

संख्या / No. A-12012/1/Asstt. Dep./2020-Admn.II.

भारत सरकार / Government Of India

गृह मंत्रालय / Ministry of Home Affairs

समन्वय निदेशालय / Directorate of Coordination

पुलिस बेतार / Police Wireless

ब्लॉक न.-9, सी.जी.ओ. परिसर/Block No.9, C.G.O. Complex

लोधी रोड, नई दिल्ली-3/Lodhi Road, New Delhi-3

दिनांक/Dated: 3rd Nov,2020

To

1. Secretary General, Lok Sabha Sectt/Rajya Sabha Sectt, New Delhi
2. The Secretary  
President's Secretariat / Vice President's Secretariat /  
Election Commission of India/ Union Public Service Commission /  
Central Vigilance Commission.
3. Registrar(Admn), Supreme Court of India
4. The Chief Secretaries, all State Governments
5. The Chief Secretaries/ Administrators, all Union Territories.

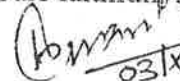
**Sub:- Circulation of advertisement for filling up the 05 (Five) posts of 'Assistant' on deputation basis in LEVEL 6 in the PAY MATRIX Rs.35400-112400/-, in this Directorate - regarding.**

I am directed to say that this Directorate propose to fill 05 (Five) posts of 'Assistant' on deputation/absorption basis. The particulars of the post, eligibility conditions etc. are given in **annexure -I**.

2. The pay of the selected officer will be regulated in accordance with the Deptt of Personnel & Training's O.M. No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010 as amended from time to time.
3. The applicant should not be more than 56 years of age on the closing date of the application. The period of deputation will not exceed three years.
4. It is requested that wide publicity may be given to the vacancy circular among officers under your administrative control. Application (in duplicate), in the enclosed pro-forma (**Annexure-II**) alongwith complete and up-to-date APAR dossiers of the officers, who can be spared in the event of their selection, may be sent to this Directorate, within 60 days from the date of issue of this Circular OR within 60 days from the date of publication of this Circular in Employment News/Rozgar Samachar, whichever is later. Application received after the last date or without APAR dossiers or other-wise found incomplete will not be considered. While forwarding the applications, it may also be verified and certified that the particulars furnished by the officers are correct and no disciplinary case is either pending or contemplated against him/her. The integrity of the officer may also be certified.

Encl: As above

Yours faithfully,

  
03/11/2020

(Hemant Kumar)

Assistant Director (Admn)

Tele No. 24361589

Copy to :

1. All Ministries/Departments of the Central Government with the request that wide publicity may be given to the vacancy circular in their Ministry/Department as well as in their attached/subordinate offices. Applications of the eligible candidates may be forwarded to this Ministry / Deptt. in the prescribed proforma within 60 days from the date of issue of this Circular OR within 60 days from the date of publication of this Circular in Employment News/Rozgar Samachar, whichever is later,
2. The Controller & Auditor General of India for similar action.
3. Controller General of Accounts/ Controller of Accounts, Ministry of Finance for similar action.
4. The Assistant Media Executive (AD-II), Bureau of Outreach & Communication (BOC), Ministry of Information and Broadcasting, Soचना Bhawan, Lodhi Road, New Delhi, with reference to this Directorate's letter of even number dated 3rd Nov, 2020 for the publication of the advertisement of this vacancy in the Employment News. It is requested that the date of publication may please be intimated to this Directorate.
5. All Central / State / UT Police Organisations.

*Hemant Kumar*  
03/11/2020

(Hemant Kumar)  
Assistant Director (Admn)  
Tele No. 24361589

**Government of India**  
**Ministry of Home Affairs**  
**Directorate of Coordination Police Wireless**

1. Name of the post : Assistant
2. Number of Post : Five
3. Pay Scale : Level 6 in the pay matrix Rs. 35400-112400  
(Rs.93,00 - 34,800/-, GP. Rs.4200/-Pre-Revised)
4. Classification : General Central Service, Group 'B', Non-gazetted,  
Ministerial.
5. Mode of Recruitment : On deputation / absorption basis
6. Place of posting : New Delhi
7. Last date of receiving of application : Sixty days from the date of the advertisement  
published in the 'Employment News' or from the date  
of issue of the vacancy circular, whichever is later.
8. Age limit : 56 years as on the closing date of the receiving of the  
application.
9. To whom application are to be sent. : Joint Director (Admn.), DCPW(MHA), Block No.9,  
CGO Complex Lodhi Road, New Delhi-110003.
10. Eligibility :

Officers of Central/State Government/Union territories.

