No. 7/3/2018 EO(MM-II)  
Government of India  
Ministry of Personnel, P.G. and Pensions  
Department of Personnel and Training  
(Office of the Establishment Officer)

North Block, New Delhi  
Dated 11th June, 2019

To,

All Secretaries,  
Ministries/Departments of Government of India

Subject: Appointment of officers working in the Ministries/Departments under CSS/Non-CSS posts to National Institution for Transforming India(NITI) Aayog under Central Staffing Scheme on lateral shift basis.

Sir/Madam,

This is regarding filling up the posts of Deputy Secretary/Director level in the National Institution for Transforming India(NITI) Aayog under the Central Staffing Scheme on lateral shift basis. The applications were invited for the post vide circular of even number dated 26.12.2018 (copy enclosed).

2. It has been decided to extend the last date for submission of application till 10.07.2019.

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. NITI Aayog[Shri Amitabh Kant, CEO, NITI Aayog] Parliament Street, New Delhi 110001.
2. PS to DS(MM) for uploading through bulk e-mail system.
<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></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>YES/NO</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.
To

1. All Ministries / Departments of Government of India.
2. The Chief Secretaries to the Governments of all States / UTs.
3. The Directors General / Inspectors General of Police of all States / UTs.
4. The Director General, CBI, CGO Complex, Lodhi Road New Delhi.
5. The Chief Forensic Scientist, Directorate of Forensic Science, Block, No. 5, CGO Complex, Lodhi Road, New Delhi-110 003.
6. The Directors of all Central Forensic Science Laboratories (CFSLs).
7. The Directors of all State Forensic Science Laboratories (SFSLs).
8. The Director, National Institute of Criminology and Forensic Science (NICFS).
9. The Govt. Examiners of Questioned Documents (GEQDs) of Andhra Pradesh, West Bengal, Shimla and Chandigarh.

Sub: Deputation - Inviting nominations for post of Assistant Director (Scientific Aids) in the SVP National Police Academy, Hyderabad by deputation (including short-term contract) for one year.

Sir,

Nominations are invited for the post of Assistant Director (Scientific Aids) in Level-11 in the Pay Matrix, in this Academy. The post is to be filled by deputation (including short-term contract) for one year.

2. The eligibility criteria is furnished in the enclosed Annexure – I. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

3. It is requested that the above vacancy may kindly be circulated among all Departments / Institutions / Offices under your charge and also for hosting the vacancy circular on the website. The nominations of eligible officers along with their (a) bio-data duly countersigned by the competent authority in the prescribed proforma (Annexure-II),
(b) Original or attested copies of Annual Confidential Reports (should be attested on each page with rubber stamp of the competent authority not below the rank of Under Secretary to the Govt. of India) for the last five years (from 2013-14 to 2017-18),
(c) Details of Major and Minor penalties for the last 10 years, and
(d) Certificate(s) of Integrity, Vigilance and Cadre Clearance (in separate sheet) may please be forwarded through proper channel to this Academy at the earliest and in any case not later than 60 days from the date of publication of this notice in the Employment News/Rozgar Samachar. The details including prescribed proforma and eligibility conditions etc are also available in this Academy website www.svpnpa.gov.in/vacancies.aspx

Contd....p/2...
4. Application received after the last date or application incomplete in any respect or those not accompanied by the documents/information mentioned in para 3 above will NOT be considered. The Cadre Authorities may ascertain that the particulars sent by the officers are correct as per the service records.

Encl: Annexure I & II

Yours faithfully,

(S.Ajeetha Begum)
Assistant Director (Estt.)

Copy for favour of information to:

1. The Secretary to the Government of India, Ministry of Home Affairs, North Block, New Delhi – 110 001.
2. The Secretary, Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi – 110 069.

Copy to: The AD(IT), SVNPA for hosting the advertisement on the Academy’s website.
Details of the post of Assistant Director (Scientific Aids) in the SVP National Police Academy, Hyderabad – 500 052 (For one year deputation):

<table>
<thead>
<tr>
<th></th>
<th>Name of the post</th>
<th>Assistant Director (Scientific Aids)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Classification of the post</td>
<td>General Central Service, Group ‘A’ Gazetted, Non-Ministerial</td>
</tr>
<tr>
<td>3</td>
<td>Scale of Pay</td>
<td>Level-11 in the Pay Matrix</td>
</tr>
<tr>
<td>4</td>
<td>DA, HRA &amp; other allowances</td>
<td>As admissible under the Central Government Orders from time to time.</td>
</tr>
<tr>
<td>5</td>
<td>Training Allowance (admissible only to the persons working in Government Departments)</td>
<td>As admissible under the Central Government orders from time to time.</td>
</tr>
<tr>
<td>6</td>
<td>Method of Recruitment</td>
<td>By deputation (including Short-term Contract)</td>
</tr>
<tr>
<td>7</td>
<td>Eligibility Criteria (Educational Qualifications, Experience, etc.)</td>
<td>Transfer on deputation (including Short-term Contract) for one year: (1) Officers under the Central / State Governments/ Public Sector Undertakings/ Universities: (a) holding analogous posts on regular basis; OR (b) with five years regular service in posts of level in the matrix, level-10(Revised), (PB-3 Rs. 15600 – 39100/- with Grade Pay of Rs. 5400/- Pre- Revised). Essential: Five years experience in any of the Central/ State/Forensic Laboratories. Desirable: Ph.D in Forensic Science/Physics/ Chemistry/ Zoology/ Biochemistry/ Botany/ Molecular/ Biology.</td>
</tr>
<tr>
<td>8</td>
<td>Nature of duties</td>
<td>The Assistant Director (Scientific- Aids) will be in-charge of the Forensic Section in the Academy and shall be responsible for efficient working of Forensic Section. He/She is required to teach the subject of Forensic Science for the basic courses and in-service courses. He/She will also be responsible for conducting Courses, Seminars and Workshops assigned to him/her when nominated as Course Coordinator. He/She will also be responsible for any additional duties assigned to him/her by the Deputy Directors, Joint Directors and Director as notified from time to time.</td>
</tr>
<tr>
<td>9</td>
<td>Deputation / age</td>
<td>The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation / department of the Central Government shall ordinarily not exceed three (03) years. The maximum age limit for appointment by transfer on deputation (including short-term contract) shall be not exceeding 56 years, as on the closing date of receipt of applications.</td>
</tr>
</tbody>
</table>

( S Ajeetha Begum )
Assistant Director (Estt.)
BIO-DATA/ CURRICULUM VITAE PROFORMA

1. Name and Address (in Block Letters)

2. Date of Birth (in Christian era)

3. (i) Date of entry into service

3. (ii) Date of retirement under Central/ State Government Rules.

