VACANCY CIRCULAR

The Ministry of External Affairs (CPV Division) intends to fill the following posts in Passport Office at stations indicated below from amongst officers under the Central Government including officers of All India Services / Central Secretariat Services in the Ministries / Departments of the Government of India, on deputation basis:-

<table>
<thead>
<tr>
<th>Post</th>
<th>Number of Posts &amp; Name of Passport Office</th>
<th>Scale of Pay</th>
<th>Eligibility</th>
</tr>
</thead>
</table>
| Deputy Passport Officer | 8 (Eight): 1 Post – Passport Office, Bhubaneswar 1 Post – Passport Office, Bhopal 1 Post – Passport Office, Chandigarh 1 Post – Passport Office, Chennai 1 Post – Passport Office, Hyderabad 1 Post – Passport Office, Jalandhar 1 Post – Passport Office, Patna 1 Post – Passport Office, Tiruchirappalli | Pay Band 3, Rs. 15,600-39,100 + Grade Pay Rs. 6,600/- (Pre-revised) | Officers under the Central Government including officers of All India Services:  
(a) (i) holding analogous posts on 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 Pay Band-3 (Rs. 15,600-39,100) and Grade Pay of Rs. 5,400 (Pre-revised) or equivalent in the Parent cadre or Department; and  
(b) possessing the following educational qualification and experience:  
(i) Bachelor's degree from a recognized University in India or Association of Indian Universities recognized degrees of foreign Universities;  
(ii) One year experience in passport or Consular or Immigration or Administration or Finance or Accounts or Vigilance work. |
| Assistant Passport Officer (APO) | 2 (Two): 1 Post – Passport Office, Bangalore 1 Post – Passport Office, Dehradun | Pay Band 3, Rs. 15,600-39,100 + Grade Pay Rs. 400/- (Pre-revised) | Officers under the Central Government including officers of All India Services:  
(a) (i) holding analogous posts on regular basis in the parent cadre or department; or  
(ii) with two years' service in the Grade rendered after appointment thereto on a regular basis in posts in Pay Band-2 (Rs. 9300-34,800 and Grade Pay of Rs. 4800 (Pre-revised) or equivalent in the parent cadre or Department; or  
(iii) with three years' service in the Grade rendered after appointment thereto on a regular basis in posts in Pay Band-2 (Rs. 9300-34800 and Grade Pay of Rs. 4600 (Pre-revised) or equivalent in the parent cadre or Department; and  
(b) possessing the following educational qualifications and experience:  
(i) Bachelor's degree from a recognized University in India or Association of Indian Universities recognized degrees of foreign Universities;  
(ii) One year experience in passport or Consular or Immigration or Administration or Finance or Accounts or Vigilance work.
Note 1: 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. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note 2: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years.

Note 3: The maximum age limit for appointment by deputation shall not be exceeding fifty six years as on the closing date of receipt of applications.

Note 4: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post for which that grade pay or pay scale is the normal replacement grade without any upgradation.

2. The selected officers will be on deputation for a period of three years initially which can be curtailed or extended further, depending upon the requirement, and with the consent of the officer and approval of the lending department. The usual deputation terms will apply. The DPO/APO can be posted any of the PSK/PSLK/POPSK falling under the jurisdiction of respective Passport Office.

3. All Ministries/Departments of Government of India are requested to circulate the above posts among the officers under the Central Government including officers of All India Services/State Government, working with them and forward the application (in prescribed pro forma Annexure A) of eligible and interested officers, along with their dossiers and a certificate to the effect that they are clear from vigilance angle, to the undersigned by 15th May, 2018.

(Sahib Singh)
Deputy Passport Officer (PVE, PVA & Cadre)

To,
1. All Ministries/Department of Government of India
2. All Chief Secretaries to the State Governments.

Copy to:-
1. Ministry of External Affairs-[Kind attn. to: Joint Secretary (Admn)].
2. Director (XP), Ministry of External Affairs, Shastri Bhawan, New Delhi- with the request to upload this circular on the MEA’s website.
3. Director(PSP), Ministry of External Affairs, CPV Division, New Delhi- with the request to upload this circular on the Passport Seva website.
4. Director (CS), DoPT, Sri Ganesha Bhawan, Shahid Bhagat Singh Road, New Delhi - with the kind request to upload this circular on DoPT’s website for wider circulation.
5. All Passport Offices.
6. Branch Secretariat at Chennai, Kolkata, Guwahati, Hyderabad.
7. Om IS (PSP) & CPO, CPV Division, MEA, New Delhi.
ANNEXURE - A
CURRICULUM VITAE PROFORMA

1. Name (in Block letters)
   Designation (Batch)

2. Applied for the post of

   (i) Place (Name of Station/s in order)

3. Date of Birth (in Christian era)

   (i) Age as on 15.05.2018
       [closing date of circular]

4. Date of retirement under Central/
   State Government Rules

5. Educational Qualifications

6. Whether belongs to SC/ST

7 (a). Educational qualifications and experienced possessed

    _______________________________________________________________________

    Qualification/
    Experience possessed
    by the officers

    Essential
        (1)
        (2)
        (3)

    Desired
        (1)

(b). Language Known (Mother Tongue):-

    _______________________________________________________________________

    Contd......2
8. Details of service, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space is insufficient.

