



**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**

No. 5767/CUS/ADMN/APTT/DEPT/2013 (5569) VOL. VII

Dated: 2nd August, 2013

OFFICE MEMORANDUM

Sub.: Requirement of Officer for the Post of Under Secretary in Office of Custodian at Mumbai on deputation basis.

The Office of the Custodian, set up under the Special Court (Trial of Offences Relating to Transactions in Securities) Act, 1992 and working under the administrative control of Department of Financial Services, Ministry of Finance, requires the services of the Central Government officers for the post of Under Secretary at Mumbai on deputation basis as per the terms and conditions contained in DoPT OM No. 6/8/2009-Estt. (Pay-II) dated 17.6.2010 as amended from time to time. The term of deputation shall be for a period of one year, which can be extended upto three years.

2. The eligibility conditions for the post of Under Secretary are – (i) Officers working under Central Government. (ii) Holding analogous post on regular basis; (OR) 7 years regular service in Pay Band of Rs.9300-34800+Grade Pay of Rs.5400/- with atleast one year service in PB-3 (Rs.15600-39100)+Grade Pay Rs.5400/- and (iii) Officers with experience of handling matters relating to audit/ accounts/ finance/law etc. will be preferred.

3. The job involves handling matters relating to Administrative/Accounts, etc. and the matters relating to the securities scam of 1992, management of assets (movable and immovable properties) of the notified parties, liquidation of assets and further distribution thereof to the Government, Banks, FIs and others as per direction of the Special Court, and also monitoring the cases pending in the Special Court, Bombay.

4. The suitable and willing officers, who are having minimum two years service ahead, may send their Application in prescribed Proforma, enclosed vide **Annexure- 'A'**, to this office on or before 30.9.2013 through their Parent Department alongwith their ACRs/APARs of last three years.

**Sd/-
(R.C. CHAWLA)
Under Secretary
Tel.: 011-23327279**

PROFORMA FOR APPLICATION

Application for the post of Under Secretary in the Office of the Custodian, Special Court (TORTS) Act, 1992 at Mumbai.

1. Name:
2. Father's Name:
3. Date of Birth:
4. Date of Retirement:
5. Date of Regular appointment in the present post with scale of pay and present pay with Grade Pay.
6. Date of Promotion of each rank with details of Pay Scale of each rank and present Pay and Grade Pay.
7. Nature of present employment, i.e. Ad-hoc, Temporary, Deputation etc.:
8. Details of experience:

Name of Office/ institute/ organization	Post held	From	To	Details of Pay Scales	Nature of duties performed
(1)	(2)	(3)	(4)	(5)	(6)

9. Education al qualifications:
10. Please state clearly whether you meet the requirement of the Post:
11. Additional information, if any:

Signature of the Candidate

Address:

Date:
Place:

Tel.: (O):
(Mob.):

TO BE FILLED IN BY THE EMPLOYER

Certified that the particulars furnished by Sh./Smt. who is working as in this Ministry/Department are correct and no vigilance case is pending or contemplated against him/her.

Date:

Signature _____

Designation: _____
(with official Seal)