SUB: Filling-up of the vacant posts in the Central Administrative Tribunal on deputation basis.

It is proposed to fill up the following posts in the Central Administrative Tribunal on deputation basis initially for a period of one year which is likely to be extended or curtailed in administrative exigencies from amongst the serving Govt. servants. The pay and allowances and other terms of deputation of the officers/officials selected for the said posts will be regulated in accordance with the instructions contained in the Department of Personnel & Training OM No. 6/8/2009-Estt (Pay-II) dated 17.06.2010 as amended from time to time. The employees of central Administrative Tribunal are eligible for and may continue to retain General Pool Residential Accommodation as per extant rules. The name and number of posts, classification, place of posting, tenure, scale of pay and eligibility criteria for filling-up of these posts on deputation basis are as under:-

I. **REGISTRAR (5)**

Group A (Gazetted) in the Level-13 of Pay Matrix (Pre-revised Pay Band-4 Rs.37400– 67000 Plus Grade Pay of Rs.8700). Vacancies in the grade are/will be available at Allahabad, Bengaluru, Chandigarh, Ernakulam, Hyderabad, Kolkata and Patna Benches of the Tribunal.

**Eligibility Criteria :-**

(i) Officers possessing a degree in law and holding :-

(a) Analogous post in the Central/State Government/High Court ;

Or

(b) Posts with Pre-revised Pay Band-3(Rs.15600-39100 Plus Grade Pay of Rs.7600) with a minimum of five year regular service in the grade ;

Or

(c) Posts with Pre-revised Pay Band-3(Rs.15600-39100 Plus Grade Pay of Rs.6600) with a minimum of ten year regular service in the grade;

Or

(ii) Officers holding the post of District Judge/ Additional District Judge/Registrar/Additional Registrar of High Court on regular basis.
2. JOINT REGISTRAR (4)

Group A (Gazetted) in the Level-12 of Pay Matrix (Pre-revised Pay Band-3 Rs.15600 – 39100 Plus Grade Pay of Rs.7600). Vacancies in the grade are presently available at Principal Bench (New Delhi), Cuttack, Guwahati, Jabalpur and Jodhpur Benches of the Tribunal.

Eligibility Criteria :-

i. Officers possessing a degree in law and holding :-
   (a) Analogous post in the Central/State Government/High Court ;
   Or
   (d) Posts with Pre-revised Pay Band-3(Rs.15600-39100 Plus Grade Pay of Rs.6600) with a minimum of five year regular service in the grade ;
   Or
   ii. Judicial officer with minimum of eight year regular service.

3. DEPUTY REGISTRAR (5)

Group A (Gazetted) in the Level-11 of Pay Matrix (Pre-revised Pay Band-3 Rs.15600 – 39100 Plus Grade Pay of Rs.6600). Vacancies in the grade are/will be available one each at Lucknow, Hyderabad, Mumbai and two in Chennai Bench of the Tribunal.

Eligibility Criteria :-

(i) Officers of the Central Government/State Government/High Courts;
   (a) (i) holding analogous post on regular basis; or (ii) with at least five years regular service in the grade pay of Rs. 5400/- or (iii) with at least six years regular service in the grade pay of Rs. 4800/- or equivalent; and
   (b) Possessing a degree in Law from a recognized University or equivalent.

4. PRINCIPAL PRIVATE SECRETARY (1)

Group A (Gazetted) in the Level-11 of Pay Matrix (Pre-revised Pay Band-3 Rs.15600-39100 Plus Grade Pay of Rs.6600/-). Vacancy in the grade is presently available at Chandigarh Bench of the Tribunal.

Eligibility Criteria :-

(i) The Officers of the Central / State Government / High Courts holding analogous posts of Principal Private Secretary on regular basis in Pre-revised Pay Band-3 (Rs.15600 – 39100 Plus Grade Pay of Rs.6600/-).

Or

(ii) Private Secretary with at least eight years combined regular service rendered in Pre-revised Pay Band-2 (Rs.9300 – 34800 Plus Grade Pay of Rs.4800/-) and Pre-revised Pay Band-3 (Rs.15600 – 39100 Plus Grade Pay of Rs.5400/-).
5. **DEPUTY CONTROLLER OF ACCOUNTS (1):**

Group A (Gazetted) in the Level-11 of Pay Matrix (Pre-revised Pay Band-3 Rs.15600-39100 Plus Grade Pay of Rs.6600/-). Vacancy in the grade is available at Principal Bench, New Delhi.