<table>
<thead>
<tr>
<th>Office/Institution</th>
<th>Post held</th>
<th>From</th>
<th>To</th>
<th>Grade Pay/Level</th>
<th>Scale of Pay and Basic Pay</th>
<th>Nature of Duties (in details)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

9. Contact details:
   (A) Present Add:
      (i) Tel. No.
      (ii) Mob. No.
      (iii) E-mail-

   (B) Office Add(with office name):
      (i) Tel. No.
      (ii) Mob. No.
      (iii) E-mail-

10. In case the present post is held on deputation / contract basis, please state
(a) Name of Office / Organization and address (with Tel. No.)

(b) The date of initial appointment

(c) Period of appointment on deputation

(d) Name of the parent office / organization to which you belong

Contd...3
I have carefully gone through the vacancy circular and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the candidate
Address........................................
........................................
........................................

Dated. ................
..................................................................................

It is certified that Shri/Ms..........................................................is clear from vigilance angle and in case of selection, he/she will be relieved.

........................................
(Signature of Head of Office / Cadre Controlling with Seal)
No 6/8/2017-EO(MM-II)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
(Office of the Establishment Officer)

North Block, New Delhi
Dated 18th April, 2018

To,

1. The Chief Secretaries,
   All State Governments,
2. All Secretaries,
   Ministries/Departments of Government of India

Subject: Filling up the post of Financial Advisor and Chief Accounts Officer in Central Administrative Tribunal, Principal Bench, New Delhi.

Sir/Madam,

This is regarding filling up the post of Financial Advisor and Chief Accounts Officer in Central Administrative Tribunal, Principal Bench, New Delhi on deputation basis. The post is a Non-CSS post. The applications were invited for the post vide circular of even number dated 15.01.2018 (copy enclosed). The last date for submission of application was 14.02.2018 which was last extended upto 14.04.2018.

2. It has been decided to further extend the last date for submission of application till 18.05.2018.

3. This may be brought to the notice of all concerned and the application(s) of the eligible candidate(s) may please be forwarded accordingly.

Yours faithfully,

(J. Srivastava)
Director(MM)
Tel: 23092842

Copy to:
1. D/o Personnel and Training [Shri Inder Pal Nagpal, Under Secretary] AT Division, Lok Nayak Bhawan, New Delhi w.r.t. OM No. 1-42011/10/2014-AT dated 11th May, 2017
2. PS to Dir(MM) for uploading through bulk e-mail system.
F. No 6/6/2017-EO(MM-II)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
(Office of the Establishment Officer)

North Block, New Delhi
Dated 15th January, 2018

To,

1. The Chief Secretaries,
All State Governments,

2. All Secretaries,
Ministries/Departments of Government of India

Subject: Filling up the post of Financial Advisor & Chief Accounts Officer in Central Administrative Tribunal, Principal Bench, New Delhi.

Sir/Madam,

It is proposed to fill up the post of Financial Advisor & Chief Accounts Officer in Central Administrative Tribunal, Principal Bench, New Delhi on deputation basis.

2. The officers of the rank of Deputy Secretary/Director of the Government of India or equivalent level, eligible for appointment under the Central Staffing Scheme who have knowledge of Budget & Accounts works, are eligible for the post. The period of deputation is 4/5 years for Deputy Secretary/Director respectively.

3. The post may be circulated amongst officers eligible to be appointed at Deputy Secretary/Director level or equivalent level in the Government of India on priority basis. Names of willing and eligible officers who can be spared by the State Governments/Ministries/Departments may be forwarded to this Department along with cadre clearance, vigilance clearance, detailed bio-data in the enclosed proforma and CR Dossiers for the last five years. For officers working in the cadre, it may also be ensured that the ‘Cooling off’, after a previous stint on deputation, if any, is completed and the officer is eligible to be appointed on Central Deputation as per extant guidelines.

4. The post is a Non-Central Staffing Scheme post to be filled up through the Civil Services Board (CSB) procedure. It may be noted that no ‘Mandatory Posting Certificate’ for allotment/retention of Government accommodation would be issued by this office to the officer appointed on the above referred post. However, those officers who have served and are currently serving on Central Staffing Scheme post in Delhi for at least four years and require to retain Government accommodation, would be issued a certificate to the effect that the officer concerned has served for at least four years in CSS post and he/she needs to retain Government accommodation for his/her tenure on non-CSS post.

5. It is requested that the application(s) of the eligible officer(s) may be forwarded so as to reach this Department within one month from the date of issue of this circular.

Yours faithfully

Copy to:
1. Do Personnel & Training [Shri.inder Pal Negi, Under-Secretary] AT Division, Lok Nayak Bhawan, New Delhi w.r.t. OM No. I-42011/10/2014-AT dated 14th May, 2017
2. NIC Cell, DOP&T with the request to place the circular on the Department’s website.
3. PS to Dir(MM) for uploading through bulk e-mail system.
## Bio-Data

<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>Date of Birth</th>
<th>Service</th>
<th>Batch</th>
<th>Contact Telephone No.(O) (R) (M)</th>
<th>Educational Qualifications</th>
<th>Complete Experience / Posting Profile</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Period</th>
<th>Post held/ organization</th>
<th>Cadre post/ deputation post</th>
<th>Place of posting</th>
<th>Brief Description</th>
<th>Whether clear from Vigilance angle?</th>
<th>Whether the officer has been on deputation earlier, if so please provide details of organization, nature of deputation and period(dates) of deputation</th>
<th>Whether the officer is debarred from deputation under the Central Staffing Scheme</th>
<th>YES/NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>YES/NO</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

11. Certified that the above particulars are correct and complete.

Signature of the applicant
Date: ____________________

Signature
Name/Designation & Rubber Stamp of officer certifying the above particulars

Note:
- Columns 1-7 to be filled in by applicant
- Columns 8-11 to be filled in by Ministry/Department concerned.
No. 22/1/2016-EO(MM-II)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

Dated, the 21st April, 2018

North Block, New Delhi

To,

1. The Chief Secretaries
   All State Governments,

2. All Secretaries
   Ministries/Departments of Government of India

Subject: Filling up the post of Internal Financial Adviser in Indira Gandhi Centre for Atomic Research (IGCAR), Kalpakkam (Near Chennai) under the Department of Atomic Energy.

