



**OFFICE OF THE CUSTODIAN
THE SPECIAL COURT (TORTS) ACT, 1992
MINISTRY OF FINANCE, 3RD FLOOR, BANK OF BARODA
BHAWAN, 16, PARLIAMENT STREET, NEW DELHI-110001**

Applications are invited for various posts in the Office of the Custodian, an office under the administrative control of Ministry of Finance, Department of Financial Services, located at Delhi and branch office at Mumbai. The posts are to be filled up by transfer **on deputation basis**. The appointment will be initially for a period of three years, extendable as per extant rules. Applications from eligible candidates should be sent through proper channel along with the Annual Confidential Reports for the last five years with Vigilance Clearance in the prescribed proforma, available on website, to the undersigned within sixty days from the date of publication in Employment News. The pay of the officials, selected on deputation, will be regulated in accordance with the relevant instructions of the Department of Personnel and Training issued from time to time. **The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.** Applications received after the last date and incomplete in any respect or not received through proper channel are liable to be summarily rejected. For any query, please contact Shri Alok Jagbharia, Under Secretary on Tel. No. 011-23327279. The details of posts are given below:-

Name of Post	No. of vacancies/ likely vacancies & Place of Posting	Pay matrix
Under Secretary	01-Mumbai	Level-11 (Pre-revised) (PB-3: Rs.15600-39100 + Grade Pay Rs.6600)
Sr. AO/OSD (Group-"B" Gazetted)	02-Delhi 05-Mumbai	Level-9 (Pre-revised) (PB-2: Rs.9300-34800 + Grade Pay Rs.5400)
P.S.	01-Delhi	Level-7 (Pre-revised) (PB-2: Rs. 9300-34800 + Grade Pay Rs. 4600)
Assistants (Group "B" Non-Gazetted)	02-Delhi 03-Mumbai	Level-6 (Pre-revised) (PB-2: Rs. 9300-34800 + Grade Pay Rs. 4200)
Steno Grade-"C"	01-Delhi	Level-6 (Pre-revised) (PB-2: Rs. 9300-34800 + Grade Pay Rs. 4200)

The eligibility criteria and other terms and conditions are available on our website www.finmin.nic.in 'Department of Financial Services, 'Office of the Custodian, Special Court (TORTS) Act, 1992.

Dated : 13.11.2017

Sd/-
(Alok Jagbharia)
UNDER SECRETARY

Details of Vacancies and Eligibility Conditions:-

Category No. 1

Name of the Post : Under Secretary
No. of Vacancies : One (01)
Place of Posting : Mumbai (01)
Pay Scale : PB-3 Rs. 15600- 39100 + Grade Pay
Rs. 6600 (OR) Pay Matrix Level -11

Eligibility Conditions:-

- (i) Officers working under Central Government.
- (ii) Holding analogous posts on regular basis; (OR) Five years regular service in the post carrying the scale of PB-3 (Rs.15600-39100) + Grade Pay of Rs.5400 (Pay Matrix Level-10).
- (iii) Officers with experience of handling matters relating to law/court matters/audit etc. will be preferred.
- (iv) The maximum age limit for deputation shall be 56 years as on the last date of receipt of applications.

Category No. 2

Name of the Post : Sr. AO/OSD
No. of Vacancies : Seven (07)
Place of Posting : Delhi (02); Mumbai (05)
Pay Scale : PB-2 Rs. 9300- 34,800 + Grade Pay Rs. 5400/-
(OR) Pay Matrix Level- 9

Eligibility Conditions:-

- (i) Officers working under Central Government.
- (ii) Holding analogous posts on regular basis; (OR) two years regular service as Section Officer/ Assistant Audit/Accounts/Administrative Officer in Pay Band-2 Rs. 9300-34800+Grade Pay of Rs.4800/- (Pay Matix Level-8).

- (iii) Officers with experience of handling matters relating to audit/accounts/finance/law etc. will be preferred.
- (iv) The maximum age limit for deputation shall be 56 years as on the last date of receipt of applications.

