

**COAST GUARD HEADQUARTERS**  
**National Stadium Complex**  
**New Delhi-110001**

1. Indian Coast Guard invites applications from willing and eligible candidates for filling up following posts on deputation (ISTC) basis:-

(I) (A) **Name of Post** : **Senior Civilian Staff Officer (Logistics)** (General Central Service Group 'A', Gazetted, Non-Ministerial) in Level-12 (Rs. 78800-209200) in the pay matrix.

(B) **No. and place of posting** : (02)\*, Chennai and Porbandar (\*Subject to Change).

(C) **Eligibility**

Officers under the Central or State Government or Union Territories or Statutory or Autonomous Organisations or Universities or Public Sector Undertaking or Semi-Governments or Recognised Research Institute:-

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

**OR**

(ii) With five years' service in the grade rendered after appointment thereto on a regular basis in posts in level-11 in the pay matrix or equivalent in the parent cadre or department;

**AND**

(b) Possessing the following educational qualification and experience: -

**Essential:**

(i) Degree of a recognised University or Institute; and

(ii) Diploma in Material Management or any Diploma with Material Management as a subject from a recognised university or institute;

**AND**

(iii) Ten years' supervisory experience in a Store administration and accounting of a Stores in Central or State Government or Statutory or Autonomous Organisation or Public Sector Undertaking or University or Banks.

(II) (A) **Name of Post** : **Civilian Staff Officer (Logistics)** (General Central Service Group 'A', Gazetted, Non-Ministerial) in Level 11 (Rs. 67700-208700) in the pay matrix.

(B) **No. and place of posting** : (12)\*, New Delhi, Porbandar, Paradip, Kochi and Port Blair (\* Subject to Change).

(C) **Eligibility**

Officers under the Central Government or State Government or Union Territories or Statutory or Autonomous Organisation or Universities or Public Sector Undertaking or Semi Governments or recognised Research Institute:-

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

**OR**

(ii) With five years' service in the grade rendered after appointment thereto on a regular basis in posts in level-10 in the pay matrix or equivalent in the parent cadre or department;

**AND**

(b) Possessing the following educational qualification and experience: -

(i) Degree of a recognised University;

(ii) Diploma in Material Management or any Diploma with Material Management as a subject from a recognised university or institute;

**AND**

(iii) Five years' experience in Store Administration and accounting of store in Central Government or State Government, Autonomous or Statutory Organisation, Public Sector Undertaking or University or Banks.

(III) (A) **Name of Post** : **Civilian Gazetted Officer (Logistics)** (General Central Service Group 'B', Gazetted, Non-Ministerial) in Level-7 (Rs. 44900-142400) in the pay matrix.

(B) **No. and place of posting** :(08)\*, New Delhi, Paradip and Porbandar (\* Subject to Change).

(C) **Eligibility:**

Officers under the Central Government or State Government or Union Territories or Statutory or Autonomous Organisation or Universities or Public Sector Undertaking or Semi Governments or Recognised Research Institute:-

(a) (i) Holding analogous posts on a regular basis in the parent cadre or Department;

**OR**

(ii) With five years' service in the grade rendered after appointment thereto on a regular basis in posts in level-6 in the pay matrix or equivalent in the parent cadre or department;

**AND**

(b) Possessing the following educational qualification and experience: -

(i) A Bachelor's degree of a recognised University or Institute;

(ii) Diploma in Material Management or any Diploma with Material Management as a subject from a recognised University or Institute;

**AND**

(iii) Three years experience in Store Administration and Accounting in a Central Government or State Government department or Public Sector Undertaking.

(IV) (A) **Name of Post:** **Section Officer** (General Central Service, Group "B", Gazetted, Ministerial) in the Pay Band-2, Rs. 9300-34800/- with Grade Pay of Rs. 4800/- (Revised pay Level-8 in the pay matrix).

(B) **No. and Place of Posting:** (07)\*, Ratnagiri, Karwar, Mayabandar, Port Blair, Vadinar, Gandhinagar and Gopalpur (\*Subject to Change).

(C) **Eligibility:**

Officers under the Central Government:-

(a) (i) Holding analogous posts on regular basis in the parent cadre/ department;

**OR**

(ii) With five years regular service in the grade rendered after appointment thereto on a regular basis in the Pay Band-2, Rs. 9300-34800/- with Grade Pay of Rs. 4200/- (Revised pay Level-6 in the pay matrix) in the parent cadre or department;

**AND**

(b) Possessing three years experience in administration, establishment and accounts matters.

(V) (A) **Name of Post:** **Upper Division Clerk** (General Central Service, Group "C", Non-Gazetted, Ministerial) in the Pay Band-1, Rs. 5200-20200/- with Grade Pay of Rs. 2400/- (Revised pay Level-4 in the pay matrix).

