

No. No.D-19026/9/2013-IEO  
Government of India,  
Planning Commission  
Independent Evaluation Office

2<sup>nd</sup> Floor, Shivaji Stadium Annex Building  
New Delhi, Dated: 05<sup>th</sup> August, 2014

Subject: Filling up of vacancies in Independent Evaluation Office (IEO) on deputation basis.

Applications are invited from the eligible candidates to fill up vacant posts in IEO on deputation basis for a period of two year, (extendable up to 5 years) as per the eligibility conditions (Annexure-I) and application (Annexure-II). List of duty for each post is attached as Annexure-III.

2. Eligible and willing candidate must apply through proper channel in prescribed proforma. Cadre controlling authorities are requested to forward applications of eligible and willing candidates, whose services could be spared on deputation immediately on selection. The following documents must be enclosed to the names forwarded:

- i. Applications in prescribed proforma - Annexure II.
- ii. Cadre Clearance Certificate from the Controlling Authority.
- iii. Statement giving details of Major/Minor penalties, imposed upon the Officer, if any, during the last ten (10) years.
- iv. Vigilance Clearance/ Integrity Certificate.
- v. Photocopies of the ACRs/APARs for the last five (5) years duly attested on each page.

3. The application complete in all respects of the willing and eligible applicants may be forwarded to the undersigned within one month from the date of publication of this circular in the Employment News.

4. Applications received late or with incomplete information or not through proper channel shall not be considered.

Rajender Kr. Khare  
Under Secy. (Adm.)  
Ph. 011-65164192  
Email: rkkhare53@redifmail.com

To,

1. All Ministries/Departments of the Govt. of India with a request that the vacancy circular may be given wide publicity among all the eligible staff under their control.
2. DAVP for publishing in Employment Newspaper and an English daily newspaper.
3. NIC to upload to Planning Commission and IEO websites.

## POSTS VACANT FOR DEPUTATION IN IEO

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|----|------------------|---|
| A. | Name of the post | Under Secretary   |
| 1. | No. of posts     | One (1)   |
| 2. | Classification   | General Central Services Group 'A' Gazetted   |
| 3. | Pay Scale        | Pay: PB3+Grade Pay: ₹6600   |
| 4. | Eligibility      | Officials of the Central Govt.: <ul style="list-style-type: none"> <li>i. Holding analogous post on regular basis, in their parent cadre/department; or<br/>With five years regular service in posts in PB3 ₹15600-39100 with GP of ₹5400/- or equivalent.</li> <li>ii. Applicant must have decent experience in finance and establishment matters.</li> </ul>      |
| B. | Name of the post | Assistants  |
| 1. | No. of posts     | Three (3)   |
| 2. | Classification   | General Central Services Group 'B' Non-Gazetted   |
| 3. | Pay Scale        | Pay: PB2+GP ₹4600   |
| 4. | Eligibility      | Officials of the Central Govt.: <ul style="list-style-type: none"> <li>(i) Holding analogous post on regular basis, in their parent cadre/department; or<br/>With five years regular service in posts in PB2 ₹9300-34800 with GP of ₹4200/- or equivalent</li> <li>(ii) Applicant must have decent experience in finance and establishment matters.</li> </ul>      |
| C. | Name of the post | Accounts Officer  |
| 1. | No. of posts     | One (1)   |
| 2. | Classification   | General Central Services Group 'B' Non- Gazttd  |
| 3. | Pay Scale        | Pay: PB-2+GP ₹ 4600   |
| 4. | Eligibility      | Officers of the Central Government: <ul style="list-style-type: none"> <li>(i) holding analogous post on regular basis, in their parent cadre/department; or<br/>With five years regular service in posts in PB2 ₹ 9300-34800 with GP of ₹ 4200/- or equivalent</li> <li>(ii) Applicant must have decent experience in finance and establishment matters</li> </ul> |