4. Educational Qualifications

5. Whether Educational and 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 as mentioned in the advertisement / vacancy circular

Qualifications / experience possessed by the officer.

<table>
<thead>
<tr>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>A) Qualification</td>
<td>A) Qualification</td>
</tr>
<tr>
<td>B) Experience</td>
<td>B) Experience</td>
</tr>
</tbody>
</table>

5.1 Note: The column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RR's by the Administrative Ministry/ Department / Office at the time of issue of Circular and issue of Advertisement in the Employment News.

5.2 In the case of degree and Post Graduate Qualifications Elective / main subjects and subsidiary subjects may be indicated by the candidate.

6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.

6.1 Note: Borrowing Departments are to provide their specific comments / views confirming the relevant Essential Qualification / Work experience possessed by the Candidate (as indicated in the BIO-data) with reference to the post applied.

7. Details of Employment in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

<table>
<thead>
<tr>
<th>Office Institution</th>
<th>Post held on regular basis</th>
<th>From</th>
<th>To</th>
<th>Pay Band and Grade Pay/ Pay Scale of the post held on regular basis</th>
<th>Nature of duties (in details) highlighting experience required for the post applied for.</th>
</tr>
</thead>
</table>

Contd..P/2..
*Important: Pay-Band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only pay Band and Grade Pay / Pay scale of the post held on regular basis to be mentioned. Details of ACP / MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate may be indicated as below:

<table>
<thead>
<tr>
<th>Office / Institute</th>
<th>Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
</table>

8. Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent or Permanent

9. 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 / contract
   c) Name of the parent office
   d) Name of the post and pay scale / organization to which the applicant belongs.

9.1 Note: In case of Officers already on deputation, the application of such officers should be forwarded by the parent cadre / Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.

9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre / organization but still maintaining a lien in his parent cadre / organization.

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.

11. Additional details about present employment:
    Please state whether working under (indicate the name of your employer against the relevant column)
    a) Central Government
    b) State Government
    c) Autonomous Organization
    d) Government Undertaking
    e) Universities
    f) Others.

12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.

13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.

14. Total emoluments per month now drawn

<table>
<thead>
<tr>
<th>Basic Pay in the PB</th>
<th>Grade Pay</th>
<th>Total emoluments</th>
</tr>
</thead>
</table>

15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.

Cond..P/3...
<table>
<thead>
<tr>
<th>Basic Pay in the PB</th>
<th>Dearness Pay/interim relief, other allowances etc (with break-up details)</th>
<th>Total Emoluments.</th>
</tr>
</thead>
</table>

16. A Additional information, if any, relevant to the post you applied for in support of your suitability for the post. This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement.
(Note: Enclose a separate sheet, if the space is insufficient)

16. B Achievements:
The candidates are requested to indicate information with regard to:
(i) Research publications and reports and special projects
(ii) Awards/Scholarships/Official Appreciation
(iii) Affiliation with the professional bodies/institutions/societies and;
(iv) Patents registered in own name or achieved for the organization
(v) Any research/innovative measure involving official recognition
(vi) Any other information.
(Note: Enclose a separate sheet if the space is insufficient)

17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis. (#Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for short-term Contract).
# The option of "STC"/"Absorption"/Re-employment are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment."

18. Whether belongs to SC/ST

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

Signature of the Candidate

Date:

Contact Address

Mobile No.
e-mail ID:

Contd...P/4...
Certification by the Employer/ Cadre Controlling Authority.

The information / details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he / she will be relieved immediately.

2. Also certified that;

i) There is no vigilance or disciplinary case pending/ contemplated against Shri / Smt ___________

ii) His/ Her integrity is certified.

iii) His/ Her Dossier in original is enclosed/ photocopies of the ACRs for the last 05 years duly attested by an officer of the rank of Under Secretary of the Govt of India or above are enclosed.

iv) No major/ minor penalty has been imposed on him/ her during the last 10 years Or A list of major/ minor penalties imposed on him / her during the last 10 years is enclosed (as the case may be).

Countersigned

(Employer/ Cadre Controlling Authority with Seal)

Note: Attested copies of Annual Confidential Reports for the preceding five years (from 2013-14 to 2017-18) along with Integrity, Vigilance Certificate and details of Major/Minor penalty for the last 10 years should be enclosed.
No.15011/12/2014/Estt/A2

To,

1. All Ministries / Departments of Government of India.
2. The Chief Secretaries to Governments of all States / UTs.
3. The Secretary, Central Board of Secondary Education, Shiksha Kendra,
   Community Centre, Preet Vihar, Delhi-110092.
4. The Directors General / Inspectors General of all States / UTs.
5. The Director General / Director : BPR&D, BSF, CISF, CRPF, ITBP, SSB/ NDRF/NEPA/IB, NCB, NSG, RPF, SPG, NIA, CBI, DCPW, NCRB, Cab.
   Secretary, New Delhi / Assam Rifles, Shillong, Meghalaya and Principal Director,
   Director General of Security, New Delhi for wide publicity and also for hosting on the
   website of the concerned departments.
6. The Director, Central Hindi Training Institute, (Govt. of India, Ministry of Home
   Affairs, Department of Official Language), 7th Floor, Paryavan Bhavan, CGO Complex,
   Lodhi Road, New Delhi – 110 003.
7. The Chief Executive and Secretary, Council for the Indian School Certificate
   Examinations, P-35-36, Sector-VI, Pusp Vihar, Saket, New Delhi-110017.

Sub: Nominations for filling up one post of Hindi Instructor in the scale of pay level-7
in the pay matrix (Rs.44900 – 142400/-) in the SVP National Police Academy, Hyderabad
on deputation for one year- Reg.

Sir,

Nominations are invited for one post of Hindi Instructor, General Central Service Group-
B, Gazetted, Non-Ministerial, in this Academy on deputation basis for one year.

2. The eligibility criteria (educational qualifications, experience, etc.) and details of the post
   are furnished in the enclosed Annexure – I. The candidates who apply for the post will not be
   allowed to withdraw their candidature subsequently.

