Secy/No 1/6

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SECY

Office of Secretary
E-Office No. 2636709/26
Date 8/10/2026

No. A- 42012/22/2021-Ad.II
Government of India/Bharat Sarkar
Ministry of Home Affairs/Grih Mantralaya
*****

JS

Kartavya Bhavan-03, New Delhi
Date: 30th September, 2026

AM/STAFF 8/10

VACANCY CIRCULAR

01 OCT 2026

Sub:- Filling up of 01 post of Manager Grade-II in Non-Statutory Departmental Canteen of Ministry of Home Affairs (Proper), New Delhi on deputation basis-reg.

Applications are invited from eligible and willing officers to fill up one (01) post of Manager Grade-II (Pay Level-06) on deputation basis in the Non-Statutory Departmental Canteen of Ministry of Home Affairs (P). The period of deputation will ordinarily not exceed three (03) years.

2. The particulars of the posts, eligibility conditions etc. are as shown in the table below:-

Sl. No.	Name of the posts and Pay Scale	No. of vacancies	Eligibility for deputation
1.	Manager Grade-II, General Central Service, (Group 'B'), Non-Gazetted, Non-Ministerial, Level 6 in the Pay Matrix (Rs. 35,400-1,12,400)	01	(a) Officers of the Central Government or state government or Union territories; (i) Holding analogous posts on regular basis in the parent cadre/department; Or, (ii) With six years service in the grade rendered after appointment thereto on a regular basis in post in level 5 in the pay matrix or equivalent in the parent cadre/department; Or, (iii) With ten years service in the grade rendered after appointment thereto on a regular basis in posts in level 4 in the pay matrix or equivalent in the parent cadre/department; And (b) Possessing the following educational qualifications and experience:

Shri Raju.

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			(i) Bachelor's degree in commerce/business studies or economics or public administration of a recognized university or institute. (ii) Two years experience in account work in any Government Office or Public Sector Undertaking or Autonomous or Statutory Organisation.

3. The departmental Assistant Manager-cum-Store Keeper in level 4 in pay matrix with ten years regular service in the grade and having the educational qualifications and experience specified for appointment by deputation will also be considered along with outsiders. If the departmental candidate is selected for appointment to the post, it shall be treated as having been filled by promotion.

4. The Period of deputation including the period of deputation in another ex-cadre post held immediately in the same or some other Organisation/department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation shall be not exceeding fifty six years as on the closing date of receipt of applications.

5. Applications of only those officials, whose services could be spared immediately on their selection, may be forwarded through proper channel, in the prescribed proforma, given in Annexure-I along with duly filled in Annexure-II in duplicate attaching therewith following documents to Section Officer (Admin-II), Room No. 35076, Kartavya Bhawan 3, New Delhi 110001 latest by **26.11.2026 (Thursday)**:

a) Xerox copies of ACR/APAR dossiers of last 5 years.
b) Vigilance Certificate.
c) Integrity certificate.

6 Applications received after the expiry of the prescribed period and/or found to be incomplete in any manner will not be considered for selection to the post. Candidates once selected, will not be allowed to withdraw their candidature subsequently

7. Pay and allowances of the officer selected will be regulated in accordance with the Department of Personnel & Training's O.M. No.2/29/91Estt(Pay-II) dated 05.01.1994 as amended from time to time.

Encl.: Annexure-I & Annexure-II

Praveen

(Praveen Kumar)
Under Secretary to the Government of India
Tel. No. 24016654