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 2014-15 to 2018-19),
(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.svnpa.gov.in/vacancies.aspx
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.

Yours faithfully,

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

Encl: Annexure I & II

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), SVPNPA 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>
</tbody>
</table>
| 7 | Eligibility Criteria (Educational Qualifications, Experience, etc.) | 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 – 38100/- 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. |
| 8 | Nature of duties                                    | 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. |
| 9 | Deputation / age                                     | 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. |

(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)

<table>
<thead>
<tr>
<th>Qualifications / Experience required as mentioned in the advertisement / vacancy circular</th>
<th>Qualifications / experience possessed by the officer.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential</td>
<td>Essential</td>
</tr>
<tr>
<td>A) Qualification</td>
<td>A) Qualification</td>
</tr>
<tr>
<td>b) Experience</td>
<td>B) Experience</td>
</tr>
<tr>
<td>Desirable</td>
<td>Desirable</td>
</tr>
<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.

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 / 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>
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>
</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/ organization to which the applicant belongs.
d) Name of the post and pay of the post held in substantive capacity in the parent organization.

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.

Contd..P/3...
Basic Pay in the PB | Dearness Pay/ interim relief, other allowances etc (with break-up details) | Total Emoluments
---|---|---

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 2014-15 to 2018-19) along with Integrity, Vigilance Certificate and details of Major/Minor penalty for the last 10 years should be enclosed.
GOVERNMENT OF INDIA
Ministry of Defence
Office of Joint Secretary & Chief Administrative Officer

Room No 170, E-Block, Dara Shukoh Road
New Delhi – 110 011.
Dated: 1/ Dec 2019

All the Ministries/Deptts of Govt. of India.
All the Chief Secretaries of State Governments & Union Territories

SUB: FILLING UP OF ONE VACANCY OF SUPERVISOR IN SECURITY OFFICE IN MINISTRY OF DEFENCE, NEW DELHI ON DEPUTATION (INCLUDING SHORT TERM CONTRACT) OR ABSORPTION.

Sir/Madam,
I am directed to state that one vacancy in the grade of Supervisor, (General Central Service, Group ‘B’, Gazetted, Non-Ministerial), Level-7 in the Pay Matrix, is required to be filled in Security Office, Ministry of Defence, New Delhi on Deputation (including short term contract) or Absorption on the following conditions:

Deputation (Including short term contract):
Officers under the Central Government or State Government or Union Territory administration:-

(a) (i) Holding analogous posts on regular basis in the parent cadre or department; or

(ii) With five years’ service in the grade rendered after appointment thereto on regular basis in posts in Level-6 in the Pay Matrix or equivalent in the parent Cadre or Department; and

Contd. on page ....2/-
(b) Possessing the following educational qualifications and experience:

Essential:
(i) Degree of a recognised University.
(ii) Three years' experience in general administration in Government Departments.

2. Job Profile: Brief particulars of duties assigned to the post of Supervisor, Security Office, Ministry of Defence are as under:-
(a) Training and supervision of the work of Reception Officers.
(b) Liaison with different Ministries and their Security Officers.
(c) To issue monthly passes to officials and non-officials.

3. The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment by promotion.

4. The period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation or Department of the Central Government shall ordinarily not to exceed three years. The appointment on deputation shall be governed by DOP&T OM No. 6/8/2009-Estt. (Pay-II) dated 17 Jun 2010 and its subsequent amendments, if any. 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.

5. It is requested that the applications (in duplicate) in the enclosed proforma along with the complete and up-to-date CR dossiers or photocopies of ACRs/APARs of last five years (dually attested by an officer not below the rank of Under Secretary) and Integrity Certificate (dually verified by an officer not below the rank of Deputy Secretary) of the officers who could be spared in the event of their selection may be sent so as to reach this office within 60 days of the date of publication of this advertisement in the Employment News. Applications received late or without the ACRs/APARs, Integrity Certificate, Cadre Clearance and Vigilance Clearance or otherwise found incomplete will not be considered.

Contd. on page ....3/-
While forwarding the applications, it may be verified and certified by the Cadre Controlling Authority that the particulars furnished by the officer are correct and that no disciplinary/vigilance case is pending or contemplated against the officer. It must also be certified that honesty and integrity of the officer is satisfactory and no major/minor penalty has been awarded to him during the last 10 years.

6. The Curriculum Vitae proforma can be downloaded from our website www.caomod.gov.in

**NOTE: CANDIDATES WHO ONCE APPLY FOR THE POST WILL NOT BE ALLOWED TO WITHDRAW THEIR CANDIDATURE**

Yours faithfully

(S Koiyeng)
Deputy Director
CAO/R-1 & 3
For Joint Secretary & CAO

Copy to:

All Coord Sections of Integrated HQ of MOD (Army)
Integrated HQ of MoD(Air)/AIR HQ/PC-1
Integrated HQ of MOD (Navy)/Dte of Admin
All Coord Section of IS Orgns.
All Sections in the Office of the JS & CAO
CAO/P-2
CAO/EDP
No. A.11016/03/2019-EPW
Government of India
Ministry of Health & Family Welfare
(Department of Health & Family Welfare)

Nirman Bhawan, New Delhi
Dated: December, 2019

OFFICE MEMORANDUM

Subject: Recruitment to the post of Direct General and Chief Executive Officer, Central Medical Services Society, Department of Health and Family Welfare in Level 14 (Pay Band -4: Rs. 37400 – 67000 plus Grade Pay Rs. 10000) by Deputation – Reg.

It is proposed to fill up the post of Director General and Chief Executive Officer, Central Medical Services Society (CMSS) under the Department of Health & Family Welfare, Ministry of Health & Family Welfare in Level 14 (Pay Band -4: Rs. 37400 – 67000 plus Grade Pay Rs. 10000) by deputation, from officers belonging to the All India Services (AIS) and the organised Group ‘A’ Civil Services participating in the Central Staffing Scheme, who are holding posts equivalent to Joint Secretary level to the Government of India on regular basis, preferably with experience in procurement of health sector goods or health administration serving under the Central Government/State Government/Union Territory Administrations. The post will be filled through Search-cum-Selection Committee process.

Vacancy Circular along with recruitment rules and bio-data proforma is enclosed. It is requested to circulate the same to the eligible officers belonging to All India Services (AIS) and the organised Group ‘A’ Civil Services participating in the Central Staffing Scheme for soliciting their candidature. The applications should reach the Section Officer (Procurement-I) through proper channel in Ministry of Health and Family Welfare, Room No.546-A (Procurement I Section), 5th Floor, Nirman Bhawan, Maulana Azad Road, New Delhi – 110011 within 30 days from the date of publication in the Employment News.

Encl.: As above

(Devash Deval)
Director
Phone No. 011 23065149

1. Secretaries to the Ministries/Department of the Government of India
2. Chief Secretaries of State/UT Administrations
3. Cadre Controlling Authorities of Organised Group ‘A’ Central Civil Services
4. The Department of Personnel & Training with a request to upload the vacancy circular on their website for wider circulation.
No. A.11016/03/2019-EPW
Government of India
Ministry of Health & Family Welfare
(Department of Health & Family Welfare)

Nirman Bhawan, New Delhi
Dated: 18th December, 2019

CIRCULAR

Subject:- Recruitment to the post of Director General and Chief Executive Officer, Central Medical Services Society, Department of Health and Family Welfare in Level 14 (Pay Band –I; Rs. 37400 – 67000 plus Grade Pay Rs. 10000) by Deputation – Reg.

It is proposed to fill up the post of Director General and Chief Executive Officer, Central Medical Services Society (CMSS) under the Department of Health & Family Welfare, Ministry of Health & Family Welfare in Level 14 (Pay Band –I; Rs. 37400 – 67000 plus Grade Pay Rs. 10000) by deputation from officers belonging to the All India Services (AIS) and the organised Group ‘A’ Civil Services participating in the Central Staffing Scheme, who are holding posts equivalent to Joint Secretary level to the Government of India on regular basis, preferably with experience in procurement of health sector goods or health administration serving under the Central Government/State Government/Union Territory Administrations. The post will be filled through Search-cum-Selection Committee notified for this purpose.

2. Copies of the Recruitment Rules for the post and the proforma of application are attached.

3. The Central Medical Services Society is responsible for procurement of medicines and other medical supplies under various National health programmes run by the Government of India. The Society would adopt an IT-enabled unified supply chain management system for effective monitoring of inventory and distribution of health sector goods.

4. The officer selected shall be the Chief Executive Officer and Director General of the Central Medical Services Society and also act as Member-Secretary of the Governing Body of the Society, and in this capacity, shall be responsible for:-

(i) The day to day administration/overall management of the Central Medical Services Society;
(ii) Drawing up of proposal for the Society’s work programmes;
(iii) Implementing the work programmes and the decisions approved by the Governing Body of CMSS;
(iv) Ensuring that the CMSS carries out its tasks in accordance with the requirement of its users, in particular with regard to the adequacy of the services provided and time taken;
(v) Preparation of the statement of revenue and expenditure and the execution of the budget of the CMSS; and
(vi) Developing and maintaining contact with the Central Government and State/UT Governments to facilitate efficient procurement and proper distribution of quality medicines, medical equipment etc. to the end users and elimination of shortages and wastages
(vii) Implementing all tasks assigned by the Department of Health & Family Welfare, Government of India and the Governing Body of CMSS in accordance with the Memorandum of Association and Rules and Regulations of the Society.
5. The period of deputation of the selected officer shall be initially for a period of three years, which may be extended by a further period of two years. The maximum age limit for appointment on deputation as per deputation rule from DOPT as on the closing date of receipt of applications.