- D. Name of the post Private Secretary
1. No. of posts Five (5)
2. Classification General Central Services Group 'B' Gazetted
3. Pay Scale Pay: PB2+GP ₹4800/-
4. Eligibility Officials of the Central Govt.
- (i) Holding analogous post on regular basis, in their parent cadre/department, or  
With 2 years' service in PB2 of Personal Assistant grade with GP ₹4600/-
- (ii) Applicant must be good in shorthand, MS office, Internet and emailing.
- E. Name of the post Private Assistant
1. No. of posts One (1)
2. Classification General Central Services Group 'B' Non-Gazetted
3. Pay Scale Pay: PB2 +GP ₹4600
4. Eligibility Officials of the Central Govt.
- (i) Holding analogous post on regular basis, in their parent cadre/department, or  
With ten years regular service in posts in PB1 ₹ 5200-20200 with GP of ₹ 2400
- (ii) Applicant must be good in shorthand, MS office, Internet and emailing.
- F. Name of the post Stenographer
1. No. of posts One (1)
2. Classification General Central Services Group 'C' Non-Gazetted
3. Pay Scale Pay: PB1+GP ₹2400
4. Eligibility Officials of the Central Govt.
- (i) (i) Holding analogous post on regular basis, in their parent cadre/department
- (ii) Applicant must be good in shorthand, MS office, Internet and emailing.

Period of deputation/short-terms contract including period of deputation/short-terms contract in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Govt. shall ordinarily not exceed five years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.

**APPLICATION FOR THE POSTS OF UNDER SECRETARY/ASSISTANTS/  
ACCOUNTS OFFICER/SECRETARIAL STAFF ON DEPUTATION BASIS**

1. Name of applicant: .....

2. Contact details:

• Email ID: .....

• Mobile No.: .....

3. Designation: .....

4. Office address: .....

5. Date of Birth (dd-mm-yy) .....

6. Date of superannuation (dd-mm-yy) .....

7. Educational and other qualifications. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same.)

	Qualification name	Institute name/ year of passing	Subjects studied
1.			
2.			
3.			

8. Details of Employment, in chronological order, enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office name	Post held/Pay-scale	From/To (dates)	Nature of work

9. Nature of present employment, i.e. ad-hoc/Temporary/permanent .....

10. In case the present employment is held on deputation/contract basis, please state:

a) Date of initial appointment: .....

b) Period of deputation/contract: .....

c) Name of your parent office: .....

11. Give details about the training/Courses attended which you consider relevant to the deputation you are applying for:

	Name of training course/ Name of institute	Month & Year of training/ Duration	Brief about training
1.			
2.			
3.			

12. Any other information, if any, which you would like to mention in support of your suitability for the deputation.

Date:

(SIGNATURE)

Place:

Certified that the service particulars given by the applicant have been verified from his/her service records and to be correct.

Signature with seal of the Competent Authority.

**A. Duties of Under Secretary**

Supervision and monitoring of the work done by of Accounts officer and Assistants that may include:

- a. General Administration
- b. Preparation of RRs, and recruitment of staff in compliance to RRs/GFRs
- c. Procurement of store and outsourcing of services/evaluation studies
- d. Preparation of BE, RE and ensuring budgetary controls
- e. Record and inventory management
- f. Housekeeping and coordinating with CPWD/NDMC
- g. Organizing Conferences/ Workshops in IEO on evaluation studies
- h. Statutory works i.e. RTI applications, CAG audit, etc.
- i. Any other work allotted by senior management.

**B. Duties of Accounts Officer**

- a. Function as Drawing and Disbursement Officer
- b. Look after accounting of receipts & payments and coordinate with IFD/PAO
- c. Preparing bills and scrutiny of claims received and monitor their settlement
- d. Prepare BE, RE and manage re-appropriation/savings/surrender
- e. Prepare periodical expenditure statements and control & classify expenditure according to the budgetary allocations.
- f. Any other work allotted by senior office.

**C. Duties of Assistants**

- a. Recruitment of staff in compliance to RRs/GFRs
- b. Procurement of store and outsourcing of services/evaluation studies in compliance to GFRs
- c. Preparation of BE, RE and ensuring budgetary controls
- d. Record and inventory management
- e. Housekeeping and coordinating with CPWD/NDMC
- f. Organizing Conferences/ Workshops in IEO on evaluation studies
- g. Maintenance of office Machinery and equipment.

- h. Any other work allotted by senior office.

**D. Duties of PS/PA/Stenographer**

To assist the officer they are attached to and that may include:

- a. Recording the movement of files/dak received in the Secretariat
- b. Scheduling and monitoring appointments
- c. Attending telephonic calls
- d. Taking dictation/minutes and typing
- e. Emailing, Internet, etc.
- f. Any other work allotted by the office.

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