3. It is requested that the above post may kindly be circulated among all Departments / 
   Institutions / Offices under your charge and also hosted on their websites. The nominations of
   eligible officers along with,
   (a) their bio-data in the prescribed proforma (Annexure – II) duly attested,

   (b) Attested copies of Annual Confidential Reports for the last five years (from 2013-14 to 2017-
       2018),

   (c) Details of major and minor penalty for the last 10 years and

   (d) Certificate(s) of Integrity, Vigilance and Cadre Clearance, may please be forwarded to this
       Academy through proper channel not later than two months from the date of publication of this
       vacancy circular in Employment News. The details including Prescribed Proforma and eligibility
       conditions etc are also available on SVP NPA website : www.svnpa.gov.in.

Contd....P/2..
4. Application received after the last date or application incomplete in any respect or those not accompanied by the documents/information mentioned in para 3 above will NOT be considered. The Cadre Authorities may ascertain that the particulars of the nominated officers are correct as per the service records and meeting the eligibility criteria. While forwarding the nominations, the present post, pay scale of the post held by the officer and basic pay, of the nominated officers may please be indicated without fail.

5. This is issued with the approval of the Director.

Encl: Annexure- I & II.

Yours faithfully,

(S. Ajeetha Begum)
Assistant Director (Estt)

Copy for favour of information to:

1. The Secretary to the Government of India, Ministry of Home Affairs, North Block, New Delhi – 110 001.

2. The Under Secretary, UPSC, Dholpur House, Shahjahan Road, New Delhi – 110 069.

Internal
AD(IT) for information and hosting circular on Academy Website.
## Annexure – I

Details of the post of ‘Hindi Instructor’ in the SVP National Police Academy, Hyderabad – 500 052 (for one year deputation)

<table>
<thead>
<tr>
<th>S No.</th>
<th>Name of the Post</th>
<th>Hindi Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Classification of the Post</td>
<td>General Central Service Group ‘B’ Gazetted Non-Ministerial.</td>
</tr>
<tr>
<td>3</td>
<td>Scale of Pay</td>
<td>Level in the Pay Matrix: Level-7: Rs.44900 - 142400/- (Revised) [Pre-revised: Pay Band-2 : Rs.9300 – 34800 and Grade Pay : Rs.4600/-]</td>
</tr>
<tr>
<td>4</td>
<td>DA, HRA &amp; Other allowances</td>
<td>As admissible under the Central Government Orders from time to time.</td>
</tr>
<tr>
<td>5</td>
<td>Training Allowance</td>
<td>24% on revised pay as Training Allowance reduced by Special Pay / Deputation Allowance as per Govt. orders issued from time to time.</td>
</tr>
<tr>
<td>6</td>
<td>Method of Recruitment</td>
<td>By Deputation.</td>
</tr>
<tr>
<td>7</td>
<td>Eligibility Criteria:</td>
<td>Officers from Central or State Government (a)(i) holding analogous posts on regular basis or (ii) with 05 years regular service in Level-6 in the Pay Matrix Level: Rs.35400 – 112400/- [Pre-revised: Pay Band-2 : Rs.9300 – 34800/- and Grade Pay Rs.4200/-] and (b) possessing the following educational qualifications and experience: (i) Master’s Degree in Hindi from a Govt. recognised University with English as a subject at the degree level. (ii) Five years experience in teaching Hindi at senior secondary level School / College / Department / Institution of Central or State Government. (iii) Knowledge in Hindi translation work.</td>
</tr>
<tr>
<td>8</td>
<td>Nature of duties</td>
<td>(i) To teach Hindi Language to the IPS Probationers. (ii) Implementation of Official Language Act. (iii) To do complicated translation work. (iv) To attend cases of reports and returns regarding Hindi; progressive use of Hindi, Hindi Teaching Scheme etc. (v) To assist the staffs in doing their day to day work in Hindi. (vi) To attend meetings, conference in connection with Hindi. (vii) Any other work assigned by the Senior Officers from time to time.</td>
</tr>
</tbody>
</table>

(S. Ajeetha Begum)
Assistant Director (Estt)
<table>
<thead>
<tr>
<th><strong>BIO - DATA/ CURRICULUM VITAE PROFORMA</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Name and Address (in Block Letters)</td>
</tr>
<tr>
<td>2. Date of Birth (in Christian era)</td>
</tr>
<tr>
<td>3. i) Date of entry into service</td>
</tr>
<tr>
<td>3. ii) Date of retirement under Central/</td>
</tr>
<tr>
<td>State Government Rules.</td>
</tr>
<tr>
<td>4. Educational Qualifications</td>
</tr>
<tr>
<td>5. Whether Educational and other</td>
</tr>
<tr>
<td>qualifications : required for the post</td>
</tr>
<tr>
<td>are satisfied. (If any qualification</td>
</tr>
<tr>
<td>has been treated as equivalent to the</td>
</tr>
<tr>
<td>one prescribed in the Rules, state the</td>
</tr>
<tr>
<td>authority for the same)</td>
</tr>
</tbody>
</table>

| Qualifications / Experience required as |
| mentioned in the advertisement / vacancy |
| Qualifications / experience possessed by |
| the officer.                               |

<table>
<thead>
<tr>
<th><strong>Essential</strong></th>
<th><strong>Essential</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>A) Qualification</td>
<td>A) Qualification</td>
</tr>
<tr>
<td>b) Experience</td>
<td>b) Experience</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Desirable</strong></th>
<th><strong>Desirable</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>A) Qualification</td>
<td>A) Qualification</td>
</tr>
<tr>
<td>b) Experience</td>
<td>b) Experience</td>
</tr>
</tbody>
</table>

5.1 Note: The column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/ Department / Office at the time of issue of Circular and issue of Advertisement in the Employment News.

5.2 In the case of degree and Post Graduate Qualifications Elective / main subjects and subsidiary subjects may be indicated by the candidate.

6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.

6.1 Note: Borrowing Departments are to provide their specific comments / views confirming the relevant Essential Qualification / Work experience possessed by the Candidate (as indicate in the BIO-data) with reference to the post applied for.