6. The officer selected on deputation will have the option to draw his parent cadre pay plus deputation (duty) allowance or the pay scale/grade pay of the deputation post and other terms & conditions of deputation in accordance with the rules in vogue of Department of Personnel and Training. Other terms and conditions of deputation shall also be governed by the guidelines issued in this regard by the Department of Personnel and Training and in vogue for officers belonging to the All India Services (AIS) and the Organized Group ‘A’ Civil Services participating in the Central Staffing Scheme.

7. It is requested to circulate the vacancy circular to the eligible officers for soliciting their candidature. The eligible and interested persons may apply through proper channel in the proforma attached (in duplicate). While forwarding the applications it may be ensured that no Vigilance case/disciplinary proceedings are pending/contemplated against the officer concerned. The up to date ACR dossiers for the past five years from 2013-14 to 2018-19, Vigilance clearance and Statement of major/minor penalty imposed, if any, during the last ten years must also be enclosed along with the application.

8. The Ministry of Health & Family Welfare has the power to cancel/modify the above recruitment process at any time.

9. The applications should reach the Section Officer (Procurement I) through proper channel in Ministry of Health and Family Welfare, Room No.546-A (Procurement I Section), 5th Floor Nirman Bhawan, Maulana Azad Road, New Delhi – 110011 within 30 days from the date of publication in the Employment News.

(Rajendran Nair M.B.)
Under Secretary to the Govt. of India
Phone No. 011 23061436
(Email nair.mbr@gov.in)

1. All Ministries/Departments of the Government of India
2. Chief Secretaries of all State/UT Administrations
3. Cadre Controlling Authorities of Organised Group ‘A’ Central Civil Services
4. The Department of Personnel & Training for uploading on their website.
5. NIC, MoHFW for uploading on the website of the Ministry of Health &Family Welfare.
# Recruitment Rules for the Post of Director General & Chief Executive Officer, Central Medical Services Society, Department of Health & Family Welfare

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of post</td>
<td>Director General &amp; Chief Executive Officer</td>
</tr>
<tr>
<td>2</td>
<td>Number of posts</td>
<td>1 (One)</td>
</tr>
<tr>
<td>3</td>
<td>Classification</td>
<td>Group ‘A’</td>
</tr>
<tr>
<td>4</td>
<td>Scale of Pay/Pay Band</td>
<td>Level 14 (Pay Band -4: Rs. 37400-67000 + Grade Pay: Rs 10000)</td>
</tr>
<tr>
<td>5</td>
<td>Whether Selection post</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>6</td>
<td>Age limit for direct recruitment</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>7</td>
<td>Educational Qualification and other qualification required for direct recruitment</td>
<td>Not applicable</td>
</tr>
<tr>
<td>8</td>
<td>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>9</td>
<td>Probation Period</td>
<td>Not applicable</td>
</tr>
<tr>
<td>10</td>
<td>Method of recruitment whether direct recruitment or by deputation and percentage of the post to be filled by various methods.</td>
<td>On deputation basis through Search-cum-Selection Committee process and with the approval of the Competent Authority.</td>
</tr>
<tr>
<td>11</td>
<td>Grades from which deputation is to be made:</td>
<td>Officers from All India Services (AIS) and organized Group ‘A’ Civil Services participating in the Central Staffing Scheme, who are holding posts equivalent to Joint Secretary level to the Government of India on regular basis and preferably having experience in procurement of health sector goods or health administration shall be eligible for appointment to the post.</td>
</tr>
</tbody>
</table>
| 12. Job requirement: | He/She shall be the Chief Executive Officer and Director General of the Central Medical Services Society (CMSS) and also act as Member-Secretary of the Governing Body and shall be responsible for-
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a. The day to day administration/overall management of the Central Medical Services Society;</td>
<td></td>
</tr>
<tr>
<td>b. Drawing up of proposal for the CMSS's work programmes;</td>
<td></td>
</tr>
<tr>
<td>c. Implementing the work programmes and the decisions approved by the Governing Body of CMSS;</td>
<td></td>
</tr>
<tr>
<td>d. Ensuring that the CMSS carries out its tasks in accordance with the requirement of its users, in particular with regard to the adequacy of the services provided and time taken;</td>
<td></td>
</tr>
<tr>
<td>e. Preparation of the statement of revenue and expenditure and the execution of the budget of the CMSS; and</td>
<td></td>
</tr>
<tr>
<td>f. Developing and maintaining contact with the Central Government and State/UT Governments to facilitate efficient procurement and proper distribution of quality medicines, medical equipment etc. to the end users and elimination of shortages and wastages.</td>
<td></td>
</tr>
<tr>
<td>g. Implementing all tasks assigned by the Department of Health &amp; Family Welfare, Government of India and the Governing Body of CMSS in accordance with the Memorandum of Association and Rules and Regulations of the Society.</td>
<td></td>
</tr>
</tbody>
</table>

| 13. Period of appointment | Initially for a period of three years which could be extended by a further period of two years. |
APPLICATION FOR THE POST OF DIRECTOR GENERAL & CHIEF EXECUTIVE OFFICER,
CENTRAL MEDICAL SERVICES SOCIETY, DEPARTMENT OF HEALTH & FAMILY
WELFARE

1. Name (in Block Letters):

2. Sex (Male/Female):

3. Office Address (With Tel. No):

4. Residential Address (With Tel. No):

5. Fax Number:

6. Mobile No.:

7. Email ID:

8. Date of Birth (dd-mm-yyyy):

9. Year of Recruitment:

10. Year of holding post equivalent to Joint Secretary:

11. Service to which belongs:

12. Cadre (if applicable):

13. Category: (SC/ST/OBC/General):

14. Present Pay (Grade Pay & Pay Band):
15. Educational Qualifications:

<table>
<thead>
<tr>
<th>Exams Passed</th>
<th>University/Instit./Board</th>
<th>Year of Passing</th>
<th>Duration of Course</th>
<th>Subjects</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

16. Details of Employment/Professional experience in chronological order, in the following proforma: (Please enclose a separate sheet, duly authenticated under your signature).

<table>
<thead>
<tr>
<th>Office/Institution/Organisation</th>
<th>Post held</th>
<th>From</th>
<th>To</th>
<th>Nature of Appointment (Regular/Adhoc/Deputation)</th>
<th>Scale of Pay and Basic Pay/Pay Band &amp; Grade Pay</th>
<th>Nature of duties</th>
</tr>
</thead>
<tbody>
<tr>
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17. Details of Trainings Undertaken:

<table>
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<tr>
<th>Institute/Place</th>
<th>From</th>
<th>To</th>
<th>Training curriculum/Topics</th>
<th>Remarks</th>
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18. Experience, if any, in health administration/procurement of health sector goods.

19. Please state how you meet the requirements of the post applied for how you consider yourself suitable for the post. (This among other things may provide information with regard to (i) additional academic qualification (ii) professional training and (iii) work experience).

20. In case the present employment is held on Deputation/Contract, please state.

a. The date of initial appointment

b. Period of appointment on deputation/contract

c. Name of the parent office/organization to which you belong
21. 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

22. Position regarding award of penalty during last 10 years, if any.

23. Remarks:
   (The candidates may indicate information with regard to (i) Research publications,
   reports and special projects (ii) Awards/Scholarships/official appreciations (iii)
   Affiliation with the professional bodies/institution/societies and (iv) Any other
   information. 
   (Note: Enclose a separate sheet if the space is insufficient)

I hereby declare that the information given by me in this application is true and correct to
the best of my knowledge and belief.

Place:
Date:

(Signature of the Applicant)
भारत सरकार के संवाददाताओं के मंच पर भारत सरकार के संचालक शासन तथा नेताओं के मंच पर भारत सरकार के संचालक शासन तथा नेताओं के मंच पर
परिचय

बिषय: केन्द्रीय विचित्रता सेवा सोसाइटी, स्वास्थ्य एवं परिवार कल्याण विभाग में महामिश्रित एवं मुलक पर्यावरणीय
अभिकल्पक की देश बंड 4 (प्रमुख 37400-67000 रु. + चेंबर 14 रु.10000) से प्रतिष्ठित बनारस पर मार्ग
के संबंध में।

स्वास्थ्य एवं परिवार कल्याण विभाग, स्वास्थ्य एवं परिवार कल्याण मंत्रालय के वर्तमान महामिश्रित
एवं मुलक पर्यावरणीय अभिकल्पक केन्द्रीय विचित्रता सेवा सोसाइटी के प्रमुख की देश बंड 4-14 (रु.
374000-67000 तथा चेंबर बंड 14 रु. 10000) से प्रतिष्ठित पर्यावरणीय संरचना संबंध में सहभागी संरचना संरचना
पूर्ण का विचित्रता सेवा से हो । तथा उन संस्थाओं तथा, वर्तमान सरकार के संबंध में निर्धारित बनारस पर मार्ग
वर्तमान स्वास्थ्य क्षेत्र के उपकरणों / सामग्रियों की अवधारणा में अवधारणा सरकार/राज्य सरकार/केन्द्र स्वास्थ्य
प्राधिकृत के अंतर्गत स्वास्थ्य प्राधिकृत सेवा का अनुममय रहने है। यह प्रस्ताव इस प्रेमिता से अवधारणा
बाँध संभवता के माध्यम से परम जाना।

2. पर हेतु मार्गी निर्देश तथा आवेदन प्रयोग की प्रशंसा संरचना है।

3. केन्द्रीय विचित्रता सेवा सोसाइटी, वर्तमान द्वारा संचालित विचित्रता राज्य क्षेत्रों के सहभागी संरचना संरचना
रसायन वेल्यु हीरो और अन्य विचित्रता आपूर्ति के लिए उलटराधी है। यह सोसाइटी स्वास्थ्य
क्षेत्र की बनारस पर मार्ग वेल्यु हीरो और बनारस पर मार्ग की प्रशंसा संरचना के लिए आपूर्ति। स्वास्थ्य
आपूर्ति दुनिया प्रधान संरचना प्राचीन अवधारणा आपूर्ति।

4. अवधारणा पर्यावरण-बाँध संरचना और केन्द्रीय विचित्रता सेवा सोसाइटी वर्तमान क्षेत्र के सहभागी
और सोसाइटी के साथ बाँध संरचना के यह में भी कार्य करेगा और इस अवधारणा के साथ
निर्माण के लिए उलटराधी होगा?