**Eligibility Criteria:**

(i) The Officers working as Deputy Controller of Accounts from the Central Departmentalized Accounting Organisation of the Controller General of Accounts with minimum of 2 years of service in the grade of Deputy Controller of Accounts under C.G.A., C.G.O.A., P&T Accounts or Railway Accounts service.

(ii) The Accounts Officer with minimum of 10 years service in the grade of Accounts Officer in the C.G.A., C.G.O.A., P&T Accounts and Railway Accounts.

6. **COURT OFFICERS / SECTION OFFICERS (24):**

Group “B” (Gazetted) in the Level-8 of Pay Matrix (Pre-revised Pay Band-2 Rs.9300-34800 Plus Grade Pay Rs.4800/-). Vacancies in the grade are presently available at Principal Bench (New Delhi), Ahmedabad, Allahabad, Bengaluru, Chandigarh, Chennai, Cuttack, Ernakulam, Guwahati, Hyderabad, Jabalpur, Jaipur, Jodhpur, Kolkata, Lucknow and Mumbai Bench of the Tribunal.

**Eligibility Criteria:**

**Essential:**

Persons working under the Central / State Government / High Court / Subordinate Courts :-

(a) Holding analogous post on regular basis;

Or

(b) Eight years of regular service in the posts of Assistant or equivalent in the scale of Pre-revised Pay Band-2 (Rs.9300-34800 Plus Grade Pay of Rs.4600/-).

and

Possessing a Degree of a recognized University or equivalent.

**Desirable**

Degree in Law.

7. **PRIVATE SECRETARY (07):**

Group “B” (Gazetted) in the Level-8 of Pay Matrix (Pre-revised Pay Band-2 Rs.9300-34800 Plus Grade Pay Rs.4800/-). Vacancies in the grade are presently available at Allahabad, Bengaluru, Chennai, Ernakulam, Jabalpur, Jodhpur, Kolkata, Mumbai and Patna Bench of the Tribunal.
Eligibility Criteria :-

Officers holding the post of Stenographers in the Central / State Government / High Courts –
(a) Holding analogous post on regular basis;
Or
(b) Six years of regular service in the scale of Pre-revised Pay Band-2 (Rs.9300 – 34800 Plus Grade Pay of Rs.4600/-).

8. ACCOUNTS OFFICER (07) :-

Group “B” (Gazetted) in the Level-7 of Pay Matrix (Pre-revised Pay Band – 2 Rs.9300 – 34800 Plus Grade Pay Rs.4600). Vacancies in the grade are presently available at Bengaluru, Chennai, Guwahati, Jodhpur, Kolkata, Mumbai and Patna Benches of the Tribunal.

Eligibility Criteria :-

(i) Regular Accounts/Audit Officers from any of the Organized Accounts Department.

(ii) Officers under the Central Government holding an analogous post on regular basis who have undergone training in Cash and Accounts work in ISTM or equivalent and possess experience in Cash & Accounts & Budget work.

Or

(iii) Junior Accounts Officer / Accounts Audit Officers or equivalent in the scale of Pre-revised Pay Band-2 (Rs.9300-34800 Plus Grade Pay of Rs.4200) with 8/5 tears regular service respectively under C&AG, Defence A/Cs, P&T, Railway A/Cs Department.

9. ASSISTANT LIBRARY AND INFORMATION OFFICER (02) :-

Group “B” (Gazetted) in the Level-7 of Pay Matrix (Pre-revised Pay Band – 2 Rs.9300 – 34800 Plus Grade Pay Rs.4600). Vacancies in the grade are presently available at Bengaluru, Jodhpur and Lucknow Benches of the Tribunal.