7. Details of Employment in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

<table>
<thead>
<tr>
<th>Office / Institution</th>
<th>Post held on regular basis</th>
<th>From</th>
<th>To</th>
<th>*Pay Band and Grade Pay/ Pay Scale of the post held on regular basis</th>
<th>Nature of duties (highlighting details required for the post applied for)</th>
</tr>
</thead>
</table>

*Contd..P/2.*
*Important: Pay-Band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only pay Band and Grade Pay / Pay scale of the post held on regular basis to be mentioned. Details of ACP / MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate may be indicated as below:

<table>
<thead>
<tr>
<th>Office Institution / Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>8. Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent or Permanent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. In case the present employment is held on deputation / contract basis, please state-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a) The date of initial appointment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b) Period of appointment on deputation / contract</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c) Name of the parent office / organization to which the applicant belongs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d) Name of the post and pay of the post held in substantive capacity in the parent organization.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

9.1 Note: In case of Officers already on deputation, the application of such officers should be forwarded by the parent cadre / Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.

9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre / organization but still maintaining a lien in his parent cadre / organization.

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.

11. Additional details about present employment:
   Please state whether working under (indicate the name of your employer against the relevant column)
   a) Central Government
   b) State Government
   c) Autonomous Organization
   d) Government Undertaking
   e) Universities
   f) Others.

12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.

13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.

14. Total emoluments per month now drawn
   - Basic Pay in the PB
   - Grade Pay
   - Total emoluments

15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.

Contd...P3...
<table>
<thead>
<tr>
<th>Basic Pay in the PB</th>
<th>Dearness Pay/ interim relief. other allowances etc ( with break -up details)</th>
<th>Total Emoluments.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tbody>
</table>

16.A **Additional information**, if any, relevant to the post you applied for in support of your suitability for the post. This among other thing may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement. (Note: Enclose a separate sheet, if the space is insufficient)

16.B **Achievements:**
The candidates are requested to indicate information with regard to:
(i) Research publications and reports and special projects
(ii) Awards/ Scholarships/ Official Appreciation
(iii) Affiliation with the professional bodies/ institutions/ societies and;
(iv) Patents registered in own name or achieved for the organization
(v) Any research/ innovative measure involving official recognition
(vi) Any other information. (Note: **Enclose a separate sheet if the space is insufficient**)

17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis. # Officers under Central/State Governments are only eligible for “Absorption”. Candidates of non Government Organizations are eligible only for short term Contract.

# The option of ‘STC’/ ‘Absorption’/ Re-employment are available only if the vacancy circular specially mentioned recruitment by “STC” or “Absorption” or “Re-employment”).

18. Whether belongs to SC / ST

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification / Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information / details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

Signature of the Candidate

Date: ____________________________

Contact Address ____________________________

______________________________

Mobile No. ____________________________
e-mail ID: ____________________________

Contd...P/4...
Certification by the Employer/ Cadre Controlling Authority.

The information / details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he / she will be relieved immediately.

2. Also certified that;

i) There is no vigilance or disciplinary case pending/ contemplated against Shri / Smt________

ii) His/ Her integrity is certified.

iii) His/ Her Dossier in original is enclosed/ photocopies of the ACRs for the last 05 years duly attested by an officer of the rank of Under Secretary of the Govt of India or above are enclosed.

iv) No major/ minor penalty has been imposed on him/ her during the last 10 years Or A list of major/ minor penalties imposed on him / her during the last 10 years is enclosed (as the case may be).

Countersigned

____________________________

(Employer/ Cadre Controlling Authority with Seal)

Note: Attested copies of Annual Confidential Reports for the preceding five years (from 2013-14 to 2017-18) along with Integrity, Vigilance Certificate and details of Major/Minor penalty for the last 10 years should be enclosed.
D.O. No. 1/14/2019-NIFT

June 24, 2019

Dear Tom Jose,

I write to seek your assistance in filling up posts of Campus Directors of the National Institute of Fashion Technology (NIFT), a statutory body under the administrative control of the Ministry of Textiles. NIFT is a national level institute for design, management & technology catering to the textile industry requirements.

2. Currently, six posts of Campus Directors vacant at Bhopal, Bhubaneswar, Hyderabad, Kangra, Kannur and Srinagar need to be filled urgently on deputation basis. NIFT has issued a detailed advertisement indicating the job description and eligibility requirements (copy enclosed).

3. May I request you to please arrange to get the advertisement circulated/publicized amongst officers of All India Services and State Civil Services to improve the chance of filling the posts.

Yours sincerely,

(Raghvendra Singh)

Encl: As above.

Shri Tom Jose
Chief Secretary
Government of Kerala
Secretariat
Thiruvananthapuram 695 001
National Institute of Fashion Technology (NIFT), a Statutory body under the Ministry of Textiles, Government of India and a premier institute of Fashion Business Education with 16 Campuses located across the country invites applications from Indian nationals in the prescribed proforma for the following posts in Level-13 of Pay Matrix / PB-4 Rs.37400-67000 + Grade Pay Rs.8700/- to be filled up on deputation basis:

<table>
<thead>
<tr>
<th>Name of the Post</th>
<th>No. of Posts</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Campus Director</td>
<td>06</td>
<td>Bhopal / Bhubaneswar / Hyderabad / Kangra / Kannur / Srinagar</td>
</tr>
</tbody>
</table>

A. **Eligibility Condition for Recruitment on Deputation Basis:**

Officers holding analogous posts or in the rank of Deputy Secretary or equivalent in the pay band-3 of Rs.15600-39100 plus Grade pay Rs.7600 (level 12) from Central Government/State Government/autonomous body/Statutory body

Desirable:
1. Experience of working in education or MSME sectors.
2. Working Knowledge of computers.
3. Interest in arts/or education in arts/culture/handicrafts.

B. **Job Description:**

The Campus Director is the administrative head of the NIFT centre and will be responsible for the overall management of the campus. This would include ensuring the quality of infrastructure and facilities on the campus, the coordination of academic work including research and consultancy, enabling industry and alumni interface bringing value to the students, the institution and to the Industry, promoting international and domestic academic collaboration as per NIFT policy, coordination of projects and the Craft Cluster Initiative of NIFT, and the overall management of the assets, finances and accounts of the campus. The Campus Director is expected to ensure the overall wellbeing of students, faculty and staff of the campus and nurture an atmosphere of creativity, innovation, mutual respect and cooperation.

C. **Age Limit (as on closing date):** 56 years

D. **Process of Selection:** The selection process comprises of interview of candidates shortlisted by the Screening Committee.
E. GENERAL INSTRUCTIONS:

1. The applicant must be a citizen of India.

2. The period of deputation shall be 03 years initially. The terms and conditions of deputation will be governed as per Govt. of India Orders/Instruction on the subject.