(i) केन्द्रीय विचित्रता सेवा सोसाइटी का वैनिक प्राधिकृत/साम्य प्रबंध;
(ii) सोसाइटी के नये संरचना हेतु प्रधान और नाम;
(iii) शीर्षक उपकरण के शासी निर्देश बाँध आपूर्ति का अवधारणा कार्य और नियमों का बहाली;
(iv) चुनाव करना की शीर्षक उपकरण के अवधारणा कार्य अवधारणा का अवधारणा कार्य;
(v) विचित्रता अवधारणा के अवधारणा और अवधारणा के अवधारणा कार्य की बाँध करना;
(vi) क्षेत्र व व्यक्ति विचित्रता की निर्धारण तैयार करना; तथा
अंतिम अपरिस्थति के लिए वक्तव्य प्रयोग एवं सुविधाएँ अवधारणा, विचित्रता अवधारणा कार्य के
उपयुक्त निर्देश की दुरुस्ती जाना बनाने के लिए केन्द्र सरकार और राज्य/सामी राज्य सरकारों के
संयुक्त बनाए रखता तथा प्रश्नों और अपहरणों का उल्लंघन।
5. पवित्रित अधिकारी की प्रतिनिधित्व का भरोसा में तीन बार की अवधि के लिए ही होगी, जिसे दो बार तक बढ़ाया जा सकता है। प्रतिनिधित्व के लिए तीन महीनों के प्रशिक्षण के बाद ही तीन महीने की अवधि में पवित्रित अधिकारी को आमंत्रित करेंगे।

6. पवित्रित अधिकारी के पास इसके तौर पर एक अन्य भाषा में प्रतिनिधित्व की अवधि के लिए स्वतंत्रता दी जाएगी। विषय में प्रतिनिधित्व की अवधि के लिए स्वतंत्रता दी जाएगी। विषय में प्रतिनिधित्व की अवधि के लिए स्वतंत्रता दी जाएगी।

7. ज्ञापन भित्र परिचालन के पास अधिकारियों के संग्रहण में परिवर्तित कर आवेदन भेजें जाएं। यह पात्र अधिकारी की प्रतिनिधित्व की अवधि के लिए स्वतंत्रता दी जाएगी। विषय में प्रतिनिधित्व की अवधि के लिए स्वतंत्रता दी जाएगी। विषय में प्रतिनिधित्व की अवधि के लिए स्वतंत्रता दी जाएगी।

8. ज्ञापन ग्रंथ प्रस्तावित कर आवेदन भेजें जाएं। ज्ञापन के लिए स्वतंत्रता दी जाएगी। विषय में प्रतिनिधित्व की अवधि के लिए स्वतंत्रता दी जाएगी। विषय में प्रतिनिधित्व की अवधि के लिए स्वतंत्रता दी जाएगी।

9. अधिकारी का आवेदन भेजें जाएं। ज्ञापन के लिए स्वतंत्रता दी जाएगी। विषय में प्रतिनिधित्व की अवधि के लिए स्वतंत्रता दी जाएगी। विषय में प्रतिनिधित्व की अवधि के लिए स्वतंत्रता दी जाएगी।

राकेश नायर
(राज्यवर्ती नायर एम. डी.)
वर्तमान भारत सरकार
रूपरेखा: 011-23061436
(email nair.mbr@gov.in)

1. भारत सरकार के सभी मंत्रालय/विभाग
2. सभी राज्य/भारत प्रभारी भारत सरकार के सभी मंत्रालय/विभाग
3. संगठित सभी विभाग/विभाग संस्थान के सभी मंत्रालय/विभाग
4. विभाग के प्रशिक्षण के संस्थान/विश्वविद्यालय/विभाग
5. एवं/या/विभाग के प्रशिक्षण के संस्थान/विश्वविद्यालय/विभाग
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<td>लागू नहीं</td>
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<td>अन्यप्रकार-मह-चयन मामलों प्रक्रिया के माध्यम से तथा मध्य राज्य प्रशिक्षक के अनुसार या प्रतिनिधियुक्त आवेदन पर.</td>
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<td>केंद्रीय स्टाफ योजना में भाग लेने वाले अधिक आर्थिक सेवा (एआईएम) तथा समूह व के के अधिकारी जो मार्ग संचार में नियोजित आवार पर समूह आवेदक अधिकार के माध्यम से विशेष पदाधिकृत द्वारा जिनके पास इस पद के निर्धारित के लिए आवेदनांश व्याप्त रक्षा विभागीय संबंधित की।</td>
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<td>नौकरी संबंधित आवश्यकताएं</td>
<td>वह केंद्र चिकित्सा सेवा गृहस्थान (सीएमएसएम) का मध्य प्रांकारी अधिकारी व नहा निवेदक होगी तथा आधुनिक वक्ता के वैचारिक पदाधिकृत की रचनाओं में कार्य करना/करना और निदेश निक्षेप के लिए उपरता होगी/होगी</td>
</tr>
</tbody>
</table>

व. केंद्र चिकित्सा सेवा गृहस्थान का वैचारिक प्रशासन संपूर्ण प्रशासन व. सीएमएसएम वाणिज्य कार्यकारी केंद्र अनुसार व. सीएमएसएम की वैचारिक विचार द्वारा अनुप्राप्त कार्य कार्यकारी व निदेश निक्षेप के
| व्याख्या | 
|---|---|
| ह. यह सुनिश्चित करना चाहिए कि सीएमएससी इनके प्रश्नों के उत्तर के लिए विभिन्न सेखरों को, विशेषकर, प्रदेश की तरह, वर्षात्मक रूप से लेकर आते वाले सेखरों की पर्याप्तता और लागू वाले व्यवस्थानिक विषयों के संबंध में। | 
| झ. राजस्व व व्यय के विवरण की दैनिक तथा सीमामात्र के बारे का विवरण तथा च. कुल राजस्व व अंतिम प्रश्नों के लिए दस्तावेज उपस्थित राजस्व के उपस्थित विवरण के साथ किसी भी वर्षात्मक होने के लिए केंद्रीय राज्य व राज्य/मंडल राज्य के सरकारों के गाथ संबंधित विवरण दर्ज कराना गया। | 
| ध. स्थानीय एवं विधि विभाग विभाग के आयुक्त भारत मुख्यमंत्री संस्थान के आयुक्त व मुख्य मंत्री के द्वितीय व विश्व राज्य के अनुसार सीएमएससी की सामाजिक सार्वजनिकता द्वारा विवरण दर्ज करने के लिए उपलब्ध सभी कार्यों का विवरण दर्ज करना जरुरी है। | 

| 13. निर्देशक की अवधि | अंतरंग से सीमा वर्ष के लिए जिन दो वर्ष के लिए आधार बनाया जा सकता है। |
केंद्रीय विकल्पीय कार्यालय सेवा सोसाइटी, न्यायाधीश और परिवार कर्मचारी विभाग में महत्वपूर्ण एवं मुख्य कार्यकर्तारी विभाग के पद के लिए आवेदन

1. नाम (स्थल अक्षरोऽ नेम): 
2. लिंग (पुरुष/महिला): 
3. कार्यालय का पता (टेलीफोन नं. सहित): 
4. आवासीय पता (टेलीफोन नं. सहित): 
5. फैक्स नं.: 
6. मोबाइल नं.: 
7. ईमेल पता: 
8. कम की तारीख (दिन-माह-वर्ष): 
9. वर्तमान वर्ष: 
10. संस्था संचिक के समक्ष के पद धारित करने का वर्ष: 
11. सेवा का नाम जिससे साधन दें तथा हैं: 
12. संघर्ष (यदि लागू हो): 
13. मुख्य/अनुमुख पद (मुख्य/अनुमुख दोनों वर्षें सामान्य): 
14. वर्तमान बेतान (बेतान वर्ष और बेतान बैंड): 
15. विशेष योग्यताएँ:

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</thead>
</table>

16. निरस्त्रविद्या पद में रोजगार/व्यापारिक अनुभव का कालानुक्रमिक कः में विवरण: (कृपया एक अन्य शीट में उल्लिप्त करें जिसे अपने हस्ताक्षर से विविधता प्रमाणित किया गया हो)

<table>
<thead>
<tr>
<th>कार्यालय/संस्थान/संगठन</th>
<th>धारित पद</th>
<th>से</th>
<th>तक</th>
<th>निरुक्ति की प्रकृति (नियमित/तदर्थ/प्रतिनियुक्ति)</th>
<th>बेतान अंक और युवा बेतान बैंड और बेतान बैंड</th>
<th>कार्य की प्रकृति</th>
</tr>
</thead>
</table>