Eligibility Criteria :-

Officers under Central or State Government or High Courts and Courts subordinate thereto-
(a) (i) holding analogous posts; or
   (ii) with at least five years regular service in the pay band-2, Rs. 9300-34800/- with grade pay of Rs. 4200/-;

   and possessing the qualification and experience

Essential: -

(i) A Bachelor Degree in Library Science or Library and Information Science from a recognised University or institute;
(ii) two years’ professional experience in a Library under Central or State Government or autonomous or statutory organisation or Public Sector
Undertaking or University or recognised Research or Educational Institution
Desirable: -
(i) Master's Degree in Library Science or Library and Information Science from a recognised University or Institute.
(ii) Diploma in Computer Application from a recognised University or Institute.

10. COURT MASTER/ STENOGRAPHER GRADE 'C' (05) -

Group "B" (Non-Gazetted) in the Level-7 of Pay Matrix (Pre-revised Pay Band-2 Rs.9300-34800 Plus Grade Pay Rs.4600). Vacancies in the grade are presently available at Principal Bench (New Delhi), Ahmedabad, Allahabad, Bengaluru, Chennai, Chandigarh, Cuttack, Ernakulam, Guwahati, Hyderabad, Jaipur, Jodhpur, Jabalpur, Kolkata, Lucknow and Mumbai Bench of the Tribunal.

Eligibility Criteria: -

Officers holding the post of Stenographer under the Central Government, or State Government or High Courts;
(i) holding the analogous post on regular basis
(ii) with eight years regular service in the Stenographer Grade in Pay Band-1 Rs. 5200-20200 with Grade Pay of Rs. 2400/-

11. JUNIOR ACCOUNTS OFFICER (03) -

Group "B" (Non-Gazetted) in the Level-6 of Pay Matrix (Pre-revised Pay Band-2 Rs.9300-34800 Plus Grade Pay Rs.4200). Vacancies in the grade are presently available at Chandigarh, Lucknow and Patna Benches of the Tribunal.

Eligibility Criteria: -

(a) Officials under the Central Government holding analogous post or SAS Accountant, Junior Accounts Officer in the various Accounting organizations;
Or

(b) Upper Division Clerks of Central Government with 10 years of service in the grade who have undergone Cash & Accounts Training in ISTM or equivalent or possess three years experience of Cash, Accounts and Budget works.

12. CARETAKER (06)

Group 'B' (Non-Gazetted) in the Level-6 of Pay Matrix (Pre-revised Pay Band-2 Rs.9300-34800 Plus Grade Pay Rs.4200). Vacancies in the grade are presently available at Ahmedabad, Bengaluru, Chandigarh, Cuttack, Ernakulam and Lucknow Benches of the Tribunal.
Eligibility Criteria :-

(i) Officers of the Central Government –
   (a) Holding analogous post on regular basis;
   Or-
   (b) Holding the post in the scale of Pre-revised Pay Band-1 (Rs.5200-20200 Plus Grade Pay of Rs.2400) with eight years of regular service in the grade.

And

(ii) Possessing a Degree of a recognized University or equivalent.

13. STENOGRAPHER GRADE 'D' (01) :-

Group “C” (Non-Gazetted) in the Level-4 of Pay Matrix (Pre-revised Pay Band-1 Rs.5200-20200 Plus Grade Pay Rs.2400). Vacancies in the grade are presently available at Principal Bench (New Delhi), Ahmedabad, Allahabad, Bengaluru, Chennai, Guwahati, Hyderabad, Jaipur, Jodhpur and Lucknow Bench of the Tribunal.

Eligibility Criteria :-

Officials from the Central Government or State Government or High Courts;

(i) holding the post of Stenographer Grade ‘D’ in the Pay Band-I Rs. 5200-20200 with Grade Pay of Rs. 2400/- ; or
(ii) holding the post of Lower Divisional Clerk or equivalent posts with at least two years service in the Pay Band- I Rs. 5200-20200 with Grade Pay of Rs. 1900/- and possessing skill norms test as under:
   Dictation:- 10mts @ 80 W. p.m.
   Transcription: 65 mts. (English) 75 mts. (Hindi) (on manual Typewriter) or 50 mts. (English) and 65 mts. (Hindi) (on Computer)

14. PHOTOCOPIER (01) :-

Group “C” (Non-Gazetted) in the Level - 2 of Pay Matrix (Pre-revised Pay Band-1 Rs.5200-20200 Plus Grade Pay Rs.1900). Vacancy in the grade is presently available at Chennai Bench of the Tribunal.

