                                                                                                                                                            |    |    |                       |
| 7.  | सेवा में आने की तिथि (सेवा एवं चयन सूची/बैच सहित)                                                                                                                   |    |    |                       |
| 8.  | सेवानिवृत्ति की तिथि                                                                                                                                                |    |    |                       |
| 9.  | कार्यालय का पता                                                                                                                                                     |    |    |                       |
| 10. | एसटीडी कोड के साथ फोन और फैक्स नंबर                                                                                                                                 |    |    |                       |
| 11. | मोबाइल नंबर और ई-मेल                                                                                                                                                |    |    |                       |
| 12. | शैक्षणिक योग्यता                                                                                                                                                    |    |    |                       |
| 13. | लोक प्रापण के संबंध में अनुभव                                                                                                                                       |    |    |                       |
| 14. | सेवा में आने के बाद से धारित पद:                                                                                                                                    |    |    |                       |
|     | कार्यालय धारित पद                                                                                                                                                   | से | तक | ग्रेड पे सहित पे-बैंड |
|     |                                                                                                                                                                     |    |    |                       |
|     |                                                                                                                                                                     |    |    |                       |
|     |                                                                                                                                                                     |    |    |                       |
|     |                                                                                                                                                                     |    |    |                       |
| 15. | कोई अन्य जानकारी जिसे आप साझा करना चाहते हैं।                                                                                                                       |    |    |                       |

मैंने रिक्ति परिपत्र/विज्ञापन को सावधानीपूर्वक देख लिया है और मुझे भलीभांति ज्ञात है कि चयन समिति द्वारा इस पद के लिए चयन के समय मेरे द्वारा बायो-डेटा के साथ प्रस्तुत किए गए दस्तावेजों का मूल्यांकन किया जाएगा।

स्थान:

दिनांक:

(अभ्यर्थी के हस्ताक्षर)

पता \_\_\_\_\_  
\_\_\_\_\_

प्रमाणपत्र

(संगठन के प्रमुख द्वारा दिया जाना है)

विवरण सत्यापित किए गए हैं तथा सही पाए गए हैं। यह प्रमाणित किया जाता है कि अधिकारी के खिलाफ कोई अनुशासनात्मक/सतर्कता मामला लंबित नहीं है और पिछले 10 वर्षों के दौरान उस पर कोई बड़ी/छोटी शास्ति नहीं लगायी गयी है।

स्थान:

दिनांक: कार्यालय मुहर के साथ संगठन/कार्यालय के प्रमुख के हस्ताक्षर