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| | | | | | | |
18. स्थायी प्रशासन/स्थायी क्षेत्र के सामान की उपक्रमण का अनुसरण, यदि कोई हो।

19. कृपया बताएं आवश्यक पद की अपेक्षाओं को लागू कैसे करने और आवश्यक पद के लिए स्वयं के कैसे उपयुक्त मानिए हैं। (इसमें अन्य नियमों के साथ-साथ (i) अतिरिक्त शैक्षिक योग्यता (ii) व्यावसायिक प्रशिक्षण और (iii) अवधारणाओं के निर्देश में सूचना उपलब्ध कराइए जाए।)

20. यदि वर्तमान पद प्रतिनिधित्व/संबंधित नहीं है, कृपया बताएं-

- प्रारंभिक नियुक्ति की तारीख
- प्रतिनिधित्व/संबंधित पर नियुक्ति की तारीख
- मूल नामांकन/संगठन का नाम जिसमें आप कार्य करते हैं।

21. वर्तमान रोजगार के विषय में अतिरिक्त ज्ञान। कृपया बताएं क्या निर्देशित के अधीन कार्य कर रहे हैं (संबंधित कोलम के नामने अपने नियोजन का नाम लिखें)

- केंद्र सरकार
- राज्य सरकार
- संयुक्त सरकार
- सरकारी संगठन
- विश्वविद्यालय
- अन्य

22. निगम 10 वर्षों के दौरान रहना चाहिए और, यदि कोई हैं, की स्थिति।

23. टिप्पणी:

अन्यथा निर्देशित के संबंध में सूचना दे सकते हैं (i)अनुसूचण प्रकाशन, रिपोर्ट और विषय परिसंचरणांग

(ii) पुरस्कार/स्कॉलरशिप/अधिकारिक प्रशंसा (iii) व्यावसायिक निकायों/संघ/सामाजिक गतिविधियों में संबंधित और (iv) अन्य कोई जानकारी।

(टिप्पणी: यदि स्थान अपनवह हो तो अन्य की शीर्ष संगठन करें)

मैं यह घोषणा करता हूँ कि मेरे द्वारा इस आवेदन-पत्र में की गई सूचना मेरी जानकारी के अनुसार सही एवं सामयिक है।

स्थान:
दिनांक:

(आवेदक का हस्ताक्षर)
OFFICE MEMORANDUM

Subject: Selection for the post of Managing Director (MD), ONGC Videsh Limited (OVL).

Applications are invited for filling up the post of Managing Director (MD), ONGC Videsh Limited (OVL) through Search-cum-Selection-Committee (SCSC) on deputation basis, by exempting the rule of immediate absorption, for a period of 5 years from the date of assumption of charge of the post or up to the date of superannuation, or until further orders, whichever is earliest.

2. Company profile, Job Description, Eligibility, duration of the post and other details for appointment to the post of MD, OVL are also enclosed herewith.

3. The Cadre Controlling Authorities are requested to forward applications (as per proforma enclosed) of the eligible and willing officers, who can be spared immediately, along with CR Dossiers for the last five years and Vigilance clearance report as per the enclosed proforma. The application duly supported by documents will be assessed by the Search cum Selection Committee (SCSC) while selecting candidates for appointment to the post of MD, OVL on deputation basis. The complete application in all respects may be forwarded so as to reach Deputy Secretary, Ministry of Petroleum & Natural Gas, R.No. 211-A (B Wing) Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001 by 15:00 hours on 6th February, 2020.

4. It is also requested that advance action may be taken to keep the ACRs for last 5 years of those candidates ready along with their vigilance profile [(i) Penalty imposed, if any, during the last 10 years (ii) Details of disciplinary action initiated/being initiated if any, etc.] to be furnished as and when selection meeting is scheduled.

(J.C. Babu) 20/12/19
Deputy Secretary to the Government of India
Phone: 23388764

Encl: As Above

1. All Ministries/Department of the Central Government
2. Chief Secretaries of all State Governments
3. Administrators of Union Territories

It is requested that the vacancy circular may please be given wide publicity in their Ministries/Departments.
Government of India  
Ministry of Petroleum & Natural Gas  
Shastri Bhawan, New Delhi -110001

NAME of THE PSU : ONGC VIDESH LIMITED (OVL)  
NAME of THE POST : MANAGING DIRECTOR  
DATE of VACANCY : 01.02.2019  
SCHEDULE of THE CPSE : ‘A’ (Miniratna)  
SCALE of THE POST : Rs.80000-125000/- (IDA) (Post 01.01.2007)

I. **Company Profile**

ONGC Videsh Limited (ONGC Videsh), a wholly owned subsidiary of ONGC Limited, was incorporated under the Companies Act, 1956 with the objective to undertake international business of Exploration and Production (E&P) of oil and gas. ONGC Videsh is a schedule – ‘A’ CPSE in E&P Sector under the Administrative control of Ministry of Petroleum & Natural Gas. The company employed 310 regular employees [Executives 300- and Non-executive-10] as on 31.03.2019.

The authorized and paid up capital of the Company was Rs. 25000 crores and Rs. 15000 crores respectively as on March 31, 2019.

Its Registered and Corporate Office is at Delhi.

The entire shareholding of ONGC Videsh is held by Oil and Natural Gas Corporation Limited.

II. **Job Description & Responsibilities**

Managing Director is the Chief Executive of the Company reports to the CMD of the Holding Company and accountable to its Board of Directors and Government. He is responsible for the efficient functioning of the Company for achieving its corporate objectives and performance parameters.

III. **ELIGIBILITY**

1. **AGE:**

<table>
<thead>
<tr>
<th>Age of superannuation 60 years</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Internal</td>
<td>Others</td>
</tr>
<tr>
<td>Minimum</td>
<td>Maximum</td>
<td>Minimum</td>
</tr>
<tr>
<td>45 years</td>
<td>2 years of residual service as on the date of vacancy w.r.t. the date of superannuation</td>
<td>45 years</td>
</tr>
</tbody>
</table>
2. EMPLOYMENT STATUS:

The applicant must, on the date of application, as well as on the date of interview, be employed in a regular capacity – and not in a contractual/ad-hoc capacity – in one of the followings:-

(a) Central Public Sector Enterprise (CPSE) (including a full-time functional Director in the Board of a CPSE);
(b) Central Government including the Armed Forces of the Union and All India Services;
(c) State Public Sector Enterprise (SPSE) where the annual turnover is *Rs 2000 crore or more;
(d) Private Sector in company where the annual turnover is *Rs 2000 crore or more. Preference would be given to candidates from listed Companies.

(* The average audited annual turnover of three financial years preceding the calendar year in which the post is advertised shall be considered for applying the approved limits)

3. Qualification

The applicant should be graduate with good academic record from a recognized University / Institution. Applicants with Technical / MBA qualifications will have added advantage.

4. Experience

The applicant should possess adequate experience at a senior level of management in a large organization of repute. Experience in Finance / Marketing / Production will have added advantage. Experience in Petroleum / Petrochemical industry is desirable.

5. PAY SCALE/RANK/ LEVEL:

The minimum length of service required in the eligible scale/ Rank/ Level will be one year of internal candidates and two years for others as on date of vacancy.

(a) Applicants from CPSEs should be working in the following or a higher pay scale:

<table>
<thead>
<tr>
<th>Eligible scale of pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) Rs. 7250-8250(IDA) Pre 01.01.1992</td>
</tr>
<tr>
<td>(ii) Rs. 9500-11500(IDA) Post 01.01.1992</td>
</tr>
<tr>
<td>(iii) Rs. 20500-26500 (IDA) Post 01.01.1997</td>
</tr>
<tr>
<td>(iv) Rs. 51300-73000 (IDA) Post 01.01.2007</td>
</tr>
<tr>
<td>(v)  Rs. 120000-280000 (IDA) Post 01.01.2017</td>
</tr>
<tr>
<td>(vi) Rs. 18400-22400 (CDA) Pre-revised</td>
</tr>
<tr>
<td>(vii) Rs. 37400-67000+ GP Rs.10000 (CDA)</td>
</tr>
<tr>
<td>(viii) Rs. Level 14 (Rs.144200-218200)</td>
</tr>
</tbody>
</table>
(b) 

(i) Applicants from Central Government / All India Services should be holding a post of the level of Joint Secretary in Govt. of India or carrying equivalent scale of pay.

(ii) Applicants from the Armed Forces of the Union should be holding a post of the level of Major General in the Army or equivalent rank in Navy/Air Force.

(c) Applicants from State Public Sector Enterprises/ Private sector should be working at Board level position.

6. CONDITION OF IMMEDIATE ABSORPTION FOR CENTRAL GOVERNMENT OFFICERS

The post has been exempted from the ‘Rule of immediate absorption’ and candidates may apply on deputation basis also.

(IV) DURATION OF APPOINTMENT

The appointment shall be for a period of five years from the date of joining or upto the date of superannuation or until further orders, whichever is earlier.

(V) SUBMISSION OF APPLICATIONS

All applicants should send their applications as per the format.

1. The applicants should submit their applications through proper channel as follows:

(a) Government Officers, including those of the Armed Forces of the Union and All India Services: through Cadre Controlling authority;

(b) CMDs/MDs/Functional Directors in CPSE: through the concerned Administrative Ministry;

(c) Below Board level in CPSE: through the concerned CPSE;

(d) CMDs/MDs/Functional Directors in State PSE: through the concerned Administrative Secretary and Cadre Controlling Authority, if any, of the State Government;

(e) Private Sector: directly to the Government of India, Ministry of Petroleum & Natural Gas.