Eligibility Criteria :-

Group ‘C’ employees of the Central Government or State Government or High Court and District Courts and employees of the Central Administrative Tribunal with 3 years regular service in the scale of Pay Band-1, Rs.5200-20200/- with grade pay of Rs.1800/- and having following qualifications:-

(i) Matriculation pass or equivalent from a recognized university or Board
(ii) Proficiency or experience in handling photocopying machines.
2. The period of deputation in respect of above posts including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization / department of the Central Government shall ordinarily not exceed three years.

3. **Age Limit.** The maximum age limit for appointment on deputation shall not exceed 56 years as on the closing date for receipt of applications.

4. Number of vacancies and place of posting are subject to change. The selected Officer may be posted in the Bench where the vacancy would be available at that relevant point of time.

5. The applications in the given proforma (duly typed in double space) together with attested copies of APAR/ACR for the last five years of the eligible officials who are willing to be considered for the said posts and could be spared immediately, may be forwarded to the Principal Registrar, Central Administrative Tribunal, Principal Bench, 61/35, Copernicus Marg, New Delhi – 110 001 within 45 days from the date of publication of the circular in the Employment News.

6. While forwarding the applications, certificate to the effect that the officers/officials are clear from vigilance point of view and there is no disciplinary case pending/contemplated against him/her, may also be given at the bottom of the enclosed proforma.

7. The department while forwarding applications may please ensure that the officials who volunteer for the post shall not be allowed to withdraw their names later on.

8. This Office will not be in a position to return any of the documents provided by the applicant/parent office of the applicant, irrespective of his/her selection.

9. Applications received after the expiry of last date or otherwise found incomplete for want of ACRs/APARs, Vigilance Clearance Certificate or without the seal of the office, will not be entertained.

(Gratam Mondal)
Principal Registrar
PROFORMA FOR FURNISHING BIO-DATA FOR THE POST OF
(To be typed in double space on single side)

01. Name of the applicant (In Block Letters) :

02. Name, Address and Contact No. of the office where working :

03. Contact Details of the Applicant
   (a) Mobile No. :
   (b) E-Mail ID :
   (c) Landline No. :
   (d) Residential Address :

04. Date of Birth :

05. Date of Retirement :

06. Sex (Male/ Female) :

07. Present Post Held in Parent Department
   (a) Date :
   (b) Designation :
   (c) Nature of Appointment (Adhoc / Regular) :
   (d) Pay Scale of the post held (In case of drawing a different
       scale than that of the post due to financial upgradation or
       otherwise, same may be mentioned separately) :
   (e) Brief nature of duties :
   (f) Details of Service [Central Government / State
       Government / Others (Please Specify)] :

08. Details of earlier deputations, if any
   (a) Whether presently holding deputation post (Yes / No) :
   (b) If, 'Yes', Please mention, Name of the Department,
       Designation, Pay Scale of the deputation post, Present
       Basic Pay drawn, Date from which on deputation and
       date of expiry of present term of deputation :

09. Brief Service Particulars in chronological orders from entry into the Government Service till
    date including deputation periods and financial upgradations, if any (As per following format)

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Department held</th>
<th>Post</th>
<th>Period</th>
<th>Pay Scale of the post held</th>
<th>At the time of holding the post</th>
<th>Present</th>
<th>Brief nature of duties</th>
</tr>
</thead>
</table>

10. Educational qualification in chronological order including professional qualifications (As per
    following format)

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Degree / Diploma</th>
<th>Year of Passing</th>
<th>Subjects taken</th>
<th>Board / University</th>
</tr>
</thead>
</table>

11. Category (Gen / SC/ ST/ OBC) :

12. Choice of Station :

Signature of the Applicant

Certificate to be furnished by the Head of Office

1. Service particulars of Sh. / Smt. ______________________, furnished above have
   been verified from his / her service records and found correct.

2. Certified that no vigilance enquiry / Disciplinary proceeding is pending or
   contemplated against Sh. / Smt. ______________________.

3. Sh. / Smt. ______________________ will be relieved of his / her duties from this office
to take up assignment in the Central Administrative Tribunal, on his / her selection
for appointment to the post.

