

F.No. A-11011/1/2023-Ad.I
Government of India
Ministry of Finance
Department of Expenditure
Admn. I Section

North Block, New Delhi,
Dated: 17th April, 2025

VACANCY CIRCULAR

Subject:- Filling up of posts in 8th Central Pay Commission on deputation basis-reg.

It is proposed to fill up the 35 posts in 8th Central Pay Commission on deputation basis. These posts are to be staffed for the period from the date of constitution of the 8th CPC till the closure of the Commission.

2. The appointments to the 8th CPC will be governed by the regular norms prescribed by DoPT from time to time. It is requested to circulate this requirement among the relevant officials and personnel in your organization. The post-wise eligibility criteria are enclosed.

4. Nominations/applications, in the attached proforma along with the supporting documents i.e. APAR of five years, Vigilance Clearance etc. should be sent to this Department to the following address through proper channel:

Sh. Ranjit Kumar Jha, Under Secretary (Admn.I),
Department of Expenditure, Ministry of Finance,
Room No. 225-E, North Block,
New Delhi-110001 (email: ranjitk.jha@nic.in)

5. This is an open-ended circular, meaning that applications will be considered on a continuous basis until all vacancies are filled. Therefore, it is requested to submit the duly filled/verified applications at the earliest.


(Avinash K. Nilankar)
Director (Admn.)
Tel: 23092689

To,

1. All Secretaries of Ministries/Departments of the Government of India.
2. JS(CS), Department of Personnel & Training, North Block, New Delhi with the request for placing the above on the website of DoP&T for wide circulation.
3. PPS to JS (E.Coord.), Department of Expenditure, Ministry of Finance, North Block New Delhi for placing the above on the website of this Department.
4. US(Admin.I), DoE for uploading the vacancy circular on e-HRMS portal.

Annexure-I

Eligibility conditions for the post of Sr. System Analyst (Level- 11 of Pay Matrix) in 8th Central Pay Commission.

1.	Name of the Post	Sr. System Analyst (Computers)
2.	No. of Posts	01 (One)
3.	Classification	General Central Services Group 'A' Gazetted Ministerial
4.	Pay Scale	Level-11 of Pay Matrix
5.	Eligibility	Officers under the Central Government, failing which officers from State Governments/Union Territories
	(a)	(i) holding analogous post on regular basis, or (ii) with five years' service in the grade rendered after appointment thereto on a regular basis in Level-10 of Pay Matrix or equivalent in the parent cadre/Department; or (iii) with six years' service in the grade rendered after appointment thereto on a regular basis on combined service at Level-08 and level 10 of Pay Matrix or equivalent in the parent cadre/Department;
	(b)	Possessing the following educational qualifications and experience :- (i) Bachelor's degree in computer science or related field from a recognized University or its equivalent (ii) Ample experience in system analysis, design development and implementation, proficiency in various programming languages.

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Eligibility conditions for the post of Desk Officers/Section Officer/Equivalent (Level-08/10 of Pay Matrix) in 8th Central Pay Commission.

1.	Name of the Post	Desk Officers/Section Officer
2.	No. of Posts	07 (seven)
3.	Classification	General Central Services Group 'B' Gazetted Ministerial
4.	Pay Scale	Level-8/10 of Pay Matrix
5.	Eligibility	Officers under the Central Government, failing which officers from State Governments/Union Territories
	(a)	(i) holding analogous post on regular basis, or (ii) with <u>two/five</u> years' service in the grade rendered after appointment thereto on a regular basis in the Level-07 of Pay Matrix or equivalent in the parent cadre/Department.
	(b)	Possessing the following educational qualifications and experience: (i) Bachelor's degree from a recognized University or its equivalent

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Eligibility conditions for the post of Assistant Section Officer (Level-07) of Pay Matrix) in 8th Central Pay Commission.

1.	Name of the Post	Assistant Section Officer
2.	No. of Posts	02 (Two)
3.	Classification	General Central Services Group 'B' Non-Gazetted Ministerial
4.	Pay Scale	Level-07 of Pay Matrix
5.	Eligibility	Officers under the Central Government, failing which officers from State Governments/Union Territories
	(a)	(i) holding analogous post on regular basis, or (ii) with five years' service in the grade rendered after appointment thereto on a regular basis in the in the Level-06 of Pay Matrix or equivalent in the parent cadre/Department;
	(b)	Possessing the following educational qualifications and experience: (i) Bachelor's degree from a recognized University or its equivalent



Eligibility conditions for the post of PS/PPS/Sr. PPS (Level-08/10/11/12 of Pay Matrix) in 8th Central Pay Commission.