2. Applicants from Private Sector must submit the following documents along with the application form:

(a) Annual Reports of the Company in which currently working for the 3 financial years preceding the calendar year in which the post is advertised (please provide URL or attach/enclose copies);

(b) Whether the company is listed or not; if yes, the documentary proof (please provide URL or attach/enclose copies);

(c) Evidence of working at Board level;

(d) Self-attested copies of documents in support of age and qualifications;

(e) Relevant Jobs handled in the past with details.
VI. UNDERTAKING BY THE APPLICANT
An applicant has to give an undertaking as a part of the application that he/she will join the post, if selected. If an applicant does not give such undertaking, the application would be rejected.

1. For candidates from Central Government/Armed Forces of the Union/All India Services
   (a) The appointment is on deputation basis in exemption from the ‘Rule of immediate absorption’.

   (b) If a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.

   (c) Further, if a candidate conveys his/her unwillingness to join after the issue of offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

2. For candidates from CPSE
   (a) If a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE other than the one to which the candidate belongs.

   (b) Further, if a candidate conveys his/her unwillingness to join after the issue of offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE other than the one to which the candidate belongs.

3. For candidates from SPSE/Private Sector
   (a) If a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.

   (b) Further, if a candidate conveys his/her unwillingness to join after the issue of offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

4. In the above cases, no request for relaxation or otherwise would be entertained.

VII. THE APPLICANTS CAN EITHER

Fill up the Application against this Job Description in the format which may be downloaded from the website of MoPNG – (http://www.petroleum.nic.in)

The last date of receipt of application (hard copy in original) in the Ministry of Petroleum & Natural Gas is 15:00 hours on 06.02.2020. No application shall be entertained under any circumstances after the stipulated time/date. Incomplete applications and applications received after the stipulated time/date shall be REJECTED. Search Cum Selection Committee reserves the right to shortlist applicants for interview.

Applications are to be addressed to:

The Deputy Secretary,
Ministry of Petroleum & Natural Gas
Corporate Affairs Desk, Room No. 211 (A)-B wing,
Shastri Bhawan, Dr. Rajendra Prasad Road,
New Delhi-110001
Phone-01123388764.

***
APPLICATION FORM FOR CANDIDATES FROM CENTRAL PUBLIC SECTOR ENTERPRISES (CPSE)/CENTRAL GOVERNMENT (INCLUDING ARMY, NAVY AND AIR FORCE) / STATE PUBLIC SECTOR ENTERPRISES (SPSE) / PRIVATE SECTOR

(Through Proper Channel, except candidates from the Private Sector)

Please refer to the Job Description for the post and the Guidelines for processing cases of Board level appointments in Central Public Sector Enterprises at M/o Petroleum & Natural Gas website (www.petroleum.nic.in)

1. Name of the post applied for
   (a) Applicant's Name (As per official records Mr. Mrs. Ms.)
   (b) Designation of the Applicant (In Full)
   (c) Name of the Company
   (d) Category as per Employment Status: [Please tick as applicable]
      Officer of a CPSE Central Government/
      Armed Forces of the Union / All India Services / SPSE / Private Sector
   (e) Office Address:
   (f) Address for communication:

3. Telephone No: Office Residence Mobile No.
   E-mail Id:

4. Date of Birth (DD/MM/YY) Age as on date of vacancy (Years Months Days)

5(i) Educational Professional Qualifications:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Qualification*</th>
<th>Name of Institution</th>
<th>Period of Study</th>
<th>Tick the relevant</th>
<th>Tick the relevant</th>
<th>Self Declaration Whether Meets the eligibility Qualification requirement</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
</tr>
</tbody>
</table>

*Should be exactly as per Degree Certificate issued by the university:

(ii) Positions held during the last ten years from the date of uploading the vacancy circular on the M/o Petroleum & Natural Gas Website.

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Complete Designation &amp; Place of Posting*</th>
<th>Name of the Organization</th>
<th>Pay scale**</th>
<th>Period</th>
<th>Reporting to Designation*</th>
<th>Self Declaration Whether meets The mandatory experience requirement</th>
<th>If yes, nature of duties in support of the declaration</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Should be exactly as per specific office order issued by the CPSE/ Ministry SPSE employer.

** Private Sector-CTC / remuneration/emoluments drawn.

NB: The positions should be indicated in order of the most recent assignments.

Note: 1. Please attach a write-up, not exceeding 3500 characters in support of your candidature, for reference at the time of interview.

   The Full form of all abbreviations used must be given in the prescribed limit of characters.
Do you hold lien in any organization other than where currently working?  

If yes:  
- Name of the organization in which the lien is held:  
- Date from which the lien is held:  

(b) Are you on deputation?  
If yes:  
- Name of parent organization:  
- Date from which on deputation:  

7. Whether any penalty punishment was awarded to the applicant during the last 10 years.  

If yes, the details thereof:  
- Civil  
- Criminal  
- Departmental Inquiry  

(b) Whether any civil or criminal action or inquiry is going on against the applicant  
as far as his/her knowledge goes  
If yes, the details thereof:  
- Civil  
- Criminal  
- Departmental Inquiry  

I certify that the details furnished by me in Columns 1 to 7 wherever applicable are true to the best of my knowledge & belief. In addition, I further certify that I meet the eligibility criteria as prescribed in the advertisement for this post.  

(Name & Signature of the Applicant)  

STATE PUBLIC SECTOR ENTERPRISES  

8. Year wise Audited Annual Turnover of the Company in which currently working for 3 financial years preceding the calendar year in which the post has been advertised (e.g: 2015-16, 2016-17 and 2017-18 for a post advertised in calendar year 2019).  

<table>
<thead>
<tr>
<th>Company in which candidate is currently serving</th>
<th>Year</th>
<th>Annual Turnover of the Company (in Rupees Crores)*</th>
</tr>
</thead>
</table>

(i) Please provide URL of company website & CIN (Corporate Identity Number) of company  
(a) URL (Company Website Address)  
(b) CIN (Corporate Identity Number)  

(ii) I certify that I am  

(a) Working at Board level Position  
Yes No.  

If yes: Please provide your DIN (Director Identification Number)  

(b) Holding a post at the level immediately below the Board.  
Yes No.  

I certify that the details furnished by me in Columns 1 to 8 wherever applicable are true to the best of my knowledge. In addition, I further certify that I meet the eligibility criteria as prescribed in the advertisement for this post.  

{Name & Signature of the Applicant}
Year-wise Audited Annual Turnover (ATO) of the Company in which currently working for 3 financial years preceding the calendar year in which the post has been advertised (e.g. 2015-16, 2016-17 and 2017-18 for a post advertised in calendar year 2019).

<table>
<thead>
<tr>
<th>Company in which candidate is currently serving</th>
<th>Year</th>
<th>Annual Turnover of the Company (in Rupees Crores)*</th>
</tr>
</thead>
</table>

* If Annual Turnover (ATO) is in foreign currency, the exchange rate as on the date of uploading of vacancy (advertisement) on the M/o Petroleum & Natural Gas website may be used.

(i) Please provide URL of company website & CIN (Corporate Identity Number) of company
   (a) URL (Company Website Address)
   (b) CIN (Corporate Identity Number)

(ii) I certify that I am
   (a) Working at Board level Position
       Yes  No.
       If yes: Please provide your DIN (Director Identification Number)________________________
   (b) Holding a post at the level immediately below the Board.
       Yes  No.
   (iii) Whether the Company in which I am working is listed on the stock exchange.
       Stock Exchange________________________
       Proof of listing may be accessed over ______________________ (please provide URL)
   (iv) Self certified copies for proof of age and educational qualifications (enclosed).

I certify that the details furnished by me in Columns 1 to 8 wherever applicable are true to the best of my knowledge & belief. In addition, I further certify that I meet the eligibility criteria as prescribed in the advertisement for this post.

(Name & Signature of the Applicant)

Declaration

I.................................Son/Daughter of ..............................................here by certify that I have not been disqualified to act as a Director under section 164 or any other relevant sections of the Indian Companies Act. 2013.

(Name & Signature of the Applicant)
UNDERTAKINGS (as applicable)

For Candidates from Central Government / Armed Forces of the Union / All India Services/SPSE

The appointment is on deputation basis. I hereby undertake to join the post. If selected, I understand that:

(a) if I convey my unwillingness to join after the interview is held, but before the offer of appointment is issued, I would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.

(b) further, if I convey my unwillingness to join after the issue of offer of appointment I would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

(Name and Signature of the applicant)

Date:

For Candidates from CPSE

I hereby undertake to join the post, if selected, I understand that:

(a) if I convey my unwillingness to join after the interview is held, but before the offer of appointment is issued, I would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE other than the one to which I belong.

(b) further, if I convey my unwillingness to join after the issue of offer of appointment I would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE other than the one to which I belong.

(Name and Signature of the applicant)

Date:

For candidates from Private Sector

I hereby undertake to join the post, if selected, I understand that:

(a) if I convey my unwillingness to join after the interview is held, but before the offer of appointment is issued, I would be debarred for a period of two years from the date of interview for being considered for a Board level post in any CPSE.