3. Applications shall be forwarded through proper channel along with attested copies of APARs of last 05 years and Vigilance/Cadre Clearance/NOC failing which the application will not be considered.

4. The Concerned department while forwarding application shall certify that the applicant, if selected, will be relieved within one month of the receipt of the Offer of Appointment.

5. All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement as on the last date of receipt of the applications. They are advised to satisfy themselves before applying that they possess at least the essential qualifications and/or experience laid down for the post as on the last date of receipt of the applications. No enquiries with reference to eligibility will be entertained.

6. Incomplete applications not accompanied with the required certificates/documents/unsigned are liable to be rejected.

7. The date for determining the upper age limit, qualifications and/or experience shall be the closing date prescribed for receipt of applications.

8. The decision of the NIFT in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of examination/interview will be final and binding on the candidates.

9. Application once made will not be allowed to be withdrawn on any count nor can it be held in reserve for any other recruitment or selection process.

10. All correspondence from the Institute including interview letter, if any, shall be sent only to the e-mail address provided by the applicant in the application form, or uploaded on NIFT website www.nift.ac.in.

11. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the Institute reserves the right to modify/withdraw/cancel any communication made to the applicant.

12. Interested applicants are requested to forward their applications through proper channel in the prescribed format downloaded from Institute's website (www.nift.ac.in) along with self attested copies of relevant certificates and testimonials in an envelope superscribing the name and the post, to the Registrar, 2nd Floor, Head Office, NIFT Campus, Hauz Khas, Near Gulmohar Park, New Delhi-110016 so as to reach on or before 22.07.2019 by 5:00 p.m.
NATIONAL INSTITUTE OF FASHION TECHNOLOGY
(Ministry of Textiles, Government of India)
NEFT CAMPUSS, HAMZ KHAB, NEW DELHI-110016

Advertisement No.:
04/Campus Director/Deputation/2019

Post Applied for:
Campus Director

1. Full Name: [Blank]
   Gender: M F
   Marital status: [Blank]
   Name: [Blank]
   Single: [Blank]

2. Father's Name: [Blank]

3. Mother's Name: [Blank]

4. Contact Address:

5. Permanent Address:

6. Contact details (please indicate preferred mode of communication):
   E-Mail: [Blank]
   Telephone:
   Office: [Blank]
   Res.: [Blank]
   Mobile: [Blank]

7. Date of Birth
   (in figures)
   Day: [Blank]
   Month: [Blank]
   Year: [Blank]

8. Whether Government/Autonomous Bodies/PSU Employee?
   Yes [Blank]
   No [Blank]
9. Academic Record starting with highest degree up to 10\textsuperscript{th} standard:

<table>
<thead>
<tr>
<th>Course</th>
<th>Name of College / University / Institute</th>
<th>Branch / Specialization / Degree/Diploma</th>
<th>Course Duration</th>
<th>% age of marks/Grade</th>
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(Enclose a separate sheet duly authenticated by your signature, if the space is insufficient.)

10. Details of employment, chronological order (Starting from entry in Government Service):

<table>
<thead>
<tr>
<th>Officer</th>
<th>Organization</th>
<th>Post held</th>
<th>Scale of pay</th>
<th>Period of Service</th>
<th>Nature of appointment</th>
<th>Basic Pay</th>
<th>CPF</th>
<th>Basic Pay</th>
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</table>

(Enclose a separate sheet duly authenticated by your signature, if the space is insufficient.)
11. Total years of relevant experience

12. Special Awards/Honours received, if any

<table>
<thead>
<tr>
<th>Year</th>
<th>Name of award/honour</th>
<th>Name of organization</th>
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<tbody>
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13. Do you fulfill the following eligibility criteria for the post of Campus Director:

Officer holding analogous post or in the rank of Deputy Secretary or equivalent in the pay band-3 of Rs. 15600-39100 plus Grade Pay Rs. 7680 (Level-12) from Central Government / State Government / Autonomous Body / Statutory Body

Desirable:
1. Experience of working in education or NEMSE sectors
2. Working knowledge of computers
3. Interest in rural education in arts / culture / handicrafts.

Yes [ ] No [ ]

14. Additional information, if any, which you would like to mention in support of your suitability for the post

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

(Endorse in separate sheet, duly authenticated by your signature, if the space is insufficient.)
15. Remarks

I hereby declare that all entries in this form as well as attached sheets are true to the best of my knowledge and belief.

Signature of the candidate
Full Office Address:

Tel/Email No.:
Email Id:

Place:
Date:

Endorsements:

Endorsement by Employer
(To be signed by an officer of the rank of Deputy Secretary to the Govt. of India or above)

The particulars mentioned by the applicant have been verified and found to be correct. It is certified that no disciplinary/vigilance case is pending/contemplated against him/her and no coercive/penal action has been awarded to him/her during the last 10 years. Attested copies of his/her ACPs/APARs for the last five years (from 2013-14 to 2017-18) are enclosed. Integrity of the officer is also certified. It is further certified that in the event of selection, he/she will be relieved within one month of receipt of offer of appointment.

Signature

Name & Designation

Complete address & Tel No

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<table>
<thead>
<tr>
<th>विशेषण से:</th>
<th>04/Campus Director/Deputation/2019</th>
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<tbody>
<tr>
<td>अधिकारिक नाम:</td>
<td>केसल गिलेकर</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>1. पूरा नाम</th>
<th>मित्र</th>
<th>शृंखला</th>
<th>आधिकारिक नाम</th>
<th>पदवी</th>
<th>अवसर</th>
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<tr>
<th>2. पिता का नाम:</th>
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<th>3. माता का नाम:</th>
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<thead>
<tr>
<th>4. वर्तमान विवेक:</th>
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<th>5. श्रेष्ठी विवेक:</th>
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<tr>
<th>6. सार्वजनिक पता (कुछ उपयोग के लिए सामान्य पता)</th>
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<tbody>
<tr>
<td>ई-मेइल:</td>
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<td>मूलभारत:</td>
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<td>आवास:</td>
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<td>पता:</td>
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<th>7. उम्र, रेखा (कैसे है)</th>
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<tr>
<td>उम्र</td>
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3. यह सामानिकहै? (या ना)  
| या | ना |
9. अवयवित्र सीमित की उपजावश्यकता से भरी चाहत तारंगः  