Place: Signature:

Name: Designation:

Date: Office Seal:
To,

1. The Secretary General,
   Lok Sabha Secretariat/ Rajya Sabha Secretariat, New Delhi.
2. The Secretary, President's Secretariat/Vice-President's Secretariat/ Planning Commission/ Election Commission of India/ Union Public Service Commission/Central Vigilance Commission.
3. The Registrar (Administration), Supreme Court of India.
4. The Chairman, University Grants Commission.
5. The State Governments/Union Territories/Resident Commissioners in New Delhi.

Subject: Filling up of seven (07) posts each of Director and Under Secretary for I4C Scheme in the Cyber and Information Security Division of Ministry of Home Affairs on Deputation basis—reg.

I am directed to say that it is proposed to fill up, in consultation with UPSC, seven (07) posts each of Director and Under Secretary for Indian Cyber Crime Coordination Centre (I4C) Scheme in the Cyber and Information Security Division of Ministry of Home Affairs on Deputation basis. The particulars of the post, eligibility conditions etc. are given in Annexure-I.

2. The pay of the selected officer will be regulated in accordance with the Department of Personnel & Training O.M. No. 6/8/2009-Estt. (Pay II) dated 17.06.2010 as amended from time to time.

3. The maximum age limit for appointment on deputation (including short-term contract) shall be 56 years. Accordingly, the persons who will be crossing the age of 56 years, on the last date of receiving of applications as indicated in para-5 need not apply.

4. Officers who volunteer for the post will not be permitted to withdraw their names later. Only such recommendations as are accompanied by the requisite personal data as in Annexure-II will be considered.

5. It is requested that wide publicity may be given to the vacancy circular amongst staff under your administrative control and applications, in duplicate, in the enclosed pro-forma (Annexure-II) along with vigilance & cadre clearance and attested copies of complete and up-to-date ACRs of last five years (with rubber stamp on each page) of the officers who can be spared in the event of their selection, may be sent to Under Secretary (Ad-V), Ministry of Home Affairs, Room No. 15, North Block, New Delhi-110001, within 60 days from the date of publication of this circular in the Employment News. Applications received after the last date or without the copies of ACRs or otherwise found incomplete will not be considered. While forwarding the applications, it may also be verified and certified that the particulars furnished by the officers are correct and no disciplinary case is either pending or contemplated against him/her. The integrity of the Officer may also please be certified and it may be confirmed that no major/minor penalties have been imposed on him/her during the last ten years.

Yours faithfully,

(N.R. Sekar Raju)
Under Secretary to the Government of India
Tel. No. 2309 3666

New Delhi, dated 23rd August, 2019

Copy to:-

1. All Ministries/Departments of the Central Government with the request that wide publicity may be given to the vacancy circular in their Ministry/Department and in their attached/subordinate offices. Applications of the eligible candidates may be forwarded to this Ministry in the prescribed pro-forma within a period of 60 days from the date of publication of the circular in Employment News.

2. All Sections / Desks in the Ministry of Home Affairs (including Department of Official Language and Department of Justice).

3. Leader and all Members of the office Council (Staff side), Ministry of Home Affairs.

4. SO (II), Ministry of Home Affairs for uploading on the Ministry’s Website and on e-office.

(N.R. Sekar Raju)
Under Secretary to the Government of India
Tel. No. 2309 3666
ANNEXURE-I

Post Code: 01

1. Name of the Post : Director
2. Number of Post : 07 (Seven)
3. Pay Scale : Level-13 in the Pay Matrix (₹1,23,100-2,15,900/-).
(pre-revised Pay Band-4, ₹37,400-67,000/- with the Grade Pay of ₹8700/-).
5. Duties & Responsibilities of the Post:

(i) **Director – Threat Analytics Unit (TAU):** Monitoring and implementation of policies concerning the National Threat Analytics Unit under the l4C Scheme which aims to create multi-stakeholder environment for bringing together law enforcement specialists and industry experts for developing actionable intelligence.

(ii) **Director – National Cybercrime Reporting Portal:** Operation, maintenance, coordination with stakeholders for taking action regarding cybercrime reporting portal, keep track of disposal of complaints, analyse trends, provide analytic feed to TAU, supervise work of team of professionals and handle other administrative work related to the portal.

