



केंद्रीय सतर्कता आयोग
Central Vigilance Commission

सतर्कता भवन, जीपीओ कॉम्प्लेक्स,
ब्लॉक-ए, आईएनए, नई दिल्ली - 110023
Satarkta Bhawan, G.P.O. Complex,
Block-A, INA, New Delhi-110023

No. 2/22/19-Admn

Dated 24.03.2026

VACANCY NOTICE

To

The Secretary of all Ministries/Departments of Government of India.

Subject: Filling up the 04 posts of Private Secretary (Level 8 of pay matrix : Group 'B', Gazetted) in Central Vigilance Commission on deputation basis.

Sir/Madam,

The undersigned is directed to say that **four (04)** posts of Private Secretary [Group 'B' Gazetted, Level 8 (Rs. 47,600 - 1,51,100) in Pay Matrix] in the Central Vigilance Commission are proposed to be filled up on deputation basis. The eligibility criteria required for the post and other details are given in **Annexure-I**.

2. It is requested that the applications of eligible officials in prescribed form (Annexure-II), may be sent through proper channel to **Under Secretary (Admn)**, Central Vigilance Commission, Satarkata Bhawan, Block-A, GPO Complex, INA, New Delhi-110023 [Tel No. 011-24651392 & Email-pvr.krishna@nic.in] within **45 days** from the date of publication of this circular in Employment News/Rojgar Samachar with the following supporting documents:

- i) Up-to-date CR dossiers of the applicant or clear photocopies of their CRs for the last 05 years duly attested by a Group 'A' Officers (not below the rank of Under Secretary to the Government of India);
- ii) A statement showing major or minor penalties, if any, imposed on the officer during the 10 years;
- iii) Integrity certificate/Vigilance clearance in respect of the official;
- iv) Cadre clearance in respect of the official.

Contd./-

3. Applications received after the closing date for the receipt of applications or received without CR dossiers (or attested photocopies of CRs) and other documents/information mentioned in para 2 above or otherwise found incomplete will liable to be rejected. Officials who apply for the post will not be allowed to withdraw their candidature subsequently. While forwarding the applications, it may please be verified and certified that the particulars furnished by the official is correct. It may also be confirmed that in the event of selected for appointment, the official concerned will be relieved of his/her duties.
4. Pay of the officials selected on deputation will be regulated in accordance with relevant instructions of the Department of Personnel & Training as amended from time to time.
5. This may please be given wide circulation in various units of your organization.

Yours faithfully,



(P. Vamsi Rama Krishna)
Under Secretary (Admn.)
Tele. No. : 011-24651392

Encl.: Annexure –I
Annexure-II

Annexure-I

PARTICULARS OF THE POST

1.	Name of the post	Private Secretary
2.	Ministry/Department/Office	Central Vigilance Commission
3.	Classification of the post	General Central Service Group-B-Gazetted (Ministerial)
4.	No. of Vacancies	04 (four)
5.	Pay level in the Pay Matrix	Level 8 (Rs. 47,600 – 1,51,100/-)
6.	Method of recruitment	By deputation
7.	Eligibility and Age limit	<p>Officers of the Central Government holding:</p> <p>(a) (i) holding analogous post on regular basis; or</p> <p>(ii) with three years regular service in level-7 of 7th CPC; and</p> <p>(b) possessing a speed of 100 w.p.m. in Stenography (Hindi or English).</p> <p>Maximum age limit for deputation will be 56 years as on the closing date of the applications.</p> <p>Note : The Departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation and similarly, the deputationist shall not be eligible for consideration for appointment by promotion.</p>
8.	Period of Deputation	The period of deputation including the period of deputation in another Ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Government shall ordinarily not exceed three years .
9.	Last date of receipt of application	The last date for receipt of application through proper channel is 45 days from the date of publication of this advertisement in the Employment News /Rojgar Samachar.

ANNEXURE - II**FORMAT OF APPLICATION FOR THE POST OF PRIVATE SECRETARY**
IN THE COMMISSION ON DEPUTATION BASIS

Copy of passport
size photograph to
be pasted here

1.	Name in Full (IN BLOCK LETTERS)					
2.	Post Applied For					
3.	Date of Birth(DD/MM/YYYY)					
4.	Date of Superannuation(DD/MM/YYYY)					
5.	Service to which you belong					
6.	Status of your present employer (Pl. specify whether Central Govt./ State Govt./ Autonomous/ Statutory Body/ PSU/ University/ Judicial Institution/ Others)					
7.	Initial date of appointment in Govt. service					
8.	Office address with Telephone No. & e-mail					
9.	Residential Address with Telephone No. & e-mail					
10.	Present post held, along with Pay Level and present Basic Pay/ Pay Scale/ Pay Band and Grade Pay of the post held					
11.	Educational Qualification (Matric Onwards):					
	Exam Passed	Name of University/ Institute/ Board	Year of Passing	Duration of Course	Subjects	Percentage of Marks (Mention Distinction, if any)

12.	Please state clearly whether in the light of entries made below, you meet the requisite Essential Educational and other qualifications and work experience required for the post are satisfied (if any qualification has been treated as equivalent to the one prescribed in the rule, state the authority for the same)					
Qualification / Experience required			Qualification / Experience possessed by			
Essential:			Essential:			
a) Qualification			a) Qualification			
b) Experience			b) Experience			
Desirable			Desirable			
A) Qualification			A) Qualification			
B) Experience			B) Experience			
13.	Details of employment in chronological order(if needed, enclose a separate sheet duly authenticated by your signature in the format given below):					
	Name of Office/Instt./ Organisation	Post held (Designation)	Period of Service		Nature of appointment (Regular/ Ad-hoc/ Deputation)	Scale of Pay i.e. Pay Level/ Pay Band and Grade Pay
			<u>From</u>	<u>To</u>		
14.	Nature of present employment i.e. Permanent/ ad-hoc/ Temporary					
15.	In case the present employment is held on deputation , please state:					
	a) The date of initial appointment. b) Period of appointment with address c) Name of the Parent office/organization.					
16.	Details of training undergone:					
17.	Details of proficiency in computer:					
18.	Any other information, applicant wants to furnish:					
19.	Please state briefly how you find yourself best suitable for the post applied for:					

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Applicants not holding the post in the new Pay Matrix Pay Scales/ Pay Band & Grade Pay pertaining to Central Government should indicate the equivalence of their pay scale vis-à-vis the Central Government's pay scales and also furnish supporting documents in this regard.

I have carefully gone through the vacancy circular / advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post. It is also certified that the information furnished above is correct and true to the best of my knowledge. In the event of my selection I shall abide by the terms and conditions of services attached to the post.

Signature: _____

Name : _____

Place:

Date:

(Certificate by the Employer/Head of Office/forwarding Authority)

Name of the Ministry :

Department :

No. :

Date :

1. “Certified that, the particulars given above are true and have been verified from the office records.”
2. The applicant, if selected, will be relieved immediately,
3. It is certified that no vigilance case is pending or being contemplated against Shri/Smt./Ms.....and is/her integrity is certified.
4. Attested copies of ACRs/APARs of last 5 years are also enclosed.
5. *No major/minor penalty has been imposed on him/her during the last 10 years. A list of major/minor penalties imposed on him/her during the last 10 years is enclosed.

(Signature of the Competent Authority)
Full address with Phone Number and Official Seal

**Strike out which is not applicable.*