This is regarding filling up the post of Internal Financial Adviser in Indira Gandhi Centre for Atomic Research (IGCAR), Kalpakkam (Near Chennai), Tamil Nadu under the Department of Atomic Energy on deputation basis. The applications were invited for the post vide circular of even number dated 26.03.2018 (copy enclosed). The last date for submission of application was 27.04.2018.

2. It has been decided to further extend the last for submission of application till 31.05.2018.

3. This may be brought to the notice of all concerned and the application(s) of the eligible candidate(s) may please be forwarded accordingly.

Yours faithfully,

(J. Srinivasan)
Director (MM)
Tel: 23092842

Copy to:

1. Department of Atomic Energy, [Shri S. Marvin Alexander, Joint Secretary (A&A)
   Anushakti Bhavan, CSM Marg, Mumbai - 400 001 w.f.t. O.M. No. 21/17(1)/2013-
   CSS/3350 dated 13.03.2018].

2. PS to Dir.(MM) for uploading the circular through bulk e-mail system.
To,

1. The Chief Secretaries
   All State Governments,

2. All Secretaries
   Ministries/Departments of Government of India

Subject: Filling up the post of Internal Financial Adviser in Indira Gandhi Centre for Atomic Research (IGCAR), Kalpakkam (Near Chennai) under the Department of Atomic Energy.

This is regarding filling up the post of Internal Financial Adviser in Indira Gandhi Centre for Atomic Research (IGCAR), Kalpakkam (Near Chennai), Tamil Nadu under the Department of Atomic Energy on deputation basis.

2. Officers of the rank of Deputy Secretary/Director level from any Organized Services (Including All India Services) of the Government of India or equivalent level, eligible for appointment under Central Staffing Scheme are eligible for the post. The period of deputation is 4/5 years at Deputy Secretary/Director level respectively.

3. The post may be circulated amongst officers eligible to be appointed at Deputy Secretary/Director or equivalent levels in the Government of India on priority basis. Names of willing and eligible officers who can be spared by the Ministries/Departments may be forwarded to this Department along with cadre clearance, vigilance clearance, detailed bio-data in the enclosed proforma and CR Dossiers for the last five years. For officers working in the cadre, it may also be ensured that the 'Cooling off', after a previous stint on deputation, if any, is completed and the officer is eligible for appointment on Central Deputation as per extant instructions.

4. It is requested that the application(s) of the eligible candidate(s) may please be forwarded so as to reach this Department by 27th April, 2018.

Yours faithfully,

[Signature]

(J. Shivas) 
Director (MM) 
Tel: 23092842

Copy to:

1. Department of Atomic Energy, [Shri S. Marvin Alexander, Joint Secretary (A&A) Anushakti Bhavan, CSM Marg, Mumbai – 400 001 w.f.t. O.M. No. 21/17(1)/2013-CSS/3350 dated 13.03.2018].
2. NIC Cell, DOP&T for placing on Departmental Website.
3. PS to DS(MM) for uploading the circular through bulk e-mail system.
### Bio-Data

<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Date of Birth</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Service</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Batch</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Contact Telephone No. (O)</td>
<td>(R) (M)</td>
</tr>
<tr>
<td>6</td>
<td>Educational Qualifications</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Complete Experience/Posting Profile</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sl. No.</td>
<td>Period</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

11. Certified that the above particulars are correct and complete.

Signature of the applicant
Date:__________

Name/Designation & Rubber Stamp of officer certifying the above Particulars

---

**Note:**
Columns 1-7 to be filled in by applicant.
Columns 8-11, to be filled in by Ministry/Department concerned.
F.No. 1/2/2018-EO(SM-I)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
Office of the Establishment Officer

North Block, New Delhi, the 9th April, 2018

To

1. The Chief Secretaries, All State Governments.
2. The Secretaries of all the Ministries/Departments of Government of India.

Subject: Filling up the post of Chairman (JS Level) in V.O. Chidambaranar Port Trust (VOCPT), Tuticorin, Tamil Nadu under the Ministry of Shipping on deputation basis.

Sir/Madam,

It is proposed to fill up the post of Chairman (JS Level) in V.O. Chidambaranar Port Trust (VOCPT), Tuticorin, Tamil Nadu under the Ministry of Shipping on deputation basis. 14th pay at level 14 (Rs.1,44,200-2,18,200/-) of the Pay Matrix [Rs.75,000-90,000/- (Industrial Pattern) for Port Officers in conformity with the Ministry of Shipping Guidelines bearing No.A-12022/3/2004-PE.I dated 18.01.2008].

2. Names of willing and eligible officers, as under, may be recommended to this office along with cadre clearance, vigilance clearance, detailed bio-data, viz. name, date of birth, service, batch, contact telephone number, email address, educational qualifications, complete experience/posting details, details of debarment & cooling off in respect of past central deputation etc. (including CR dossiers/certified ACRs for the last five years):

(i) empanelled to hold Joint Secretary or equivalent posts at the Centre under the Central Staffing Scheme, and
(ii) Port Officers working in Major Port Trusts.