1.	Name of the Post	PS/PPS/Sr. PPS
2.	No. of Posts	06 (six)
3.	Classification	General Central Services Group 'A'/'B' Gazetted Ministerial
4.	Pay Scale	Sr PPS- Level 12 of Pay matrix PPS- Level 11 of pay matrix PS- Level 8/10 of Pay Matrix
5.	Eligibility	Officers under the Central Government, failing which officers from State Governments/Union Territories
	(a)	<p>(i) holding analogous post on regular basis, or</p> <p>(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in Level-11 of Pay Matrix or equivalent in the parent cadre/Department (for Sr PPS) or</p> <p>with five years' service in the grade rendered after appointment thereto on a regular basis in Level-10 of Pay Matrix or equivalent in the parent cadre/Department (for PPS); or</p> <p>with total six years' service in the grade rendered after appointment thereto on a regular basis on combined service at Level 8 and Level-10 of Pay Matrix or equivalent in the parent cadre/Department (for PPS); or</p> <p>with two /five years' service in the grade rendered after appointment thereto on a regular basis in Level-07 of Pay Matrix) or equivalent in the parent cadre/Department (for PS);</p>
	(b)	<p>Possessing the following educational qualifications and experience:</p> <p>(i) Bachelor's degree from a recognized University or its equivalent</p>

Eligibility conditions for the post of PA/Stenographer (Level-04/07 of Pay Matrix) in 8th Central Pay Commission.

1.	Name of the Post	PA/Stenographer
2.	No. of Posts	11 (Eleven)
3.	Classification	General Central Services Group B/C Non Gazetted Ministerial
4.	Pay Scale	Stenographer- Level-04 of Pay Matrix PA- 07 of Pay Matrix
5.	Eligibility	Officers under the Central Government, failing which officers from State Governments/Union Territories
	(a)	<p>(i) holding analogous post on regular basis, or</p> <p>(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in Level-04 of Pay Matrix or equivalent in the parent cadre/Department (for PA post) or</p> <p>with five years' service in the grade rendered after appointment thereto on a regular basis in Level-02/03 of Pay Matrix or equivalent in the parent cadre/Department and possess (for Stenographer)</p>
	(b)	<p>Possessing the following educational qualifications and experience:</p> <p>(i) Bachelor's degree from a recognized University or its equivalent</p> <p>(ii) Having good speed in stenography and typing.</p>

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Eligibility conditions for the post of Cashier/SSA (Level-04 of Pay Matrix) in 8th Central Pay Commission.

1.	Name of the Post	Cashier/SSA
2.	No. of Posts	02 (Two)
3.	Classification	General Central Services Group 'C' Non Gazetted Ministerial
4.	Pay Scale	Level-04 of Pay Matrix
5.	Eligibility	Officers under the Central Government, failing which officers from State Governments/Union Territories
	(a)	(i) holding analogous post on regular basis, or (ii) with five years' service in the grade rendered after appointment thereto on a regular basis in Level-02/03 of Pay Matrix or equivalent in the parent cadre/Department;
	(b)	Possessing the following educational qualifications and experience: (i) Bachelor's degree of a recognized University or its equivalent

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Eligibility conditions for the post of Driver (Level-02 of Pay Matrix) in 8th Central Pay Commission.

1.	Name of the Post	Driver
2.	No. of Posts	03 (Three)
3.	Classification	General Central Services Group 'C' Non Gazetted Ministerial
4.	Pay Scale	Level-02 of Pay Matrix
5.	Eligibility	Officials under the Central Government, failing which officers from State Governments/Union Territories
	(a)	(i) holding analogous post on regular basis. (ii) Staff car drivers with three years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Level-01 of Pay Matrix or equivalent in the parent cadre/Department;
	(b)	Possessing the following educational qualifications and experience: (i) Matriculation or equivalent in any stream. (ii) Driving license with minimum 03 years work experience.

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Eligibility conditions for the post of MTS (Level-01 of Pay Matrix) in 8th Central Pay Commission.

1.	Name of the Post	MTS
2.	No. of Posts	03 (Three)
3.	Classification	General Central Services Group 'C' Non Gazetted Ministerial
4.	Pay Scale	Level-01 of Pay Matrix
5.	Eligibility	Officials under the Central Government, failing which officers from State Governments/Union Territories
	(a)	(i) holding analogous post on regular basis
	(b)	Possessing the following educational qualifications and experience: (i) Matriculation or equivalent in any stream

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Annexure-II

Application for the temporary posts under 8th Central Pay Commission to be filled up on deputation basis

1.	Name					
2.	Post applied for					
3.	a) Present post held (whether regular, ad-hoc or on deputation basis)					
	b) if presently on deputation, please indicate designation of the post held in the parent office/cadre and scale of pay of that post along with the present basic pay in that grade					
4.	Present Pay in Pay Matrix					
5.	Date of drawing the present Level on regular basis					
6.	Date of Birth					
7.	Date of entry into service (including service and Select List/Batch)					
8.	Date of retirement					
9.	Office Address					
10.	Phone & Fax Number with STD Code					
11.	Mobile Number & E-mail address					
12.	Educational Qualification					
13.	Position held since entry into service:					
	Office	Post Held	From	To	Pay along with Grade Pay	Band with
14.	Any other information which you may wish to add					
15.	A brief note (not more than 100 words) highlighting important achievements and work experiences					

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Bio-Data supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Place:

Date:
Candidate)

(Signature of the

Address _____

CERTIFICATE

(TO BE GIVEN BY THE HEAD OF ORGANIZATION)

The particulars are verified as correct. It is certified that no disciplinary/vigilance case is pending against the officer and no major/minor penalty has been imposed on him/her during the last 10 years.

Place:

Date:
Organization/

Signature of the Head of
Office with Office Seal