(iii) **Director – National Cybercrime Forensic Laboratory (NCFL) Ecosystem:** Day to day functioning and administration of cyber forensic eco system, supervise team of professionals, assign resources to States/UTs, develop SOPs, maintain national evidence repository, regular administrative work of the unit etc. to support law enforcement agencies across the country in investigation process.

(iv) **Director – Cybercrime Ecosystem Management:** Administration and functioning of the unit responsible for creating awareness on cybercrime, inappropriate content flagging, SOPs, coordination amongst academia, industry and government to contain the impact of cybercrimes and to promote development of an entire ecosystem for effective neutralisation of cybercrime threats.

(v) **Director – National Cybercrime Training Centre:** Development and launching of training modules as required in the current scenario, monitoring and implementation of policies concerning the NCTC with special focus on standardisation of course curriculum focussed on cybercrimes, impact containment and investigations, imparting on these areas through classrooms as well as e-learning platform, training through use of simulated cyber environments. Establishment of Cyber Range.

(vi) **Director – Platform for Joint Cybercrime Investigation Team:** Monitoring and implementation of policies concerning the platform for Joint Cybercrime Investigation Team with a focus to drive intelligence-led, coordinated action against key cybercrime threats and targets by facilitating the joint identification, prioritisation, preparation and initiation of multi-jurisdictional investigations and operations by its partners.

(vii) **Director – National Cyber Research and Innovation Centre:** Monitoring and implementation of policies concerning the National Cyber Research and Innovation Centre by leveraging the strength and expertise of all stakeholders i.e. academia, private sector or inter-governmental organisations etc. and create strategic partnerships with all such entities in the area of research and innovations focussed on cybercrimes.
6. Eligibility: Officers of the Central Government or State Government or Union Territories or Autonomous or Statutory Organisation or Public Sector Undertakings or University or Recognised Research Institution:

(c) (i) holding analogous posts on regular basis in parent cadre or department;

OR

(ii) officer with 5 years service rendered after appointment thereto in Level-12 of Pay Matrix or equivalent on a regular basis in the parent cadre/department;

AND

(d) Possessing the following educational qualification and experience:

(ii) Master's Degree in Computer Applications or M.Sc. (Computer Science /Information Technology) from a recognized University/Institute;

OR


(iii) Ten years post qualification experience in the field of Programming /Information System, out of which three years experience should be in the field of Cyber/Telecom/ICT/Internal Security/e-governance from a recognised institution.

Post Code: 02

1. Name of the Post : Under Secretary
2. Number of Post : 07 (Seven)
3. Pay Scale : Level-11 in the Pay Matrix (₹67,700-2,08,700/-). (pre-revised Pay Band-3, ₹15,600-39,100/- with the Grade Pay of ₹6600/-).

5. Duties & Responsibilities of the Post:

(i) **Under Secretary – Threat Analytics Unit**: Handling the administrative matters of Threat Analytics Unit and assist the Director, Threat Analytics Unit.

(ii) **Under Secretary – National Cybercrime Reporting Portal**: Handling the administrative matters of National Cybercrime reporting portal and assist the Director, National Cybercrime reporting.

(iii) **Under Secretary – National Cybercrime Forensic Laboratory (NCFL) Ecosystem**: Handling the administrative matters of National Cybercrime Forensic Laboratory (NCFL) Ecosystem and assist the Director, National Cybercrime Forensic Laboratory (NCFL) Ecosystem.

(iv) **Under Secretary – Cybercrime Ecosystem Management Unit**: Responsible for handling the administrative matters of Cybercrime Ecosystem Management and assist the Director, Cybercrime Ecosystem Management.

(v) **Under Secretary – National Cybercrime Training Centre**: Handling the administrative matters of National Cybercrime Training Centre and assist Director, National Cybercrime Training Centre.

(vi) **Under Secretary – Platform for Joint Cybercrime Investigation Team**: Handling the administrative matters of Platform for Joint Cybercrime Investigation Team and assist the Director, Platform for Joint Cybercrime Investigation Team.
(vii) **Under Secretary – National Cyber Research and Innovation Centre:**
Handling the administrative matters of National Cyber Research and Innovation Centre and assist the Director, National Cyber Research and Innovation Centre and assist senior officers in work.