In case the officers are currently on Central deputation, the nomination may further be forwarded with the approval of the Minister-in-charge concerned.

3. It is requested that the applications of the eligible candidates may be forwarded so as to reach this Department on or before 08.06.2018

Yours faithfully,

(Rajender Kumar)
Deputy Secretary to the Government of India
Tel. No. 011-2309 2187

Copy to:
1. Ministry of Shipping (Shri Gopal Krishna, Secretary), New Delhi w.r.t. its OM No.A-12022/6/2016-PE-I dated 07.02.2018.
2. Technical Director, NIC, Computer Cell, DOPT, New Delhi for uploading this vacancy circular on the official website of this Department.
3. PS to DG(SM), DOPT, New Delhi to arrange to upload this vacancy circular through bulk e-mailing system of officers.
To,
The Chairman of all Major Ports (by name)

Subject: Guidelines on appointment of Chairman and Deputy Chairman of Major Port Trusts.

Sir,

I am directed to refer to this Ministry's letter No. A-12022/1/2000-PE.1 dated 11.8.2000 on the above subject and to say that the said guidelines on appointment of Chairman and Deputy Chairman of the Major Port Trusts have been reviewed and, accordingly, in supersession of the guidelines contained in the said letter dated 11.8.2000, following guidelines are made to regulate appointments to these posts, which are made by the Central Government in exercise of the powers under section 3(1) (a) and (b) of the Major Port Trusts Act, 1963.

1. AIS/Central Services Officers Or Port Officers: - When a vacancy in the post of Chairman or Deputy Chairman occurs, approval of the Minister-in-charge shall be obtained for deciding if appointment is to be made of an officer from the Central Services/All India Services or a port officer. It has been the policy of Government to consider suitable port officer as and when vacancies of Chairman and Dy. Chairman arise. After a careful review in the light of development in port operations and management and in the interest of the career development of the officers belonging to the port services, it has been decided that in the six major ports in Category I, as far as possible, two posts of Chairman/Deputy Chairman (together) would be filled from among the port officers. Similarly, as far as possible, three posts of Chairman & Deputy Chairman (together) in category II Ports will be filled from Port Officers. The Department will invite applications from eligible officers (AIS/Group 'A' Central Service or Port Officers) for consideration of the Search cum-Selection Committee. The tenure of officers appointed as Chairman/Dy.Chairman from AIS/Central Services shall be at par with the tenure of officers of respective service on non-Central staffing scheme posts. When port officers are appointed as Chairman/Dy.Chairman, the tenure shall be prescribed as 3 years extendable by 1 year, after which they will be transferred to another port.
2. **General Managerial Ability**:- In order to qualify for the post of Chairman or Deputy Chairman of a Major Port Trust, it is desirable that the person should possess the following managerial ability:-

- General managerial ability;
- Experience and talent in management in a highly unionized environment;
- Experience and ability in Financial management;
- Ability to formulate and implement development plans and also to prepare broad perspective plan for development of Port;
- Ability to coordinate with various agencies such as State Govts, the Law and Order authorities, different agencies of Central Government such as customs, Railway, Ministry of Labour, etc.;
- Experience and ability in personnel management and understanding of establishment matters.

3. **Categorisation of Ports**:- The ports of Kolkata, Mumbai, Chennai, Jawaharlal Nehru, Visakhapatnam and Kandla are categorised as category I ports and the ports of Paradip, Cochin, Mormugao, Tuticorin and New Mangalore are categorized as category II ports.

4. **Manner of appointment**:- The particulars of the posts and the manner of appointment, that is, whether by direct recruitment or by promotion or deputation, the qualifications, age, experience, whether selection post or non-selection posts, composition of the Search-cum-Selection Committee, whether approval of the ACC is necessary and other matters connected with the appointment shall be as laid down in the attached Schedule.

Provided that the composition of the Search-cum-Selection Committee would be subject to the instructions of the Department of Personnel & Training as contained in their OM No.28/13/2006-EO (SM.II) dated 3.7.2006 and as may be amended from time to time.
Provided further any panel recommended by the Search-cum-Selection Committee in respect of posts, where approval of the ACC is not required, will have to be implemented in toto. Any deviation in the matter will require the prior approval of the ACC.

5. Validity of the panel: The panel recommended by the Search-cum-Selection Committee will normally be valid for one year and, as and when, vacancies arise, officers from the panel would be considered. If no selection is made from the panel within a period of one year, then a fresh Committee will be constituted to prepare a fresh panel. Such a Committee may also consider the names of persons recommended in the earlier panel.

6. Inter-port transfer: The officer, though initially appointed to a particular port, will be liable to be transferred to any other port in the same category of ports in public interest with the approval of the authority, which is competent to approve the initial appointment to that post as on date. Similarly, officers appointed as Chairman/Dy. Chairman on deputation can be repatriated prematurely, in public interest, with the approval of the authority, which approved the initial appointment.

7. Power to Relax: Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, for reasons to be recorded in writing relax any provisions of these rules with respect to any class or category of persons or posts.

8. The guidelines circulated under letter No. A-12022/1/2000-PE.I dated 11.8.2000 stand superseded. These revised guidelines will be effective from the date of issue and may be brought to the notice of all concerned. In the event of any inconsistency between these guidelines and the guidelines issued by DOP&T regarding appointments in autonomous institutions (O.M.No.28/13/2006-EO (SM.II) dated 3rd July, 2006 as amended from time to time), the latter shall prevail.