(b) further, if I convey my unwillingness to join after the issue of offer of appointment I would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

(Name and Signature of the applicant)

Date:

Verification

(To be filled in by the designated officer for CPSE/Central Government/Armed Forces of the Union/ All India Services/SPSE)

It is certified that the particulars furnished above have been scrutinized and found to be correct as per official records.

Signature & Designation of the
Competent Authority
with Telephone No. & e-mail address
PROFORMA TO BE FILLED FOR VIGILANCE CLEARANCE

NAME OF THE OFFICER:

Note:
1. Each column should be replied in descriptive manner.
2. Proforma should be signed by an officer not below the rank of under Secretary.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Details of disciplinary proceedings initiated against the officer during his career, so far.</td>
</tr>
<tr>
<td>2</td>
<td>Whether complaints including that of corruption, against the officer, which in the view of the state government may have a direct bearing/relevance on the vigilance status of the officer as on date, are pending against the officer. If so, details thereof.</td>
</tr>
<tr>
<td>3</td>
<td>Whether any preliminary inquiry or any other vigilance related matter is pending against the officer. If so, full facts of the pending matter.</td>
</tr>
<tr>
<td>4</td>
<td>Whether any criminal proceedings were registered against the officer during his career so far. If so, the details/present status and final outcome thereof.</td>
</tr>
<tr>
<td>5</td>
<td>Whether the name of officer appears in the Agreed List.</td>
</tr>
</tbody>
</table>

Signature & stamp

Of the officer certifying the proforma
No.15011/12/2014/Estt/A2

Dated 6th Jan, 2020

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, 2, 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/IAB, NCB, NCBI, 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, Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi - 110 003.

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 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 2014-15 to 2018-19), (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.

Copy for favour of information to:

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

Yours faithfully,

(S. Ajeetha Begum)
Assistant Director(Estt)
Details of the post of ‘Hindi Instructor’ in the SVP National Police Academy, Hyderabad – 500 052 (for 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.Ajeetna Begum )
Assistant Director(Estt)
CURRICULUM VITAE PROFORMA  [For the post of Hindi Instructor]

1. Name of the Candidate :
   (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)

<table>
<thead>
<tr>
<th>Qualification/Experience Required</th>
<th>Qualifications/Experience possessed by the officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential</td>
<td>(1)</td>
</tr>
<tr>
<td></td>
<td>(2)</td>
</tr>
<tr>
<td></td>
<td>(3)</td>
</tr>
<tr>
<td>Desired</td>
<td>(1)</td>
</tr>
<tr>
<td></td>
<td>(2)</td>
</tr>
</tbody>
</table>

6. Please State clearly whether in the light :
   of entries made by you above, you meet
   the requirement of the post.

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

10. Additional details about present employment

   Please state whether working under (indicate the name of your employer against the relevant column)
   a) Central Govt.
   b) State Govt.
   c) University
   d) Others

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

12. 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.

13. Total emoluments per month now drawn,[Basic Pay+ GP & Total emoluments] with latest salary slip in case other than central govt. pay scales:

14. Additional information, if any, which you would like to mention 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).

15. Please state whether you are applying for deputation

Contd...3/
16. Whether belongs to SC / ST

17. Remarks
(The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards/Scholarship/Official Appreciation (iii) Affiliation with the professional Bodies/Institutions/societies and (iv) any other Information.
(NOTE:-Enclose a separate sheet if the space is insufficient)

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 documents 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

Station : __________________________
Date: ____________________________

Address __________________________
__________________________________

Contact Mobile No.__________________
e-mail ID: __________________________

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)
Subject: **Filling up of posts in Competition Commission of India on deputation basis.**

The Competition Commission of India invites applications for filling up of various posts as mentioned below on deputation on foreign service terms. The details of the posts along with eligibility criteria, educational qualification/experience etc. required for each category of the post, together with the period of initial deputation are given in the enclosed Annexures I & II.

<table>
<thead>
<tr>
<th>S.N</th>
<th>Name of posts</th>
<th>No. of posts</th>
<th>Pay Level / [Pre-revised pay scale]</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Professional Staff:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Dir. (Eco.)/(FA)</td>
<td>05</td>
<td>Level 13A (Rs.131100-216600)/ [PB-4 + GP Rs.8900]</td>
</tr>
<tr>
<td>2</td>
<td>Joint Director (Eco.)</td>
<td>01</td>
<td>Level 13 (Rs.123100-215900)/ [PB-4 + GP Rs.8700]</td>
</tr>
<tr>
<td>3</td>
<td>Dy. Dir. (Law)/Eco.</td>
<td>04</td>
<td>Level 12 (Rs.78800-209200)/ [PB-3 + GP Rs.7600]</td>
</tr>
<tr>
<td>B</td>
<td>Support Staff:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Joint Director (F&amp;A)/(CS)</td>
<td>02</td>
<td>Level 13 (Rs.123100-215900)/ [PB-4 + GP Rs.8700]</td>
</tr>
<tr>
<td>2</td>
<td>Private Secretary</td>
<td>03</td>
<td>Level 7 (Rs.44900-142400)/ [PB-2 + GP Rs.4600]</td>
</tr>
</tbody>
</table>

@ The vacancies are liable to change without notice.

2. **Applicants must be employees of Central or State Governments, Governments Companies or Autonomous Bodies or Regulatory Authorities or Universities or Academic or Research or Judicial Institutions etc. of Central/State Governments.**

3. The appointment on deputation basis in CCI will be governed by the instructions issued by the Department of Personnel and Training vide O.M. No.6/8/2009-Estt. (Pay II) dated 17.06.2010, as amended from time to time. The maximum age limit for appointment to the posts on deputation basis shall not exceeding 56 years as on the closing date. The Commission reserves the right not to fill up any or all the above vacancies.

4. Apart from the pay, the post carries DA, HRA and Transport Allowance etc. as per the rates applicable to the Central Government employees from time to time. Medical reimbursement is admissible as per the CCI service rules. This is in lieu of CGHS benefits which are not admissible to the employees of CCI. The CCI is an eligible office for allotment/retention of Government Accommodation from General Pool.

5. The application in the prescribed pro-forma (Annexure-III), together with all necessary documents i.e. cadre clearance, vigilance clearance, copies of APARS etc. and Certificate from the Employer may be sent to the undersigned at the address indicated above, through proper channel latest by **24th February, 2020.** Any form of conditional forwarding from the employer or applications received without the prescribed documents and Certificate from the Employer will be rejected.

6. Those candidates who have applied earlier for appointment to the above mentioned posts of Professional Staff in CCI on deputation basis in response to the vacancy advertisement issued on 26.11.2019 need not apply afresh against this advertisement. However, those applicants who have submitted advance copy in response to the earlier vacancy advertisement should get their application forwarded to CCI through proper channel, together with all required documents i.e. cadre clearance, vigilance clearance, copies of APARS etc. latest by the last date prescribed vide this advertisement. It is clarified that any form of conditional forwarding from the employer or applications received without the prescribed documents and ‘Certificate from the Employer’ shall be summarily rejected.

---

2/-
This may kindly be given wide publicity.

(Pushpa Rawat)
Deputy Director (HR)

Encl: as above

To

1. The Secretary, Ministry of Corporate Affairs, 5th Floor, A-Wing, Shastri Bhawan, New Delhi.

2. The Establishment Officer & Additional Secretary, Department of Personnel and Training, North Block, New Delhi – 110001 with the request to kindly get this O.M. placed on the DOPT website.

3. All the Ministries/Departments/Organizations of the Govt. of India/ State Govts./Union Territories/Universities/ High Courts / Supreme Court / Autonomous/Statutory Bodies as per list.
### Qualification for Deputation – Professional Staff

