



OFFICE OF THE CUSTODIAN  
THE SPECIAL COURT (TORTS) ACT, 1992  
MINISTRY OF FINANCE,  
DEPT. OF FINANCIAL SERVICES  
Room No. 15, 4<sup>th</sup> Floor, Jeevan Deep Building,  
SANSAD MARG, 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, for its 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, or until further orders, extendable as per extant rules/regulations. Applications from eligible candidates should be sent through proper channel along with the Annual Performance Appraisal Reports for the last five years with Vigilance Clearance in the prescribed proforma, available on website, to the undersigned within **Thirty 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. The details of posts are given below: -

S. No.	Name of Post	No. of vacancies/ likely vacancies & Place of Posting	Pay matrix / Pay Band and Grade Pay(Pre-revised)
1	Sr.Administrative Officer/Officer on Special Duty (Group-"B" Gazetted)	03 - Mumbai	Level - 9 (Rs. 53,100 - 1,67,800)
2	Private Secretary	01 - Mumbai	Level - 7 (Rs. 44,900 - 1,42,400)
3	Assistants	05 - Mumbai	Level - 6 (Rs. 35,400 - 1,12,400)

The Custodian office reserves the right to cancel/amend the whole or part of the process of recruitment at any time without assigning any reason thereof.

The eligibility criteria and other terms and conditions are available on our website [www.financialservices.gov.in](http://www.financialservices.gov.in) - office of the Custodian.

(Anil Kumar)

Under Secretary to the Govt. Of India  
Tel.No.011-21401601/03

Dated: 18.06.2025



**Sr. No. 1**

Name of the Post : Sr. AO/OSD  
No. of Vacancies : Three (03)  
Place of Posting : Mumbai (03)  
Pay Scale : Rs. 53,100 – 1,67,800 Pay Matrix Level- 9 as per 7<sup>th</sup> CPC

**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 Rs.47,600 – 1,51,000 Pay Matrix Level-8 as per 7<sup>th</sup> CPC.
- (iii) Holding post on regular basis with five year regular services as ASO/Assistant in Pay Level – 7 Rs.44,900 – 1,42,400/ Pay Level – 6 Rs.35,400 – 1,12,400 as per 7<sup>th</sup> CPC.
- (iv) Officers with experience of handling matters relating to audit/accounts/finance/law etc. will be preferred.
- (v) The maximum age limit for deputation shall be 56 years as on the last date of receipt of applications.

**Sr. No. 2**

Name of the Post : Private Secretary  
No. of Vacancies : One (01)  
Place of Posting : Mumbai (01)  
Pay Scale : Rs. 44,900-142,400 Pay Matrix Level -7 as per 7<sup>th</sup> CPC

**Eligibility Conditions:-**

- (i) Officials working under Central Government.
- (ii) Officials holding analogous posts on regular basis; (OR) with three years regular service in Rs. 35,400-1,12,400 Pay Matrix Level-6 as per 7<sup>th</sup> CPC. 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.

**Sr. No. 3**

Name of Post : Assistants  
No. of Vacancies : Five (05)  
Place of Posting : Mumbai (05)  
Pay Scale : Rs.35,400 – 1,12,400 Pay Matrix Level- 6 as per 7<sup>th</sup> CPC

**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.29,200 – 92,300 Pay Matrix Level-5 as per 7<sup>th</sup> CPC.
- (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.



## PROFORMA

1. Name
2. Date of Birth
3. Date of retirement under present Department/Organization
4. Education Qualifications
5. Whether educational qualifications required for the post are satisfied, if any qualifications has been treated as equivalent to the one prescribed in the rules, state the authority, for the same.
6. Experience/Qualifications possessed by the Officer
7. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.
8. Details of employment in the chronological order in the format given below. Enclose a separate sheet, duly authenticated by your signature, if required.

Office/Instt./ Orgn.	Post Held	From	To	Level of Pay Matrix (revised) and present Pay therein	Nature of duties performed

9. Nature of present employment i.e., and ad-hoc or temporary or quasi permanent or permanent.
10. Total emoluments per month, now drawn
11. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet if the space is insufficient.
12. Whether belongs to SC/ST/OBC.
13. Remarks

Date:

Signature of the Candidate

Address:.....

It is certified that particulars furnished are correct and no disciplinary case is either pending or contemplated against the officer and no penalty, major or minor, was imposed on the officer during the last 10 years and his integrity is beyond doubt.

Signature of the Head Department/  
Head of the Office/Organization