9. This issues with the approval of Hon'ble Minister for Shipping, Road Transport & Highways

10. Receipt of this letter may please be acknowledged.

Yours faithfully,

(Rakesh Srivastava)
Joint Secretary to the Govt. of India
Copy for information to:

1. Office of the Establishment Officer, Department of Personnel and Training, North Block, Central Secretariat Buildings, New Delhi.

2. The Managing Director, Indian Ports Association, 1st Floor, South Tower, NBCC Place, Bhisham Pitamah Marg, Lodi Road, New Delhi-110003.

3. Guard File.

(P.Sasikumar)
Under Secretary to the Govt. of India
<p>| SCHEDULE |
|-----------------|------------------|
| <strong>1. Name of post</strong> | Chairman of Category 1 port |
| <strong>2. Number of posts</strong> | 8 |
| <strong>3. Classification</strong> | Port services/ Non-CSS deputation |
| <strong>4. Pay Scale</strong> | Rs.27, 750-750-31,500(in Industrial DA pattern) |
| <strong>5. Whether Selection or Non-Selection post</strong> | Selection (The bench mark in the overall grading in the Confidential Reports not below &quot;Very Good&quot;) |
| <strong>6. Age limit for direct recruitment</strong> | Not applicable |
| <strong>7. Whether benefit of added years of service admissible under Rule 3C of the CCS(Pension) Rules, 1972</strong> | Not applicable |
| <strong>8. Educational and other qualifications required for direct recruitment</strong> | Not Applicable |
| <strong>9. Whether Age and educational qualification prescribed for direct recruitment will apply in case of promotion</strong> | NO |
| <strong>10. Period of Probation, If any.</strong> | Nil |
| <strong>11. Method of Recruitment whether by direct recruitment or by promotion/transfer/deputation</strong> | By deputation of officers belonging to All India Services/Group 'A' Central Civil Services or by composite method of promotion/transfer/deputation of officers from the Major Ports. |
| <strong>12. In case of recruitment by promotion/transfer/deputation grades from which promotion/transfer/deputation</strong> | All Where Deputation of Officers from All India Services/Central Group 'A' services is approved under Para 1 of these Guidelines. Officers belonging to All India Services/Group 'A' |</p>
<table>
<thead>
<tr>
<th>Transfer/deputation recruitment to be made.</th>
<th>Central Civil Services who have put in not less than 15 years of service in Group 'A'. Preference may be given to those having experience of working in Port and Shipping sectors.</th>
</tr>
</thead>
<tbody>
<tr>
<td>h) Where Promotion/Transfer/Deputation of Port Officers is approved under Para 1 of these guidelines</td>
<td>Officers holding the posts of Chairman in Category II ports with minimum 3 years of regular service in the post.</td>
</tr>
</tbody>
</table>
| 13. Composition of Search-cum-Selection Committee | (a) Secretary, Ministry of Shipping - Chairman  
(b) Chairman, Indian Ports Association - Member  
(c) One or more outside experts of eminence such as from the Indian Institutes of Management etc. - Members  

The Selection Committee may also interview the Port officers, if considered necessary. The Committee will recommend a panel of officers in the order of merit. |
<p>| 14. Circumstances in which ACC is to be consulted in making recruitment. | All cases |</p>
<table>
<thead>
<tr>
<th></th>
<th>Name of post</th>
<th>Chairman of Category II post</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Number of posts</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Classification</td>
<td>Port services/ Non CSS deputation</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Pay Scale</td>
<td>Rs.25, 750-680-30,950(in industrial DA pattern)</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Whether Selection or Non-Selection post</td>
<td>Selection (The bench mark in the overall grading in the Confidential Reports not below “Very Good”).</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Age limit for direct recruitment</td>
<td>Not applicable.</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Whether benefit of added years of service admissible under Rule 30 of the CCS(Pension) Rules, 1972.</td>
<td>Not applicable</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Educational and other qualifications required for direct recruitment</td>
<td>Not Applicable</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Whether Age and educational qualification prescribed for direct recruitment will apply in case of promotion</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Period of Probation, if any.</td>
<td>NIL</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Method of Recruitment whether by direct recruitment or by promotion/transfer/deputation</td>
<td>By deputation of officers belonging to the All India Services/Central Group ‘A’ services or by composite method of promotion/transfer/deputation of officers from the Major Ports.</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>In case of recruitment by promotion/transfer/deputation grades from which promotion/</td>
<td>31 Where Deputation of Officers from All India Services/Central Group ‘A’ Civil Services is approved under Para 1 of these Guidelines.</td>
<td></td>
</tr>
</tbody>
</table>
### Composition of Selection Committee

| (a) Secretary, Ministry of Shipping | - Chairman |
| (b) Chairman, Indian Ports Association | - Member |
| (c) One or more outside experts of eminence such as from the Indian Institutes of Management etc. | - Members |

The Selection Committee may also interview the Port officers, if considered necessary. The Committee will recommend a panel of officers in the order of merit.