Category No. 3

Name of the Post : Private Secretary

No. of Vacancies : One (01)

Place of Posting : Delhi (01)

Pay Scale : PB-2Rs. 9300-34,800 + Grade Pay Rs. 4600/- (OR)

Pay Matrix Level -7

Eligibility Conditions:

- (i) Officials working under Central Government.
- (ii) Officials holding analogous posts on regular basis; (OR) with five years regular service in Pay Band of Rs. 9300-34800+ Grade Pay of Rs.4200 (Pay matrix Level 6). Knowledge of short hand, MS Word, Excel, E-mail, Power Point and office work is essential.
- (iii) The maximum age limit for deputation shall be 56 years as on the last date of receipt of applications.

Category No. 4

Name of Post : Assistants

No. of Vacancies : Five (05)

Place of Posting : Delhi (02); Mumbai (03)

Pay Scale : PB-2 Rs.9300- 34800 + Grade Pay Rs. 4200/- (OR)

Pay Matrix Level- 6

Eligibility Conditions:-

- (i) Officials working under Central Government.
- (ii) Officials holding analogous posts on regular basis; (OR) with six years regular service in Pay Band of Rs.5200-20200 + Grade Pay of Rs.2800 (Pay matrix Level 5).

- (iii) Officials with experience of handling matters relating to law/court matters/audit etc. will be preferred.
- (iv) The maximum age limit for deputation shall be 56 years as on the last date of receipt of applications.

Category No. 5

Name of Post	:	Steno Group-“C”
No. of Vacancies	:	One (01)
Place of Posting	:	Delhi (01)
Pay Scale	:	PB-2 Rs.9300 - 34800 + Grade Pay Rs. 4200/- (OR)
		Pay Matrix Level- 6

Eligibility Conditions:-

- (i) Officials working under Central Government.
- (ii) Officials holding analogous posts on regular basis; (OR) with six years regular service in Pay Band of Rs. 5200-20200 + Grade Pay of Rs.2800/2400 (Pay Matrix Level 5 & 4). Knowledge of short hand, MS Word, Excel, E-mail, Power Point and office work is essential.
- (iii) The maximum age limit for deputation shall be 56 years as on the last date of receipt of applications.

BIO-DATA/CIRRICULUM VITAE PROFORMA

1. Name and Address (In Block Letters), Mb.No.	
2. Date of Birth (in Christian era)	
3.(i) Date of entry into service	
(ii) Date of retirement under Central/State Government Rules	
4. Educational Qualifications	
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
Qualifications/Experience required as mentioned in the advertisement/vacancy circular	Qualifications/experience possessed by the officer
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.	
5.2. In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
6.1. Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as indicate in the Bio-data) with reference to the post applied.	

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

Office/Institution	Post held on regular basis	From	To	Pay in level/Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only pay Band and Grade Pay/Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:

Office/Institution	Pay in level/ Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme	From	To

8. Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent or Permanent			
9. In case the present employment is held on deputation/contract basis, please state-			
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.			
9.2 Note: Information under Column 9 (c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organisation			

<p>10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.</p>		
<p>11. Additional details about present employment:</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>(a) Central Government (b) State Government (c) Autonomous Organization (d) Government Undertaking (e) Universities (f) Others</p>		
<p>12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.</p>		
<p>13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place indicate the pre-revised scale</p>		
<p>14. Total emoluments per month now drawn</p>		
<p>Pay Matrix/Basic Pay in the PB (Pre-revised)</p>	<p>Level/Grade Pay</p>	<p>Total Emoluments</p>
<p>15. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details maybe enclosed.</p>		
<p>Basic Pay with Scale of Pay and rate of increment</p>	<p>Dearness Pay/Interim relief/other Allowances etc., (with break-up details)</p>	<p>Total Emoluments</p>
<p>16.A Additional Information, if any, relevant to the post you applied for in support of your suitability for the post.</p> <p>(This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over</p>		

and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)	
16.B Achievements: The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/innovative measure involving official recognition (vi) any other information. (Note: Enclose a separate sheet if the space is insufficient)	
17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.# (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)	
# (The option of 'STC'/'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
18. Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

(Signature of the candidate)

Address _____

Date _____

Certification by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. _____
- ii) His/Her integrity is certified.
- iii) His/Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/minor penalty has been imposed on him/her during the last 10 years **Or** A list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/Cadre Controlling Authority with Seal)