6. **Eligibility:** Officers of the Central Government or State Government or Union Territories or Autonomous or Statutory Organisation or Public Sector Undertakings or University or Recognised Research Institution:

(c) (i) holding analogous posts on regular basis in parent cadre or department;

OR

(ii) officer with 5 years service rendered after appointment thereto in Level-10 of Pay Matrix or equivalent on a regular basis in the parent cadre/department;

AND

(d) Possessing the following educational qualification and experience:

(ii) Master’s Degree in Computer Applications or M.Sc. (Computer Science /Information Technology) from a recognized University/Institute;

OR


(iii) Five years post qualification experience in the field of Programming/Information System, out of which three years experience should be in the field of Cyber/Telecom/ICT/Internal Security/e-governance from a recognized institution.

******
### BIO-DATA/ CURRICULUM VITAE PROFORMA

#### POST APPLIED FOR:

| 1. Name and Address (in Block Letters) |  |
| 2. Date of Birth (in Christian era) |  |
| 3. 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)** |  |

**Qualification/Experience required as mentioned in the advertisement/vacancy circular**

| Essential | Essential |
| A) Qualification | A) Qualification |
| B) Experience | B) Experience |

**Desirable**

| A) Qualification | A) Qualification |
| B) Experience | B) Experience |

5.1 **Note:** This 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 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 detail) highlighting experience required for the post applied for</th>
</tr>
</thead>
</table>
**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</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. Ad-hoc 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 / organization to which the applicant belongs.
   d) Name of the post and Pay of the post held in substantive capacity in the parent organisation.

9.1 **Note:** In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department alongwith 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/organisation but still maintaining a lien in his parent cadre/organisation.

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 Organisation
   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.

<table>
<thead>
<tr>
<th>Basic Pay with Scale of Pay and rate of increment</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 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 organisation
(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 Organisations 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.

Date: ____________________________
(Signature of the candidate)
Address ____________________________
____________________________________
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 CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 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)
From
Principal Secretary to Government of Haryana, Town & Country Planning and Urban Estates Department.

To
The Secretaries to Govt. of India, All Ministers, New Delhi.
The Chief Secretaries/Administrators of All State Governments/Union Territory Administrations/Autonomous organizations.

Dated: 29-9-19

Subject: Filling up the post of Chief Controller of Finance in Haryana Shehari Vikas Pradhikaran on deputation basis.

Sir/Madam,

I am directed to address you on the subject matter and to state that the post of Chief Controller of Finance in Haryana Shehari Vikas Pradhikaran (HSV), Panchkula in the pay scale of Rs. 37400-67000+10,000/- Grade Pay is to be filled up by taking officer on deputation from Centre/State Governments. The Officer, who is not more than 56 years of age and possessing the following qualification and experience may be deputed in this department:

(a) (i) Holding similar job profile on regular basis in the parent cadre or Department;

Or

(ii) With five year service in the grade rendered after appointment there to on regular basis in the pre-revised scale of pay of Rs.12000-16500 and revised scale of Rs. 37400-67000+10,000/- Grade Pay or equivalent in the Parent Cadre or department; and

(iii) A degree in Chartered Accountant/MBA (Finance).

It is therefore, requested to recommend the names of willing officers to work as Chief Controller of Finance in Haryana Shehari Vikas Pradhikaran (HSV), Panchkula on deputation within 15 days from the date of issue of this letter to the Chief Administrator, Haryana Shehari Vikas Pradhikaran (HSV), HSV Complex, Sector-6, Panchkula.

Further, the following documents in respect of willing officer be furnished:

a. Integrity Certificate.
b. Whether any vigilance inquiry is pending against the concerned officer.
c. Statement of penalties imposed; if any.
d. Last 10 years A.C.R’s/ attested photocopies thereof in respect of the officers.
e. Bio-data of the each officer duly signed by him.
f. Consent of the officers to work on transfer or deputation.

In case of officer, who is not holding analogous post, a certificate to the effect that the employee is eligible to hold the similar job profile on regular basis in the parent department may kindly be submitted while recommending the name.

Superintendent
for Principal Secretary to Government of Haryana, Town and Country Planning and Urban Estates Department.