### Circumstances in which ACC is to be consulted in making recruitment

<p>| All cases. |</p>
<table>
<thead>
<tr>
<th>No.</th>
<th>Name of post</th>
<th>Deputy Chairman of Category I port</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Number of posts</td>
<td>7</td>
</tr>
<tr>
<td>3</td>
<td>Classification</td>
<td>Port services/ Non CSS deputation</td>
</tr>
<tr>
<td>4</td>
<td>Pay Scale</td>
<td>Rs.25,750-650-30,900 (in industrial OA pattern)</td>
</tr>
<tr>
<td>5</td>
<td>Whether Selection or Non-Selection post</td>
<td>Selection (The bench mark in the overall grading in the Confidential Reports not below “Very Good”)</td>
</tr>
<tr>
<td>6</td>
<td>Age limit for direct recruitment</td>
<td>Not applicable.</td>
</tr>
<tr>
<td>7</td>
<td>Whether benefit of added years of service admissible under Rule 30 of the CCS(Pension) Rules, 1972</td>
<td>Not applicable</td>
</tr>
<tr>
<td>8</td>
<td>Educational and other qualifications required for direct recruitment</td>
<td>Not Applicable.</td>
</tr>
<tr>
<td>9</td>
<td>Whether Age and educational qualification prescribed for direct recruitment will apply in case of promotion</td>
<td>NO</td>
</tr>
<tr>
<td>10</td>
<td>Period of Probation, if any</td>
<td>NIL</td>
</tr>
<tr>
<td>11</td>
<td>Method of Recruitment</td>
<td>By deputation of officers belonging to the All India Services/Central Civil Group ‘A’ services or by composite method of promotion / transfer / deputation of officers from the Major Ports.</td>
</tr>
<tr>
<td>12</td>
<td>In case of recruitment by promotion / transfer / deputation grades from which promotion / transfer / deputation recruitment to be made.</td>
<td>a) Where Deputation of Officers from All India Services/Central Group ‘A’ Civil Services is approved under Para 1 of these Guidelines. Officers belonging to All India Services/Central Group ‘A’ Civil Services who have put in not less</td>
</tr>
<tr>
<td>14. Circumstances in which any deviation from the recommendation of the Selection Committee may be allowed in cases where the prior approval of the ACC is not required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. The Selection Committee may also interview the port officers in cases where the prior approval of the ACC is not required.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| (a) The Selection Committee may consist of:
| (1) The Secretary, Ministry of Shipping - Chairman |
| (2) Additional Secretary, Ministry of Shipping - Member |
| (3) Chairman, Indian Port Association - Member |
| (4) Member, Port Trust |

---

*Note: The text is overlapped and difficult to read. The above table and note are based on the visible content.*
<table>
<thead>
<tr>
<th></th>
<th>Name of post</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Dy. Chairman of Category II port</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Number of posts</td>
<td>5</td>
</tr>
<tr>
<td>3</td>
<td>Classification</td>
<td>Port services</td>
</tr>
<tr>
<td>4</td>
<td>Pay Scale</td>
<td>Rs. 22,500-600-27,300 (in industrial DA pattern)</td>
</tr>
<tr>
<td>5</td>
<td>Whether Selection or Non-Selection post</td>
<td>Selection (The bench mark in the overall grading in the Confidential Reports not below &quot;Very Good&quot;).</td>
</tr>
<tr>
<td>6</td>
<td>Age limit for direct recruitment</td>
<td>Not applicable.</td>
</tr>
<tr>
<td>7</td>
<td>Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972.</td>
<td>Not applicable</td>
</tr>
<tr>
<td>8</td>
<td>Educational and other qualifications required for direct recruitment</td>
<td>Not Applicable.</td>
</tr>
<tr>
<td>9</td>
<td>Whether Age and educational qualification prescribed for direct recruitment will apply in case of promotion</td>
<td>NO</td>
</tr>
<tr>
<td>10</td>
<td>Period of Probation, if any.</td>
<td>NIL</td>
</tr>
<tr>
<td>11</td>
<td>Method of Recruitment whether by direct recruitment or by promotion/transfer/deputation</td>
<td>By deputation of officers belonging to the All India Services/Central Civil Group 'A' services or by composite method of promotion/transfer/deputation of officers from the Major Ports.</td>
</tr>
<tr>
<td>12</td>
<td>In case of recruitment by promotion/transfer/deputation grades from which promotion/transfer/deputation recruitment to be made.</td>
<td>a) Where Deputation of Officers from All India Services/Central Group 'A' Civil Services is approved under Para 1 of these Guidelines.</td>
</tr>
</tbody>
</table>
than 13 years of service in Group 'A'. Preference may be given to those having experience of working in Port and Shipping sectors.

b) Where Promotion/Transfer/Deputation of Port Officers is approved under Para 1 of these guidelines, Officers holding the posts of Deputy Chairman in Category II ports with minimum 2 years of regular service having which from officers holding the posts of Dy. Chairman in Category II ports with less than 2 years of regular service but combined regular service of at least 6 years in the posts of Dy. Chairman of Category II ports and HODs of category I ports or officers holding the posts of Dy. Chairman in category II ports with less than 2 years of regular service but combined regular service of at least 7 years in the posts of Dy. Chairman of category II ports and HOD of category II ports.

Provided that incumbents of highly specialised posts of HODs such as Chief Medical Officers and Chief Law Officers shall not be eligible for consideration.

| 13. Composition of Selection Committee | Suitability of port officers may be evaluated by a Selection Committee constituted by the Ministry of Shipping, which will consist of the following:

(a) Secretary, Ministry of Shipping - Chairman
(b) Additional Secretary & FA, Department of Shipping - Member
(c) Chairman, Indian Ports Association - Member
(d) Chairman of the concerned Port Trust - Member
(e) One outside expert of eminence such as from the Indian Institutes of Management etc. - Member

The Selection Committee may also interview the Port officers, if considered necessary. The Committee will recommend a panel of officers in the order of merit. |

