

No.391-43/2018-STG-III  
Government of India,  
Ministry of Communications  
Department of Telecommunications

Sanchar Bhawan, 20, Ashoka Road  
New Delhi-1, Dated 11.06.2018

To

1. CMD, BSNL
2. CMD, MTNL
3. CMD, BBNL
4. Sr. DDG, TEC/TERM

**Subject: Drawing up panel for appointment at the level of Secretary and Additional Secretary in the Government of India.**

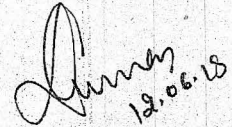
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Sir/Maa'm

I am directed to enclose a copy of the D.O. letter No. 1/6/2018-CS (A) dated 08<sup>th</sup> May, 2018 on the subject mentioned above and to say that applications from the eligible officers complete in all respects may be forwarded to the undersigned positively by 15<sup>th</sup> June, 2018 along with their vigilance profile in the 12 point proforma dully filed and verified from their service book along with a certificate that the officer has submitted his Immovable Property Return for the year ending 2017 well on time.

2. Applicants may be also advised to go through the above mention D.O. letter carefully before applying.

Encl.: a/a

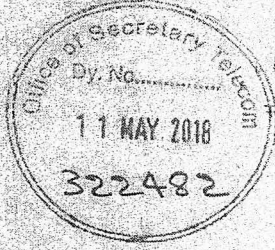


(Chandan Kumar)  
Section Officer (STG-III)  
Tele No. 23036876

Copy to:

1. Sh N K Sharma with a request to upload the circular on the DoT website.

ipt No : 328048/2018/STG-III/SNG

V. Vidyavathi  
Joint SecretaryConfidential

मंत्रिमण्डल सचिवालय  
राष्ट्रपति भवन, नई दिल्ली- 110004  
CABINET SECRETARIAT  
RASHTRAPATI BHAWAN  
NEW DELHI - 110004

D.O. No.1/6/2018-CS(A)  
Dated the 8<sup>th</sup> May, 2018

Dear Sir/Madam,

It is proposed to draw up panels of Indian Police Service (IPS), Indian Forest Service (IFoS) and officers belonging to various Organised Group "A" Central Services for appointment at the level of Secretary and Additional Secretary in the Government of India. The eligibility conditions for empanelment at these levels are as follows:

**(A) For Secretary level empanelment**

- (i) Minimum of 30 years' service in Group "A"; and
- (ii) Minimum of 2 years' service in a post in HAG Scale or more.

**(B) For Additional Secretary level empanelment:**

- (i) Minimum of 25 years' service in Group "A"; and
- (ii) Minimum of 7 years' service in a post in SAG scale or more in the parent cadre or service.

In addition to the above, only those officers who meet the following criteria would be considered for empanelment:

- (i) Year of examination is not later than 1983 (i.e. 1984 batch) for Secretary level and 1987 (i.e. 1988 batch) for Additional Secretary level;
- (ii) Officer should have been empanelled as Additional Secretary (for empanelment at Secretary level) and Joint Secretary (for empanelment at Additional Secretary level);
- (iii) Officers should have at least 3 years' experience under the Central Staffing Scheme at the level of Deputy Secretary and above;
- (iv) Officers should have at least one year's residual service as on 01.01.2018;

The reference date for determining eligibility shall be 1<sup>st</sup> January, 2018.

Contd.

10/5/18

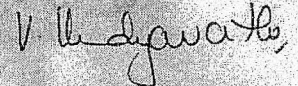
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3. Your recommendations in respect of eligible officers belonging to the Service(s) under your administrative control may please be sent to this Secretariat in the enclosed formats latest by 15.06.2018 along with the following:

- (i) A copy of the latest Civil List/ Seniority List;
- (ii) Up to date Executive Record Sheets;
- (iii) Complete CR dossiers of the officers nominated;
- (iv) Latest vigilance clearance from the Central Vigilance Commission;
- (v) Details of pay scale in which the nominated officers are presently drawing pay in parent Cadre or Service; and
- (vi) Contact details (mobile number) of Secretary, Additional Secretary level officers, Peers and Subordinate officers with whom the officers nominated have worked during the last 15 years.

With regards,

Yours Sincerely,

  
(V.Vidyavathi)

**Ms. Aruna Sundarajan**  
**Secretary,**  
**Deptt. of Telecommunications**  
**New Delhi**

Nomination for empanelment at Secretary level

Name of the Service \_\_\_\_\_

Name of the Ministry/Department \_\_\_\_\_

Sl. No.	Name of the officer (Shri/Ms)	Date of Birth	Whether SC/ST/Gen	Year of exam	Batch	Date of entry in service (Group "A")	Date from which drawn in HAG scale	Present Post	Posts held under Staffing Scheme of DoPT	Central Duration	Migilance status	Date filing IPR
1												
2												

(Signature of Forwarding Authority)

Receipt No : 328048/2018/STG-III/SNG

Annexure-II

Nomination for empanelment at Additional Secretary level

Name of the Service \_\_\_\_\_  
 Name of the Ministry/Department \_\_\_\_\_

	Name of the officer (Shri/Ms)	Date of Birth	Date of entry in service (Group "A")	Date from which pay drawn in SAG scale	Present Post	Posts held under Central Staffing Scheme of DoPT		Vigilance status	Date of filing IPR
						Post	Duration From To		
1									
2									

(Signature of Forwarding Authority)