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Name of Post &amp; Stream, Pay scale/Pay level</th>
<th>Qualification Requirements</th>
<th>No. of Posts/ (Period of deputation)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Director (Economics) Level 13 A (i.e. Rs.131100-216600) [Pre-revised scale: PB4+ GP Rs.8900]</td>
<td><strong>Essential:</strong> Officers of the All India Services or Central Civil Services Group 'A' or Indian Economic Service or Autonomous Organisations or Regulatory Authorities or Universities or Academic or Research Institutions etc. having a Master's Degree in Economics and working in analogous post or grade or four years experience in the grade pay of Rs.8700 or ten years in the grade pay of Rs.7600 or equivalent. <strong>Desirable:</strong> Experience in Competition Law.</td>
<td>04 (01 post is available for 3 years and 3 are available for 1 year)</td>
</tr>
<tr>
<td>2</td>
<td>Director (Financial Analysis) Level 13 A (i.e. Rs.131100-216600) [Pre-revised scale: PB4+ GP Rs.8900]</td>
<td><strong>Essential:</strong> Officers of the All India Services or Central Civil Services Group 'A' or Autonomous Organisations or Regulatory Authorities or Universities or Academic or Research Institutions etc. having a Master's Degree in Commerce or Master's Degree in Business Administration (Finance) or Chartered Accountant or Company Secretary or Cost Accountant and working in analogous post or grade or four years experience in the grade pay of Rs.8700 or ten years in the grade pay of Rs.7600 or equivalent. <strong>Desirable:</strong> Experience in Financial Analysis related to Competition issues.</td>
<td>01 (01 year)</td>
</tr>
<tr>
<td>3</td>
<td>Joint Director (Economics) Level 13 (i.e. Rs.123100-215900) [Pre-revised scale: PB4+ GP Rs.8700]</td>
<td><strong>Essential:</strong> Officers of the All India Services or Central Civil Services Group 'A' or Indian Economic Service/Indian Statistical Service/ Autonomous Organisations or Regulatory Authorities/ Universities/Academic/Research Institutions etc. with Master's Degree in Economics/ Statistics and working in analogous posts/grade or six years in the grade pay of Rs.7600 or ten years in the grade pay of Rs.6600 or equivalent. <strong>Desirable:</strong> Experience in Competition Economics.</td>
<td>01 (03 years in the first instance)</td>
</tr>
<tr>
<td>4</td>
<td>Deputy Director (Law) Level 12 (i.e. Rs.78800-209200) [Pre-revised scale: PB3 + GP Rs.7600]</td>
<td><strong>Essential:</strong> Officers from the All India Services / Central Civil Services Group 'A'/ Indian Law Service/ Indian Company Law Service /Autonomous Organisations/ Regulatory Authorities/ Universities/ Academic/ Research/ Judicial Institutions etc. having Bachelor's Degree in Law from a recognised university and working in analogous post/grade or five years service in the Grade pay of Rs.6600 or equivalent. <strong>Desirable:</strong> Experience in Competition Law.</td>
<td>02 (03 years in the first instance)</td>
</tr>
<tr>
<td>5</td>
<td>Deputy Director (Economics) Level 12 (i.e. Rs.78800-209200) [Pre-revised scale: PB3+ GP Rs.7600]</td>
<td><strong>Essential:</strong> Officers from the All India Services / Central Civil Services Group 'A'/ Indian Economics Service/ Indian Statistical Service/ Autonomous Organisations/ Regulatory Authorities/ Universities/ Academic/ Research Institutions etc. with a Master's Degree in Economics/Statistics and working in analogous post / grade or five years service in the grade pay of Rs.6600 or equivalent. <strong>Desirable:</strong> Experience in Competition Law.</td>
<td>02 (03 years in the first instance)</td>
</tr>
<tr>
<td>Sl. No</td>
<td>Name of Post &amp; Stream</td>
<td>Qualification Requirements</td>
<td>No. of Posts/ (Period of Deputation)</td>
</tr>
<tr>
<td>-------</td>
<td>-----------------------</td>
<td>-----------------------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>1</td>
<td>Joint Director (Finance And Accounts) Level 13 (i.e. Rs.123100-215900), [Pre-revised pay scale of Pay Band-4 + Grade Pay of Rs.8700]</td>
<td><strong>Essential:</strong> Officers of All India Services/Central Civil Services Group 'A'/Indian Audit and Accounts Service/Indian Civil Account Service/Indian Posts and Telegraphs Accounts Service/Indian Defence Accounts Service/Indian Railway Accounts Service working in analogous post/grade or five years experience in the grade pay of Rs.7600 or ten years in the grade pay of Rs.6600 or equivalent with minimum total experience of seven years in Public Finance/Public Budgeting/Expenditure Control. <strong>Desirable:</strong> Master's Degree in Commerce / Master's Degree in Business Administration (Finance)/ Chartered Accountant / Company Secretary / Cost Accountant.</td>
<td>01 (03 years in the first instance)</td>
</tr>
<tr>
<td>2</td>
<td>Joint Director (Corporate Services) Level 13 (i.e. Rs.123100-215900) [Pre-revised pay scale of Pay Band-4 + Grade Pay Rs.8700]</td>
<td><strong>Essential:</strong> Officers from Central Govt. or State Govt. or Autonomous Organisations or PSUs or Statutory Bodies or Regulatory authorities or Universities or Academic or Research or Judicial Institutions etc. with Master’s Degree in Business Administration (HR) or Master’s Degree in Human Resource Management or equivalent from a recognised university and working in analogous post or grade; or 05 years’ of service experience in Grade Pay of Rs.7600 (revised Pay Matrix Level 12) or equivalent; or 10 years’ of service experience in Grade Pay of Rs.6600 (revised Pay Matrix Level 11) or equivalent and at least five years of experience in Establishment/personal management /Human Resource Management/ Administration <strong>Desirable:</strong> Higher qualification and experience will be given preference.</td>
<td>01 (03 years in the first instance)</td>
</tr>
<tr>
<td>3</td>
<td>Private Secretary Level 7 (i.e. Rs.44900-142400) [Pre-revised scale: PB2 + GP Rs.4600]</td>
<td><strong>Essential:</strong> Officers holding the post of Stenographer under the Central Government or State Government or Public Sector Undertaking or Autonomous Organisation or Regulatory Body and: (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) Stenographers Grade-I in the Pay Band 2 (Rs.9300-34800) with grade Pay of Rs.4200 with five years regular service in the grade.</td>
<td>03 (03 years in the first instance)</td>
</tr>
</tbody>
</table>
# FORMAT OF APPLICATION

1. Name in Full (IN BLOCK LETTERS)

2. Post Applied For
(Separate applications may be filled for separate posts)

3. Date of Birth (DD/MM/YYYY)

4. Date of superannuation
(DD/MM/YYYY)

5. Service to which you belong

6. Status of your present employer
(Pl. specify whether Central Govt./State Govt./Autonomous/Statutory Body/ PSU/ University/Judicial Institution/others)

7. Initial date of appointment in Govt. service

8. Office address with Telephone No.

9. Residential Address with Telephone No.

10. Present post held, along with Pay Level and present Basic Pay/ Pay Scale/Pay Band and Grade Pay of the post held

11. Educational Qualification (Matric onwards):

<table>
<thead>
<tr>
<th>Exam Passed</th>
<th>Name of University / Institute / Board</th>
<th>Year of Passing</th>
<th>Duration of Course</th>
<th>Subjects</th>
<th>Percentage of Marks (Mention Distinction, if any)</th>
</tr>
</thead>
</table>

Copy of passport size photograph to be pasted here
12. Please state clearly whether in the light of entries made below, you met the requisite Essential Educational and other qualifications required for the post are satisfied (If any qualification has been treated as equivalent to the one prescribed in the rule, state the authority for the same)

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

13. Details of employment in chronological order) If needed, enclose a separate sheet duly authenticated by your signature in the format given below:

<table>
<thead>
<tr>
<th>Name of Office/ Instit./ Organisations</th>
<th>Post Held (Designation)</th>
<th>Period of service</th>
<th>Nature of Appointment (Regular/ Ad-hoc/ Deputation)</th>
<th>Scale of Pay i.e. Level/ Pay Band and Grade Pay#</th>
<th>Nature of Duties</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>From</td>
<td>To</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

14. Details of experience in chronological order, if any, of handling investigation/ 'enforcement' of any economic/regulatory law dealing with regulation/investigation and experience in Competition Law/Matters (Mention the name of the Economic Laws etc. & specify number of years of such experience):

15. Nature of present employment i.e. Permanent / Ad-hoc / Temporary

16. In case the present employment is held on deputation, please state:
   a) The date of initial appointment.
   b) Period of appointment with address
   c) Name of the parent office /organisation.
17. Details of training undergone:

18. Details of proficiency in computer:

19. Any other information, applicant wants to furnish:

20. Please state briefly how you find yourself best suitable for the post applied for:

---

Applicants not holding the post in the new Pay Matrix Pay scales/Pay Band & Grade Pay pertaining to Central Government should indicate the equivalence of their pay scale vis-a-vis the Central Government's pay scales and also furnish supporting documents in this regard.

I have carefully gone through the vacancy circular / advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post. It is also certified that the information furnished above is correct and true to the best of my knowledge. In the event of my selection I shall abide by the terms and conditions of services attached to the post.

Place:-

Date:-

(Signature)

Name: _______________________
(Certificate to be furnished by the Employer/Head of Office/Forwarding authority)

Certified that 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 vacancy circular. If selected, he/she will be relieved immediately.

2. It is also certified:-

(i) That there is no vigilance / disciplinary case or criminal case pending or contemplated against Shri / Smt./Ms.

(ii) That his / her integrity is certified

(iii) That his / her CR / APAR dossier in original is enclosed / photocopies of the ACRs/APAR for the last five years duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed.

(iv) That no major / minor penalty has been imposed on him / her during that last ten years or A list of major / minor penalties imposed on him / her during the last ten years is enclosed (as the case may be).

(v) That the cadre controlling authority has no objection to the consideration of the applicant for the post mentioned in this advertisement.

Signature

Name and Designation

Tel. No.

Place:

Date:

List of enclosures:

1. 

2. 

3. 

4. 

5.
To,
The Secretary,
All Ministries/Departments/Offices of Government of India

The Chief Secretary,
All State Government/Union Territories

Sub:- Nominations for filling up one post of Deputy Director General/ Regional Director in the scale of pay level-12 in the pay Matrix (Rs. 78800 - 209200/-) as per 7th CPC in the Ministry of Tourism, Govt. of India on deputation (including short term contract basis) for a period not exceeding four years -Reg.

Sir/Madam,

The Ministry of Tourism proposes to fill up one post in the grade of Deputy Director General/Regional Director (Group 'A' Gazetted) in the scale of pay level-12 in the pay Matrix (Rs. 78800 - 209200/-) as per 7th CPC in the Ministry of Tourism, by transfer on deputation (including short-term contract basis) as per the Recruitment Rules. The eligibility conditions are as per Annexure I.

2. It is requested that application of the eligible and interested officers, who could be spared may please be forwarded to the undersigned together with (a) three copies of their bio-data in the prescribed proforma (Annexure-II) duly attested, (b) up to date ACRs (dossiers for the last five years (to be attested by an officer not below the rank of Under Secretary or equivalent) (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 Ministry through proper channel at the earliest and in any case not later than six weeks from the date of publication of the Advertisement in Employment News.