<p>| 14. Circumstances in which ACC is to be consulted in making recruitment | Any deviation from the recommendation of the Search-cum-Selection Committee will require the prior approval of the ACC. |</p>
<table>
<thead>
<tr>
<th></th>
<th>Name of post</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Dy.Chairman of Category II port</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Number of posts</td>
<td>5</td>
</tr>
<tr>
<td>3</td>
<td>Classification</td>
<td>Port services</td>
</tr>
<tr>
<td>4</td>
<td>Pay Scale</td>
<td>Rs.22,500-400-27,000 (in industrial DA pattern)</td>
</tr>
<tr>
<td>5</td>
<td>Whether Selection or Non-Selection post</td>
<td>Selection. The bench mark in the overall grading in the Confidential Reports not below “Very Good”).</td>
</tr>
<tr>
<td>6</td>
<td>Age limit for direct recruitment</td>
<td>Not applicable</td>
</tr>
<tr>
<td>7</td>
<td>Whether benefit of added years of service admissible under Rule 30 of the CCS(Pension) Rules,1972.</td>
<td>Not applicable</td>
</tr>
<tr>
<td>8</td>
<td>Educational and other qualifications required for direct recruitment</td>
<td>Not Applicable.</td>
</tr>
<tr>
<td>9</td>
<td>Whether Age and educational qualification prescribed for direct recruitment will apply in case of promotion</td>
<td>NO</td>
</tr>
<tr>
<td>10</td>
<td>Period of Probation, if any.</td>
<td>NIL</td>
</tr>
<tr>
<td>11</td>
<td>Method of Recruitment whether by direct recruitment or by promotion/transfer/deputation</td>
<td>By deputation of officers belonging to the All India Services/Central Civil Group ‘A’ services or by composite method of promotion/transfer/deputation of officers from the Major Ports.</td>
</tr>
<tr>
<td>12</td>
<td>In case of recruitment by promotion/transfer/deputation grades from which promotion/transfer/deputation recruitment to be made.</td>
<td>1) Where Deputation of Officers from All India Services/Central Civil Services is approved under Part 1 of these Guidelines.</td>
</tr>
</tbody>
</table>
Officers belonging to All India Services/Central Group 'A' Civil Services who have put in not less than 9 years of service in Group 'A'.

Preference may be given to those having experience of working in Port and Shipping sectors.

b) Where Promotion/Transfer/deputation of Port officers is approved under Para 3 of these Guidelines:

Officers holding the posts of HODs with minimum 4 years of regular service in Category I ports or officers holding the post of HODs with minimum of 5 years of regular service in Category II ports;

Provided that incumbents of highly specialised posts of HODs such as Chief Medical Officers and Chief Law Officers shall not be eligible for consideration.

13. Composition of Selection Committee

Suitability of port officers may be evaluated by a Selection Committee constituted by the Ministry of Shipping, which will consist of the following:

(a) Secretary, Ministry of Shipping - Chairman
(b) Joint Secretary, M/o Shipping - Member
(c) Chairman, Indian Ports Association - Member
(d) Chairman of any Major Port Trust - Member
(e) One more member to be nominated from one of the professional management Institute/ Public Enterprises Selection Board - Member

The Selection Committee may also interview the Port officers, if considered necessary. The Committee will recommend a panel of officers in the order of merit.

14. Circumstances in which ACC is to be consulted in making recruitment.

Any deviation from the recommendation of the Search-cum-Selection Committee will require the prior approval of the ACC.
Power Finance Corporation Limited (PFC) is a Schedule-A, Navratna CPSE, under the administrative control of the Ministry of Power having its Registered and Corporate Offices at New Delhi. PFC was set up on 16th July, 1986 as a Financial Institution (FI) dedicated to Power Sector financing and committed to the integrated development of the power and associated sectors. The Company has been consistently rated as ‘Excellent’ by Govt. of India for its performance against MoU targets. PFC is the largest Infrastructure Finance Company in India.

PFC has been designated by Govt. of India as nodal agency for Integrated Power Development Scheme envisaging strengthening of sub transmission and distribution system, including provisioning of solar panels, metering of distribution transformers/ feeders/ consumers in the urban areas, and IT enablement of distribution sector.

In order to ensure effective implementation of IPDS scheme, PFC is looking for an officer from the Indian Administrative Service (IAS)/ civil services for appointment on deputation basis to the post of Executive Director. The Officer should be well versed with Power Sector developments particularly in the project planning, implementation and monitoring in Power Distribution. The officers should have 10 to 12 years of experience in the services and should be holding at least the position equivalent to Director in Govt. of India.

The Executive shall be taken on deputation in PFC initially for a period of 2 years which may be extended further as per the requirement of IPDS on mutual consent of PFC and the lending organization. The period of deputation shall be co-terminus with IPDS. PFC’s Terms and Conditions of deputation are enclosed at Annexure-I.

I shall be grateful if you could kindly recommend candidature of suitable Officers (meeting the eligibility criteria mentioned at Annexure-II) for deputation to PFC latest by 4th June 2018 alongwith their dossiers, ACRs for the last 5 years and vigilance clearance.

The Application format for submission of applications is enclosed at Annexure-III for reference.

Sincerely,

(RAJEEV SHARMA)

Shri Paul Antony, IAS
Chief Secretary
Govt. of Kerala
Kerala Govt. Secretariat
Thiruvananthapuram – 695001
1. During the period of deputation, the Government's officers on deputation to CPSE will continue to draw the salary including pay, perks & benefits as per their entitlement in the parent Department. He/ She shall not be entitled for any other benefit including PRP from the borrowing organization except the facilities linked with functional requirements.

2. The period of deputation initially shall be for a period of two years, which may further be extended for a maximum period of three years on mutual consent of company and the lending organization. Total period of deputation shall not exceed five years in any case.