<table>
<thead>
<tr>
<th>प्रदेश</th>
<th>संचालक/लगभग की कीमत (किराया)</th>
<th>संचालक की कीमत (किराया)</th>
<th>प्रदेश की अक्षयता</th>
<th>अनुदान का प्रतिशत</th>
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(कविता अपमन है, एक युवक की चाहत भरी, अनय शरीर नुमा प्रतिशत बनी)

10. शिल्पसागर का विवरण, शृंखलाक्रम में (साक्षरता सब्ज़िटरी अन्ने ने लेखा और लिखा)  

<table>
<thead>
<tr>
<th>वर्गीकरणप्रतिभाता</th>
<th>अवश्यकता</th>
<th>संचालक</th>
<th>स्थानीय निर्माण की क्षेत्रीय (मुख्यतः (लोगोलोगिकानुसार))</th>
<th>मुख्य दृष्टि</th>
<th>मुख्य दृष्टि</th>
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<td>प्रतिभाता सहित निगमकी सहित क्रियाार्थियता</td>
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(कविता अपमन है, एक युवक की चाहत भरी, अनय शरीर नुमा प्रतिशत बनी)
11. संयोग अनुक्रम के आधार के अनुसार सेवाओं के संबंधी ग्राफिक को पूरा करें।

12. श्रेणी विभाग पुरस्कारमुखी, जोड़े खोड़े

<table>
<thead>
<tr>
<th>क्रम</th>
<th>संबंधी नामकरण</th>
<th>क्षेत्र का नाम</th>
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13. कस अन्य कार्यकर्ता निदेशक के पद के लिए निम्नलिखित प्रमाण प्रदान करें करते हैं:

- योगदान समाज / उपयोग समाज / स्वास्थ्य समाज / नागरिक सामग्री जिन्होंने उपयोग पद अन्वेषण अन्वेषण
  के लिए, 15000-95000 + 7500 रुपए (सेखर-12) ने अर्थ अधिक या समकालीन अधिकता।

- शास्त्रीयता: (1) विषय या समाजवादी क्षेत्रों में संबंधित करते करने का अनुमान (2) कार्यकर्ता का अभिप्रेतता रुपांतरण
  (3) विषय या संगठन संरचना इस्तेमाल में विकास

14. अतिरिक्त मानवी, जोड़े खोड़े, जिसे उपर यह के लिए अपने अपने कार्यकर्ता के साथ करें। मृत्यु कर्म

(इसद जगह अतिरिक्त है, एक शृंखला खोड़े संकेत कर, अपने हस्ताक्षर रखना अन्तर्गत करें)
नी उल्लम्बक प्रकाशन करता हूँ कि इस प्रकाशन के अनुसार तथ्य सामग्री गोपनीयता अमलाकी है और विलोचन के अनुसार नहीं है

अन्वयी के तत्तावाद
विलोचन का खुफ़्श फ़ातः

प्रमाणादेव दृष्टिकोण
(भारत सरकार के उप अभियान या अपर अधिक से केवल के अधिकारी द्वारा इल्लामही)

अन्वयी इत्यादि गर्व विलोचन को सर्वाधिक विचार नहीं है। यह प्रमाणित किया जाता है कि इसके विलोचन को अनुमति नहीं।
स्वयं का ताजा लोकतंत्र / अधिकतम नहीं है तथा विलोचन 10 वर्षों से उन पर कई छोटी / बड़ी चुटियाँ नहीं समझी गई है।

इनकी जनता-आम-आदर्श
(संस्कृति की) (संस्कृति-आम-आदर्श)

अधिकारी की (संस्कृति-आम-आदर्श) की आदेश है। यह वो प्रमाणित किया जाता है कि इनकी पहल की स्थिति में, विलोचन का प्रसार मात्र होने के एक स्वतंत्र तत्त्व के निकट इसे बर्मेन ते मुक्त कर दिया जाएगा।

हस्ताक्षर

शास्त्री व पदार्थ

पूरा पता और टेलीफोन रीत


VACANCY CIRCULAR

Subject: Filling up the post of Deputy Chairman, Haldia Dock Complex, Kolkata Port Trust—Calling for Applications—reg.

The Ministry of Shipping invites applications from the from All India Service/Central Services Group ‘A’ officers and also from eligible Port Officers working in Major Port Trusts for the post of Deputy Chairman in Haldia Dock Complex, Kolkata Port Trust. The All India Service/Central Services Group ‘A’ officers will carry their parent cadre pay scale and the Port Officers will carry the pay scale of Rs. 75,000-90,000/- (in IDA pattern) as Deputy Chairman. The Port Trust is an autonomous body governed under the Major Port Trusts Act, 1963. Appointment to the post is made by the Central Govt. under section 3(1)(b) of the Major Port Trusts Act, 1963.

2. The Deputy Chairman of the Port is one of the trustees of the Board. He is the Deputy Chief Executive of the Organization and assists the Chairman in all aspects of Port functioning. He is required to exercise administrative and financial powers and also to supervise the functioning of various departments with the ports. The job requirements, therefore, are the following:

(i) Wide administrative experience and General Managerial ability;
(ii) Experience and talent in man-management in highly unionized environment;
(iii) Experience and ability in Financial Management;
(iv) Ability to formulate and implement development plans and also to prepare broad perspective plan for development of a port;
(v) Ability to co-ordinate with various agencies such as State Governments, the Law and order authorities, different agencies of Central Government such as customs, Railway, Ministry of Labour, etc.;
(vi) Experience and ability in personnel management and understanding of establishment matters.

3. Name of willing and eligible All India Services/Central Group ‘A’ Civil Services officer, as under, may be recommended:

(a) The officers belonging to All India Services/Central Group ‘A’ Civil Services who have put not less than 13 years of service in Group ‘A’ are eligible to be considered for the post. Preference may be given to those having experience of working in Port and Shipping sectors. The terms and conditions of appointment of the officers selected shall be as per the rules and instructions of Central Government.

(b) The post is not a part of the Central Staffing Scheme. The appointment will be made on deputation basis for a period of 5 years or as may be decided by the Competent Authority.
(c) The officers who satisfied the above criteria must have at least four years service before retirement.