3. Application received after the last date or application incomplete in any respect or those not accompanied by the documents/information mentioned in para 2 above will be summarily rejected and no further correspondence will be made in this regard. The Cadre Authorities may ascertain that the particulars of the nominated officers are correct as per the service records and meeting the eligibility criteria.

4. The deputation will be governed in accordance with the DOPT O.M. No. 6/8/2009-Est (Pay II) Estt. (Pay II) dated 17.06.2010 as amended from time to time.
5. The application complete in all respect may be forwarded to the Under Secretary (Administration-I) (Shri Om Prakash), Ministry of Tourism, Room No. 122, Transport Bhawan, 1, Parliament Street, New Delhi-110001.

Yours faithfully,

(Om Prakash)
Under Secretary to the Govt. of India

End. As above:

Copy to:

3. The Secretary, UPSC, Dhopur House, New Delhi.
4. Addl. PS to Hon'ble MoS (IC) for Tourism, New Delhi.
5. PS/PA to Secretary (Tourism), Ministry of Tourism, New Delhi.
6. PS/PA to DG (Tourism)/ AS&FA (T), Ministry of Tourism, New Delhi.
7. PS/PA to ADG (T)/JS (T)/ADG (MR)/ EA (T)/CFC, M/o Tourism, New Delhi.
8. PS/PA to Director (Admin.), Ministry of Tourism, New Delhi.
9. All Indiatourism Office in India
10. Guard File

(Sharad Saxena)
Assistant Director (Administration-I)
Transfer on deputation (including short-term contract)

Eligibility

- Officers under the Central Government or State Government or Semi-Government or recognized research institutes or Union territories or universities or Public Sector Undertakings or statutory or autonomous bodies:-
  (i) holding analogous posts on regular basis in the parent cadre or department; or
  (ii) with five years regular service in post in level-11 (Rs.67,700-2,08,700/-)
    or equivalent in the parent cadre or department;

Essential Experience and Educational Qualification

- Ten years experience in the field of tourism or public relations or publicity or administrative work including five years' experience in the field of Tourism and hospitality in the Central Government or State Government or the Union territory administration or Public sector Undertakings or Universities or recognized research institutions or statutory or autonomous organizations or Government recognized educational Institutions or registered corporate entities
- Graduation in any discipline from a recognized university
- Diploma or certificate of foreign language course other than English, for a minimum period of six months

Desirable

- Master Degree or Master of Business Administration or Post Graduate Diploma in Management in Tourism or Tourism Management or Tourism and Travels or Tourism, Travel and Hospitality Management or Tourism and Travel Management or Tourism Studies or Tourism Administration

Age Limit

- The maximum age limit shall not be exceeding fifty six years as on closing date of receipt of applications.

The Departmental Officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation (including Short-Term contract - ISTC).

Similarly, deputationist shall not be eligible for consideration for appointment by promotion. Period of deputation (ISTC), including period of deputation (including
Short Term Contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization/deputation of the Central Government shall ordinarily not to exceed four years. The maximum age limit for appointment by deputation (including Short Term Contract) shall be not exceeding 56 years as on the closing date of the receipt of applications.
## Annexure II

### Bio-data /Curriculum Vitae (CV) proforma

<table>
<thead>
<tr>
<th></th>
<th>Name and address (in Block Letters)</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Date of Birth</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>i) Date of entry into service</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ii) Date of retirement under Central /State government Rules</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Educational Qualifications</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>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)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular</th>
<th>Qualification/ experience possessed by the officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential</td>
<td>Essential</td>
</tr>
<tr>
<td>A) Qualification:</td>
<td>A) Qualification:</td>
</tr>
<tr>
<td>B) Experience</td>
<td>B) Experience</td>
</tr>
<tr>
<td>Desirable</td>
<td>Desirable</td>
</tr>
<tr>
<td>A) Qualification:</td>
<td>A) Qualification:</td>
</tr>
<tr>
<td>B) Experience</td>
<td>B) Experience</td>
</tr>
</tbody>
</table>

| 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. |

| 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 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:*
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 organization.

9.1 Note:- In case of officers already on deputation, the applications 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 the 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>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Basic Pay with Scale of Pay</th>
<th>Dearness Pay / interim</th>
<th>Total Emoluments</th>
</tr>
</thead>
<tbody>
<tr>
<td>and rate of increment</td>
<td>relief / other Allowances etc. (with break-up details)</td>
<td></td>
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<tr>
<td>-----------------------</td>
<td>--------------------------------------------------------</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

16A. 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)

16B. 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. 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 / detail 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)

Address__________________________

Date__________________________
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 APARs 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

(Cadre Controlling Authority with Seal)
No. A-12025/01/2019-Admn.I

Dated: 31.12.2019

To,

The Secretary,
All Ministries/Departments/Offices of Government of India

The Chief Secretary,
All State Government/Union Territories

Sub:- Nominations for filling up one post of Deputy Director General/Regional Director in the scale of pay level-12 in the pay Matrix (Rs. 73800 - 209200/-) as per 7th CPC in the Ministry of Tourism, Govt. of India on deputation (including short term contract basis) for a period not exceeding four years -Reg.

Sir/Madam,

The Ministry of Tourism proposes to fill up one post in the grade of Deputy Director General/Regional Director (Group 'A' Gazetted) in the scale of pay level-12 in the pay Matrix (Rs. 73800 - 209200/-) as per 7th CPC in the Ministry of Tourism, by transfer on deputation (including short-term contract basis) as per the Recruitment Rules. The eligibility conditions are as per Annexure-I.

2. It is requested that application of the eligible and interested officers, who could be spared may please be forwarded to the undersigned together with (a) three copies of their bio-data in the prescribed proforma (Annexure-II) duly attested, (b) upto date ACRs' dossiers for the last five years (to be attested by an officer not below the rank of Under Secretary or equivalent) (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 Ministry through proper channel at the earliest and in any case not later than six weeks from the date of publication of the Advertisement in Employment News.

3. Application received after the last date or application incomplete in any respect or those not accompanied by the documents/information mentioned in para 2 above will be summarily rejected and no further correspondence will be made in this regard. The Cadre Authorities may ascertain that the particulars of the nominated officers are correct as per the service records and meeting the eligibility criteria.

4. The deputation will be governed in accordance with the DOPT O.M. No. 6/8/2009-Est (Pay II) Estt. (Pay.II) dated 17.06.2010 as amended from time to time.
5. The application complete in all respect may be forwarded to the Under Secretary (Administration-I) (Shri Om Prakash), Ministry of Tourism, Room No. 122, Transport Bhawan, 1, Parliament Street, New Delhi-110001.

Yours faithfully,

[Signature]

Under Secretary to the Govt. of India

---

Encl. As above:

Copy to:
3. The Secretary, UPSC, Dholpur House, New Delhi.
4. Addl. PS to Hon'ble MoS (IC) for Tourism, New Delhi.
5. PS/PA to Secretary (Tourism), Ministry of Tourism, New Delhi.
6. PS/PA to DG (Tourism)/ AS&FA (T), Ministry of Tourism, New Delhi.
7. PS/P A to ADG (T)/JS (T)/ADG (MR)/ EA (T)/CFC, M/o Tourism. New Delhi.
8. PS/PA to Director (Admn.), Ministry of Tourism, New Delhi.
9. All Indiatourism Office in India
10. Guard File

[Signature]

Assistant Director (Administration-I)
Annexure I

Transfer on deputation (including short-term contract)

Eligibility

- Officers under the Central Government or State Government or Semi-Government or recognized research institutes or Union territories or universities or Public Sector Undertakings or statutory or autonomous bodies:-
  (i) holding analogous posts on regular basis in the parent cadre or department; or
  (ii) with five years regular service in post in level-11 (Rs.67,700-2,08,700/-) or equivalent in the parent cadre or department;

Essential Experience and Educational Qualification

- Ten years experience in the field of tourism or public relations or publicity or administrative work including five years' experience in the field of Tourism and hospitality in the Central Government or State Government or the Union territory administration or Public sector Undertakings or Universities or recognized research institutions or statutory or autonomous organizations or Government recognized educational institutions or registered corporate entities

- Graduation in any discipline from a recognized university

- Diploma or certificate of foreign language course other than English, for a minimum period of six months

Desirable

- Master Degree or Master of Business Administration or Post Graduate Diploma in Management in Tourism or Tourism Management or Tourism and Travels or Tourism, Travel and Hospitality Management or Tourism and Travel Management or Tourism Studies or Tourism Administration

Age Limit

- The maximum age limit shall not be exceeding fifty six years as on closing date of receipt of applications.

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### Bio-data / Curriculum Vitae (CV) proforma

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| Qualifications/ Experience required as mentioned in the advertisement / vacancy circular | Qualification/ experience possessed by the officer |
| Essential | Essential |
| A) Qualification:- | A) Qualification:- |
| B) Experience | B) Experience |
| Desirable | Desirable |
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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.

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<td></td>
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</tr>
<tr>
<td></td>
<td>b) State Government</td>
</tr>
<tr>
<td></td>
<td>c) Autonomous Organization</td>
</tr>
<tr>
<td></td>
<td>d) Government Undertaking</td>
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<tr>
<td></td>
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(Signature of the candidate)

Address

Date
Certification by the 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 Sh./Smt. .................................................................
   ii) His / Her integrity is certified.
   iii) His / Her APARs 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

(Cadre Controlling Authority with Seal)