

**No. A-11012/1/2023-Admn.III**  
Government of India  
Ministry of Finance  
Department of Economic Affairs  
\*\*\*\*\*

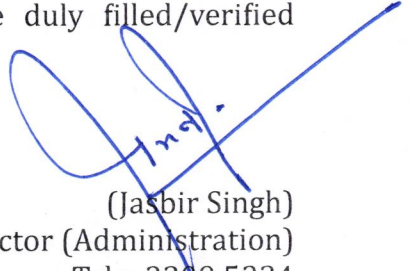
North Block, New Delhi  
January 3, 2024

**Subject: Filling up of posts in Sixteenth Finance Commission on deputation basis - calling for nominations/applications.**

The Sixteenth Finance Commission (SFC) has been Constituted by the Government of India on 31.12.2023. The Commission's tenure is upto October 31, 2025 and the posts created (**Annexure-A**) for the Commission would be filled up on deputation basis.

2. The appointments to the Sixteenth Finance commission will be governed by regular norms prescribed by DoP&T from time to time. Specifically, the applicant should be holding an analogous post or be eligible to be appointed to the post applied for under the normal rules of selection prescribed. The officers/officials holding analogous post and appointed on deputation basis with the Commission would be eligible for a deputation allowance at the prescribed rate. Appointment to the next higher level of the regular post held by official would be subject to fulfillment of the eligible criteria for the said post.

3. It is, therefore, requested that this requirement of the Commission is circulated among the concerned officials/personnel in your Ministry/Department including attached, subordinate offices and autonomous bodies. The nominations/applications of willing officers for the various post along with supporting documents may be sent to the Sixteenth Finance commission **only** by email at [secy-fc@gov.in](mailto:secy-fc@gov.in) with a copy to [manish.kr1975@nic.in](mailto:manish.kr1975@nic.in) in the proforma enclosed (**Annexure B**) along-with cadre and vigilance clearance. **No physical copy be sent for this purpose at this stage.** This is an open-ended circular i.e. all completed applications of eligible candidates will be considered on regular basis and this process will continue till all the vacancies are filled up. It is, therefore, requested to send the duly filled/verified applications at the earliest.

  
(Jasbir Singh)  
Director (Administration)  
Tele: 2309 5234

To,

1. All Secretaries of Ministries/Departments of the Government of India.
2. Chief Secretaries of all State Governments/Union Territories.
3. Secretary, UPSC, Dholpur House, New Delhi - 110001.
4. Establishment Officer, Department of Personnel & Training, North Block, New Delhi with the request for placing the above on the website of DoP&T.
5. Controller General of Accounts, Mahalekha Niyantrak Bhawan, New Delhi,
6. Comptroller & Auditor General of India, Deen Dayal Upadhyaya Marg, New Delhi.
7. Controller of Aid Accounts & Audit, Janpath Bhawan, New Delhi.
8. Senior Technical Director, NIC, Ministry of Finance, North Block, New Delhi for placing the above on the website of Ministry of Finance.

**List of Posts for Sixteenth Finance Commission**

<b>S. No.</b>	<b>Name of the Post</b>	<b>Pay Level (as per 7<sup>th</sup> CPC)</b>	<b>No of Posts</b>
1	Director	L-13	4
2	Joint Director	L-12	4
3	PS to Chairman	L-12	1
4	Deputy Director	L-11	9
5	PPS	L-11	5
6	Librarian	L-11	1
7	PS	L-9/10	7
8	Assistant Director	L-10	12
9	Admin & Account Officer	L-10	1
10	Assistant Accounts Officer	L-8	1
11	Economic Officer	L-7	2
12	Assistant Section Officer (ASO)	L-7	4
13	PA	L-7	8
14	Steno Gr C Hindi	L-7	1
15	Cashier	L-6	1
16	Steno Gr D	L-4	5
17	Sr. Secretariat Assistant (SSA)	L-4	2
18	Telephone Operator	L-2	1
19	Hindi Typist	L-2	1
20	Jr. Secretariat Asst. (JSA)	L-2	3
21	Staff Car Driver (SCD)	L-2	5
22	MTS	L-1	5
	<b>Total</b>		<b>83</b>

**Annexure-B**

**PROFORMA FOR APPLICATION FOR THE POSTS IN THE SIXTEENTH FINANCE  
COMMISSION**

1	Post Applied For	:	
2	Scale/Level of Pay of Post applied	:	
3	(a) Name (in block letters)	:	
	(b) Sex (Male/Female)	:	
	(c) Residential Address (in block letters)	:	
	(c) Mobile No	:	
	(d) Email Id	:	
4	Date of Birth	:	
5	Educational Qualifications	:	
6	<b>Present Employment</b>		
	(a) Name of the Employer	:	
	(b) Post held and scale/level of pay	:	
	(c) Nature of employment i.e. adhoc/temporary/contract/regular	:	
	(d) Whether the employment is on deputation, and if so, period of present deputation/contract	:	
	(e) Date since when employment with Present Employer	:	
7	Total Length of Service	:	
8	Nature of the parent office/organization/cadre controlling authority	:	

9 Previous employment(s) (starting with the last one first)					
Name of the post with scale/ level of pay	Period		Nature of Appointment	Name of Employer	Nature of Duties in Brief
	From	To			
10	Training undergone (starting with last one first)			:	
11.	Whether conversant working in M.S. Excel (Nature of job where used extensively)			:	
12	Whether used any software or programming language for econometric modelling [give details]			:	
13.	Whether having experience of analysis of state/public finance and budgeting [Please cross refer to table at Sl. No. 9]			:	
14.	Whether having experience of working in previous Finance Commissions			:	
15.	Any other relevant experience			:	
16.	Whether belongs to SC/ST/OBC			:	
17.	Any additional information relevant for the application			:	

**(Signature of the Applicant)**

Date: \_\_\_\_\_

**Recommendations of the Competent Authority:**

- (i) Service particulars given by the applicant are verified w.r.t. service records and found to be correct.
- (ii) The officer/official is clear from vigilance angle.
- (iii) ACR/APAR Gradation Chart for the last 05 years.

- (iv) If the officer/official is selected for appointment on deputation in the Sixteenth Finance Commission, he/she will be relieved within 15 days of receiving the intimation in this Ministry/Department/Organization.

Signature of the Competent Authority  
[DS/Dir(Admn)/JS(Admn) of the  
Ministry/Department/Organisation]  
along with contact details