(d) The Cadre Controlling Authority/the State Government is requested to give wide publicity to the vacancy and forward names of suitable and willing officers for consideration for the post. The ACRs (only attested photocopies) of the officer for the last five years i.e. from 2013-14 to 2017-18 (If the ACRs of a particular year/period between 2013-14 and 2017-18 are pending/not available, “No Report Certificate” along with ACRs of preceding years may be furnished) along with the bio-data in the enclosed format (Annexure I), and clearance from administrative/vigilance angles and Integrity Certificate may also be sent. The vigilance clearance of the officer may be sent in the prescribed proforma attached with the application form.

4. Name of willing and eligible Port Officer, as under, may be recommended:

(a) Officers holding the posts of Deputy Chairman in Category II ports with minimum 2 years of regular service falling 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.

(b) Port Officers working in Major Port Trusts who are eligible to be considered for the post as per para 4 (a) above may send their applications through proper channel as per the proforma enclosed (Annexure I).

(c) While forwarding the applications the Chairman of the concerned Port may please ensure the following documents are sent along with the application form:

(i) Attested copies of ACRs of last 5 years (2013-14 to 2017-18)
(ii) A certificate on adverse entries in the ACRs, if any.
(iii) If the ACRs of a particular year/period between 2013-14 to 2017-18 is pending/not available, “No Report Certificate” may be furnished along with ACRs of preceding years.
(iv) A statement showing ACRs grading should also be furnished.
(v) The details regarding officers holding higher posts on ad-hoc/temporary basis should be clearly specified.
(vi) The Vigilance status of the candidate in the prescribed proforma duly filled in column-wise and signed by CVOs of the concerned Port (with details of last ten years)

5. All the applicants, after registering themselves in the Online Recruitment Portal http://onlinevacancy.shipmin.nic.in, are required to apply for the post and thereafter a printout of the filled up application may also be sent to this Ministry in hard copy.
6. The applicants who have applied for the post against the earlier advertisement dated 16.04.2019 need not re-apply.

7. The application of the eligible candidates along with all requisite documents as mentioned above may be forwarded so as to reach this Ministry on or before 05.08.2019. The applications which are received after due date/not sent through proper channel will not be considered. The applications may be sent to the undersigned at the following address and e-mail given below:

Under Secretary (PHRD), Ministry of Shipping,
Room No. 438, Transport Bhawan
1. Parliament Street, New Delhi-110001.
e-mail: rajivk.nigam@nic.in

(R. K. NIGAM)
UNDER SECRETARY TO THE GOVT. OF INDIA
Tele/Fax No: 011-23719492

To

2. Secretary, Department of Personnel & Training.
3. Secretary, Ministry of Home Affairs
4. Secretary, Ministry of Environment and Forest
5. Secretaries of All Ministries and Departments under Govt. of India

Copy to:
1. Establishment Officer & Additional Secretary, Department of Personnel and training, Room No. 115, North Block, New Delhi-110001 for information.
2. Senior Technical Director, NIC, M/o Shipping for posting a copy of the Circular in website of the Ministry of Shipping. It is also requested to send a scanned copy of the vacancy circular to DOPT for posting it on their website. The e-mail address of DOPT is persinfootech@nic.in with a copy to diracc@nic.in. The subject of the e-mail should be “Vacancies in Autonomous Organisations”
3. Technical Director, NIC, DOPT, Room No. 11/A, North Block, New Delhi.
4. Nodal Officer, Ministry of Shipping
5. Guard File
# PERSONAL DATA

Application for the Post of Deputy Chairman in Major Port Trusts

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<td>3</td>
<td><strong>Service &amp; Batch</strong></td>
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<td><strong>Domicile</strong></td>
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<td>b) <strong>Residence</strong></td>
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<td>14</td>
<td><strong>Present Pay level/ scale details</strong></td>
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<tr>
<td>15</td>
<td><strong>Whether the officer has requisite length of service as required under the advertisement</strong></td>
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<td>16</td>
<td><strong>Whether the officer fulfils the eligibility criteria for the post as per the advertisement.</strong></td>
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17. **EDUCATIONAL QUALIFICATIONS**

(Please mention only Graduation and above).

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18. **EXPERIENCE DETAILS**

(Please provide up to date experience details)

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<th>Field of experience acquired during the posting (Major &amp; Minor)</th>
<th>Tenure From &amp; Tenure To</th>
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19. Total experience in Port and Shipping Sector, if any:

20. Two separate write- ups (not exceeding 300 words each) may be attached as follows:

   (i) Write-up on the professional experience and core-competence of the officer in handling the assignment applied for.

   (ii) Write-up on how the applicant can fulfil and advance the mission and objectives of the organisation that he seeks to join

21. Date of filing of IPR:

   Signature of the Candidate
   Name & Designation:

   Date:  
   Place:
PARTICULARS OF THE OFFICERS FOR WHOM VIGILANCE COMMENTS/CLEARANCE BEING SOUGHT

[To be furnished and signed by the CVO or HOD]

1. Name of the Officer (in full) :

2. Father's Name :

3. Date of Birth :

4. Date of Retirement :

5. Date of Entry into Service :

6. Service to which the officer belongs including batch/year cadre-etc. wherever applicable :

7. Positions held (during the ten preceding years) :

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<tr>
<th>S.No.</th>
<th>Organization (Name in full)</th>
<th>Designation &amp; Place of posting</th>
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8. Whether the officer has been placed on the “Agreed List” or “List of Officers of Doubtful Integrity” [if yes details to be given]

9. Whether any allegation of misconduct involving vigilance angle was examined against the officer during the last 10 years and if so with what result (*)

10. Whether any punishment was awarded to the officer during the last 10 years and if so the date of imposition and details of the penalty (*)
11. Is any disciplinary/criminal proceedings
or charge sheet pending against the officer
as on date [if so, details to be furnished;
including reference no. if any of the
Commission]

12. Is any action contemplated against the
Officer as on date [if so, details to be
Furnished] (*)

DATE: (NAME AND SIGNATURE)

(*) If vigilance clearance had been obtained from the Commission in the past, the information
may be provided for the period thereafter.
No. A-12022/1/2019-PE.I
GOVERNMENT OF INDIA
MINISTRY OF SHIPPING
(PHRD DIVISION)

Transport Bhawan
1, Parliament Street
New Delhi-110001
Dated the 25th June, 2019

VACANCY CIRCULAR

Subject: Filling up the post of Deputy Chairman, Deendayal Port Trust- Calling for Applications--reg.