(B) **No. and Place of Posting:** (46)\*, New Delhi, Campbell Bay, Hutbay, Mayabandar, Port Blair, Chennai, Kakinada, Karaikal, Krishnapatnam, Mandapam, Puducherry, Tuticorin, Jakhau, Mundra, Pipava, Porbandar, Vadinar, Androth, Beypore, Goa, Karwar, Kavaratti, Minicoy, Ratnagiri (\*Subject to Change).

(C) **Eligibility:**

Officers under the Central Government holding analogous posts on regular basis; or with eight years regular service in Pay Band-1, Rs. 5200-20200/- with Grade Pay of Rs. 1900/- (Revised pay Level-2 in the pay matrix). Experience in Armed Forces Headquarters is desirable.

2. The departmental Officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation or absorption. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

3. Period of deputation (including Short-Term Contract) including period of deputation (including Short-Term Contract) in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation or Department of the Central Government shall ordinarily not to exceed 04 years for the posts of SCSO(Log) & CSO(Log) and 03 years for the posts of CGO(Log), SO & UDC. The maximum age limit for appointment by deputation (including Short-Term Contract) shall not be exceeding 56 years as on the closing date of receipt of application. The officers selected will be governed by instructions contained in DoP&T OM No. 6/8/2009-Estt. (Pay II) dated 17<sup>th</sup> June, 2010 as amended from time to time.

4. Applications in the prescribed proforma (available on Indian Coast Guard website at [www.indiancoastguard.gov.in](http://www.indiancoastguard.gov.in)) alongwith the complete and upto-date ACR/APAR dossiers (or attested photocopies of the ACRs/ APAR for the last 05 years) in respect of the officers/ individuals who could be spared in the event of selection may be sent to **Directorate of Personnel, {SCSO(CP)} Coast Guard Headquarters, National Stadium Complex, New Delhi-110001** within 60 days from the date of publication of this advertisement. Applications received after the last date or without the ACRs/APAR as stated above or otherwise found incomplete will not be considered. While forwarding the applications, the certificate appended thereto may also be verified.

5. The departments will also be required to confirm that in the event of selection, the officers/ individuals concerned will be relieved of their duties.

## BIO-DATA

1. Name and Address (in Block letters) :  
(alongwith contact No.)
2. Date of Birth (in Christian era) :
3. Date of retirement under :  
Central Govt. rules
4. Educational Qualifications :
5. Post & Place for which applied :Post: Place:
6. Date of publication of Advt. in the :  
Employment News
7. Whether Educational & 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)

	Qualifications/ Experience required	Qualifications/ experience possessed by the applicant
Essential	(a)	
	(b)	
Desirable	(a)	
	(b)	

8. Please state clearly whether in the light of :  
entries made by you above, you meet the  
requirement of the post.
9. Details of employment in chronological order :  
(enclose a separate sheet duly authenticated by  
your signature, if the space below is insufficient).

Office/Instt./ Orgn.	Post Held	From	To	Pay Level & Cell in the pay matrix/Pay Band & Grade Pay (pre-revised)	Nature of duties

10. Nature of present employment i.e. Ad-hoc or :  
temporary or quasi-permanent or permanent

11. 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 :
  - (c) Name of the parent office/Organisation to which you belong :
12. Additional details about present employment. Please state whether working under :-
- (a) Central Government :
  - (b) State Government :
  - (c) Autonomous Organisation :
  - (d) Govt. undertaking :
  - (e) Universities :
13. Are you in revised Pay Level? :  
If yes, give the date from which revision took place and also indicate the pre-revised Pay Band and Grade pay
14. Total emoluments per month now drawn. :
15. 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. :
16. Whether belongs to SC/ST/OBC : :
17. Remarks :

Date :

Signature of the candidate

**TO BE FILLED BY EMPLOYER**

1. It is certified that the information furnished by Shri/Ms \_\_\_\_\_ has been checked as per the service record of the individual and found correct.
2. No disciplinary / vigilance case is pending / contemplated against Shri / Ms \_\_\_\_\_ .
3. No minor or major penalties imposed on Shri / Ms \_\_\_\_\_ during the last 10 years. The integrity of the officer/individual is beyond doubt.
4. In the event of the selection of Shri/ Ms \_\_\_\_\_ he/she will be relieved of his/her duties in the office.
5. Photocopies of ACRs/APAR (duly attested by a Group 'A' officer) of Shri / Ms. \_\_\_\_\_ for the last five years are enclosed.

Dated :

Name :  
Designation :  
Telephone No.:  
Office Seal :

