

F. No. A-11011/01/2023-Ad.I
Government of India
Ministry of Finance
Department of Expenditure

D-Wing, Room No.10009,
Ground Floor, Kartavya Bhawan-1,
New Delhi, Date:05-08-2026

OFFICE MEMORANDUM

Subject:-Filling up of 1(one) post of Director in Level-13 and 1(one) post of Deputy Director in Level-11 of Pay Matrix under Procurement Policy Division, Department of Expenditure on deputation basis.

The undersigned is directed to refer to this Department's Office Memorandum of even no., dated 07.07.2026 (copy enclosed) vide which applications were invited to fill up one post of Director (Level-13 of Pay Matrix) and one post of Deputy Director (Level-11 of Pay Matrix) in the Procurement Policy Division, Department of Expenditure on deputation basis, initially for a period of three years. The last date for receipt of application was 07.08.2026, which has now been extended to **07.09.2026 till 05.00 P.M** with the same terms and conditions.

2. It is further stated that applications received after **07.09.2026** will not be entertained.

Encl: As above.

Digitally signed by
RAGHVENDRA SINGH KUSHWAH
Date: 05-08-2026 14:36:17

(Raghvendra Singh Kushwah)
Under Secretary to the Government of India
Tel:24012073

To,

1. All Ministries/Departments of the Government of India.
2. PPS to JS(E.Coord), Department of Expenditure with the request to upload this circular on the website of this Department.
3. E-HRMS portal.

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

D-Wing, Room No. 10007,
Ground Floor, Kartavya Bhawan-1,
New Delhi, Date:07-07-2026

OFFICE MEMORANDUM

Subject:-Filling up of 1(one) post of Director in Level-13 and 1(one) post of Deputy Director in Level-11 of Pay Matrix under Procurement Policy Division, Department of Expenditure on deputation basis.

The undersigned is directed to refer to the above mentioned subject and to state that applications are invited to fill up one post of Director (Level-13 of Pay Matrix) and one post of Deputy Director (in Level-11 of Pay Matrix) in the Procurement Policy Division, Department of Expenditure on deputation basis initially for a period of three years.

2. The term and conditions of appointment will be in accordance with the Department 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 application of eligible and willing candidates may be forwarded in the enclosed proforma (Annexure-III) through proper channel to the Under Secretary (Admn.I), Ministry of Finance, Department of Expenditure, Room No. 10007, Kartavya Bhawan-1, Man Singh Road, New Delhi latest by **07.08.2026 at 5.00 PM**. Applications received after the due date or found incomplete shall not be entertained.

4. The Cadre Controlling Authority, while forwarding the application must enclose Cadre clearance, vigilance clearance including whether any disciplinary case is pending or being contemplated against the officer, Major/Minor Penalty statement for the last 10 years, Integrity Certificate & attested copies of ACRs/APARs for the last five years. The eligibility conditions of the posts is attached as Annexure-I/Annexure-II.

Digitally signed by
Ranjit Kumar Jha
Date: 07-07-2026
11:19:13

(Ranjit Kumar Jha)
Under Secretary to the Government of India
Tel:24012072

To,

1. All Ministries/Departments of the Government of India.
2. PPS to JS(E.Coord), D/o Expenditure with the request to upload this vacancy

circular on website of the Department.

3. E-HRMS portal

Annexure-I

Eligibility conditions for the post of Director (Level-13 of Pay Matrix) in Procurement Policy Division of Department of Expenditure, Ministry of Finance.

1.	Name of the Post	Director
2.	No. of Post	01 (one)
3.	Classification	General Central Services Group 'A' Gazetted Ministerial
4.	Pay Scale	Level-13 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 in the parent cadre/Department; or (ii) with five years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Level-12 of Pay Matrix or equivalent in the parent cadre/Department; or (iii) with Ten years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Level-11 of Pay Matrix or equivalent in the parent cadre/Department; and
	(b)	Possessing the following educational qualifications and experience: (i) A degree of a recognized University or its equivalent (ii) Having experience in Public Procurement area. Period of deputation(including short-terms contract) including period of deputation (including short-terms contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed five years. The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding 56 years as on the closing date of the receipt of application.

Annexure-II

Eligibility conditions for the post of Deputy Director (Level-11 of Pay Matrix) in Public Procurement Division of Department of Expenditure, Ministry of Finance.

1.	Name of the Post	Dy. Director
2.	No. of Post	01 (one)
3.	Classification	General Central Services Group 'A' Gazetted Non-Ministerial
4.	Pay Scale	Level-11 of Pay Matrix
5.	Eligibility	Officers under the Central Government failing which officers from State Government/Union Territories
	(a)	(i) holding analogous post on regular basis in the parent cadre/department; or (ii) with five years' of service in the grade rendered after appointment thereto on a regular basis in the Level 10 of pay Matrix or equivalent in the parent cadre/Department; or. ii) with six years' of 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) A degree of a recognized University or its equivalent; (ii) Having experience in Public Procurement area. Period of deputation (including short-terms contract) including period of deputation (including short-terms contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed five years. The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding 56 years as on the closing date of the receipt of application.

Annexure-III

Application for the Director/Dy Director under Procurement Policy Division, Department of Expenditure 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.	Experience on public procurement			
14.	Position held since entry into service:			
	Office	Post Held	From	To Pay Band along with Grade Pay
15.	Any other information which you may wish to add			

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:

Signature of the Head of Organization/
Office with Office Seal