The Ministry of Shipping invites applications from the from All India Service/Central Services Group 'A' officers and also from eligible Port Officers working in Major Port Trusts for the post of Deputy Chairman in Deendayal Port Trust. The All India Service/Central Services Group ‘A’ officers will carry their parent cadre pay scale and the Port Officers will carry the pay scale of Rs. 75,000-90,000/- (in IDA pattern) as Deputy Chairman. The Port Trust is an autonomous body governed under the Major Port Trusts Act, 1963. Appointment to the post is made by the Central Govt. under section 3(1) (b) of the Major Port Trusts Act, 1963.

2. The Deputy Chairman of the Port is one of the trustees of the Board. He is the Deputy Chief Executive of the Organization and assists the Chairman in all aspects of Port functioning. He is required to exercise administrative and financial powers and also to supervise the functioning of various departments with the ports. The job requirements, therefore, are the following:

(i) Wide administrative experience and General Managerial ability;
(ii) Experience and talent in man-management in highly unionized environment;
(iii) Experience and ability in Financial Management;
(iv) Ability to formulate and implement development plans and also to prepare broad perspective plan for development of a port;
(v) Ability to co-ordinate with various agencies such as State Governments, the Law and order authorities, different agencies of Central Government such as customs, Railway, Ministry of Labour, etc.;
(vi) Experience and ability in personnel management and understanding of establishment matters.

3. Name of willing and eligible All India Services/Central Group ‘A’ Civil Services officer, as under, may be recommended:

(a) The officers belonging to All India Services/Central Group ‘A’ Civil Services who have put not less than 13 years of service in Group ‘A’ are eligible to be considered for the post. Preference may be given to those having experience of working in Port and Shipping sectors. The terms and conditions of appointment of the officers selected shall be as per the rules and instructions of Central Government.

(b) The post is not a part of the Central Staffing Scheme. The appointment will be made on deputation basis for a period of 5 years or as may be decided by the Competent Authority.
(c) The officers who satisfied the above criteria must have at least four years service before retirement.

(d) The Cadre Controlling Authority/the State Government is requested to give wide publicity to the vacancy and forward names of suitable and willing officers for consideration for the post. The ACRs (only attested photocopies) of the officer for the last five years i.e. from 2013-14 to 2017-18 (If the ACRs of a particular year/period between 2013-14 and 2017-18 are pending/not available, “No Report Certificate” along with ACRs of preceding years may be furnished) along with the bio-data in the enclosed format (Annexure I), and clearance from administrative/vigilance angles and Integrity Certificate may also be sent. The vigilance clearance of the officer may be sent in the prescribed proforma attached with the application form.

4. **Name of willing and eligible Port Officer, as under, may be recommended:**

(a) Officers holding the posts of Deputy Chairman in Category II ports with minimum 2 years of regular service falling 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 in 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.

(b) Port Officers working in Major Port Trusts who are eligible to be considered for the post as per para 4 (a) above may send their applications through proper channel as per the proforma enclosed (Annexure I).

(c) While forwarding the applications the Chairman of the concerned Port may please ensure the following documents are sent along with the application form:

(i) Attested copies of ACRs of last 5 years (2013-14 to 2017-18)
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(vi) The Vigilance status of the candidate in the prescribed proforma duly filled in column-wise and signed by CVOs of the concerned Port (with details of last ten years)

5. All the applicants, after registering themselves in the Online Recruitment Portal [http://onlinevacancy.shipmin.nic.in](http://onlinevacancy.shipmin.nic.in), are required to apply for the post and thereafter a printout of the filled up application may also be sent to this Ministry in hard copy.
6. The applicants who have applied for the post against the earlier advertisement dated 10.01.2019 and 07.03.2019 need not re-apply.

7. The application of the eligible candidates along with all requisite documents as mentioned above may be forwarded so as to reach this Ministry on or before 05.08.2019. The applications which are received after due date/not sent through proper channel will not be considered. The applications may be sent to the undersigned at the following address and e-mail given below:

Under Secretary (PHRD), Ministry of Shipping,
Room No. 438, Transport Bhawan
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e-mail- rajivk.nigam@nic.in

(R. K. NIGAM)
UNDER SECRETARY TO THE GOVT. OF INDIA
Tele/Fax No: 011-23719492

To:

2. Secretary, Department of Personnel & Training.
3. Secretary, Ministry of Home Affairs
4. Secretary, Ministry of Environment and Forest
5. Secretaries of All Ministries and Departments under Govt. of India

Copy to:
1. Establishment Officer & Additional Secretary, Department of Personnel and Training, Room No. 115, North Block, New Delhi-110001 for information.
2. Senior Technical Director, NIC, M/o Shipping for posting a copy of the Circular in website of the Ministry of Shipping. It is also requested to send a scanned copy of the vacancy circular to DOPT for posting it on their website. The e-mail address of DOPT is persinfotech@nic.in with a copy to dirace@nic.in. The subject of the e-mail should be “Vacancies in Autonomous Organisations”
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**Application for the Post of Deputy Chairman in Major Port Trusts**

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19. Total experience in Port and Shipping Sector, if any:

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(i) Write-up on the professional experience and core-competence of the officer in handling the assignment applied for.

(ii) Write-up on how the applicant can fulfil and advance the mission and objectives of the organisation that he seeks to join

21. Date of filling of IPR:

Signature of the Candidate
Name & Designation:

Date:
Place:
PARTICULARS OF THE OFFICERS FOR WHOM VIGILANCE COMMENTS/CLEARANCE BEING SOUGHT

[To be furnished and signed by the CVO or HOD]

1. Name of the Officer (in full) :

2. Father’s Name :

3. Date of Birth :

4. Date of Retirement :

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9. Whether any allegation of misconduct involving vigilance angle was examined against the officer during the last 10 years and if so with what result (*)

10. Whether any punishment was awarded to the officer during the last 10 years and if so the date of imposition and details of the penalty (*)
11. Is any disciplinary/criminal proceedings or charge sheet pending against the officer as on date [if so, details to be furnished; including reference no. if any of the Commission]

12. Is any action contemplated against the Officer as on date [if so, details to be Furnished] (*)

DATE: (NAME AND SIGNATURE)

(*) If vigilance clearance had been obtained from the Commission in the past, the information may be provided for the period thereafter.