(a)

(i) holding analogous posts on regular basis in the parent cadre or department;

or

(ii) with six years service rendered after appointment to the post on a regular basis in the Level 5 in the pay matrix Rs.29,200 - 92,300 or equivalent in the parent cadre or department;

and

(b) possessing the following qualifications and experience:  
Bachelor Degree in Science with Electronics or Electronics and Communication or Physics as one of the subjects from a recognized University or Institute.

**Desirable:-**

Two years experience in administration or establishment work.

Note: Only officers of Central Government/State Government/Union territories shall be eligible to be considered for appointment on absorption basis.

(Period of deputation- Ordinarily not exceeding 3 years.)

*Handwritten signature*

11. Duties of Assistant

1. To deal with all such administrative, establishment, disciplinary, vigilance and court cases matters wherein knowledge in noting, drafting and file processing are necessary and to bring out clearly the question under consideration and suggest a course of action wherever possible.
2. To deal with Procurement of Modern / Sophisticated Wireless Equipments, various test / measuring equipments through GEM portal.
3. To deal with the matters related to evaluation / standardization of new wireless equipments and modernization of State / UT Police Wireless Organizations.
4. To deal with the matters related to handling of technical correspondence with States / UTs and CPOs regarding imparting training of Police Personnel, allotment of Traffic Frequencies, issue of Licenses for Wireless Sets, Proposal of Site Clearance, Revision of Police Radio Procedure and holding of Conference of Police Radio Officers of the Country, DGs / IsGP Conference.
5. To deal with Care taking, cleanliness, maintenance of office at Headquarters and other matters related to Land and Building.
6. To deal with the matters related to Internal Monitoring Cell and for dealing the matters related to providing Radio Communication Training in Radio Monitoring Cell, Ministry of Defence and for maintaining all the records related to posting of Operational and Maintenance staff of DCPW and for providing assistance in General Transfer.
7. To deal with all General administrative matters of POLNET Hub, Sirifort, New Delhi.
8. To deal with General Administration, conducting various examinations for technical subjects at Central Police Radio Training Institute.
9. To deal with matters related to maintenance of Vehicle Log, Vehicle bills related to maintenance and fuel, controlling of fuel, providing vehicles as and when necessary for official purpose etc.
10. To deal with matters related to General administration and operation of Central Stores, reserve stock and condemnation of unserviceable stores.
11. Any other duties assigned in addition to above mentioned tasks.

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BIO-DATA/CURRICULUM VITAE PROFORMA

1.Name and Address (in Block Letters)	
2.Date of Birth (in Christian era)	
3.i) Date of entry into service	
ii) Date of retirement under Central/State Government Rules	
4. 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)	
<b>Qualifications/Experience required as mentioned in the advertisement/vacancy circular</b>	<b>Qualifications/experience possessed by the officer</b>
<b>Essential</b>	<b>Essential</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
<p><b>5.1 Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualification as mentioned in the RRs by <b>the Administrative Ministry/Department/Office</b> at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p><b>5.2</b> In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated <b>by the candidate</b>.</p>	
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.	
<p><b>6.1 Note:</b> Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.</p>	

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 Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties ( in details) 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, Pay Band, and Grade Pay drawn under ACP/MACP	From	To

8. Name of present employment i.e. Ad-hoc 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 organization
<p><b>9.1 Note:</b> 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.</p> <p><b>9.2 Note:</b> Information under Column 9 (c) &amp; (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organisation</p>			

**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 (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)

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*Smt*