3. The contribution on account of Provident fund, leave salary, Group Insurance and pension will be paid by the Corporation at the rates as intimated by the Lending Department and accepted by the Corporation, as per rules. All the contributions to which he/she contributes may be recovered from his/her salary and remitted to the Accounts Officer of the lending department every month.

4. For journeys in connection with his/her duties in the Corporation, the Travelling Allowance Rules of the Corporation will apply to him/her.

5. The borrowing organization shall extend medical facilities to the deputationists not inferior to those which are admissible to an All India Services Officer of the same status under Central Government rules on the subject.

6. He/she will be entitled to TA and joining time both at joining the post on deputation and on reversion there from to the parent department under the rules of the Corporation. The expenditure on this account will be borne by the Corporation.

7. Leaves rules of his/her parent department shall be applicable.

8. As and when a situation arises for premature reversal to the Parent organization of the deputationist, his/her services could be returned by borrowing organization even before the end of scheduled deputation period.

9. The period of deputation will begin from the date of relieving in the parent organization/department and end on the date of taking over charge in the parent organization/department after reversion from deputation.

10. He/she will be entitled to Leave Travel Concession from the PFC on the scale and conditions as applicable under the LTC rules of his/her parent department as PFC has no Scheme of LTC in operation as on date. The expenditure of LTC so availed shall be met by borrowing organization.

11. He/she will be entitled to claim Children’s Education Allowance/ reimbursement of tuition fees in respect of his/her children from the Corporation, as per rules, applicable in his parent department.

12. Over payment if any made by the Corporation will be recovered from him/her even after expiry of the term of Foreign Service.

13. He/she will be liable to be posted in the Headquarters office at Delhi or any of the offices of Power Finance Corporation Ltd. in any part of the country.

14. Pay fixation on deputation to PFC will be as per PFC pay fixation rules. Employees on deputation will be eligible for deputation allowance as notified from time to time.

15. Other terms & conditions of deputation not provided in the DoPT guidelines on the subject matter the services of Deputationist shall be governed by the rules of borrowing organization.
The eligibility criteria for appointment of ED (R-APRDP/IPDS) on deputation basis

<table>
<thead>
<tr>
<th>Post, Grade &amp; Scale of Pay</th>
<th>No. of post</th>
<th>Qualification and Experience</th>
<th>Reservation</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>ED (IPDS)</td>
<td>1</td>
<td>Applicant should be from IAS/Civil Services with 10 to 12 years of experience. He/She should preferably be IT savvy and well versed with Power Sector developments particularly in the project planning, implementation and monitoring in Distribution Sector (DISCOM). Applicant should be presently working in the post of Director or above and working in the pay scale of Rs. 1,18,500-2,14,100 (Level 13) CDA pattern.</td>
<td>Unreserved</td>
<td>54 Years (upper age limit)</td>
</tr>
<tr>
<td>(E9)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Rs. 62000-3%-80000)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
POWER FINANCE CORPORATION LIMITED
(A GOVT. OF INDIA UNDERTAKING)
CORPORATE OFFICE, URJANIDHI, I, BARAKHAMBRA LANE,
CONNAUGHT PLACE, NEW DELHI-110 001.
PHONE: 23456306 (DIR.), 23456000 (EXTN. 6306), FAX 23456382, WEBSITE: www.pfeindia.com

Annexure-III

BIO-DATA FORMAT

1. PERSONNEL DETAILS

NAME:
DATE OF BIRTH:
NAME OF FATHER / HUSBAND:
CATEGORY: GENERAL/SC/ST/OBC(NCL)/Ex-Servicemen/PWD
SEX:
MARITAL STATUS:
RELIGION:
NATIONALITY:
MAILING ADDRESS:

PIN:

TELEPHONE No. (Residence):
(Office):
Mobile No:
E-mail ID:
PERMANENT ADDRESS:

PIN:

2. QUALIFICATIONS (Graduation and onwards)

<table>
<thead>
<tr>
<th>EXAMINATION PASSED</th>
<th>UNIVERSITY/INSTITUTION</th>
<th>YEAR OF PASSING</th>
<th>% MARKS, DIVISION &amp; RANK</th>
<th>MAIN SUBJECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3. **PARTICULARS OF EXPERIENCE**: (please attach separate sheet for detailed resume)

<table>
<thead>
<tr>
<th>ORGANISATION NAME</th>
<th>POST HELD</th>
<th>PAY SCALE LAST-PAY</th>
<th>DURATION</th>
<th>FUNCTIONAL AREA OF WORK</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>FROM</td>
<td>TO</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. **SALARY DETAILS**: (AS ON DATE OF APPLICATION)

<table>
<thead>
<tr>
<th>GRADE</th>
<th>BASIC PAY</th>
<th>SPECIAL PAY</th>
<th>DA</th>
<th>CCA</th>
<th>HRA</th>
<th>BONUS</th>
<th>ANY OTHER ALLOWANCES</th>
<th>GROSS EARNING PER MONTH</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. **JOINING TIME REQUIRED** :

**DECLARATION:**

I hereby certify that the particulars as furnished by me in this application form are true, correct and complete in all respects. I agree and accept without reservation that at any time, if any of the particulars is found to be untrue, incorrect and/or incomplete, my appointment in the corporation may be terminated without notice.

Date :

Place :

Signature of Applicant

Note: Please enclose self-attested copies of proof of date of birth, qualification, experience, latest payslip, tax pay slip and proof of caste certificate (if applicable).