F. No. 15-43/2010-NTCA (Pt.)
Government of India
Ministry of Environment, Forest and Climate Change
National Tiger Conservation Authority

B-1 Wing, 7th Floor,
Pt. Deendayal Antodaya Bhawan,
CGO Complex, Lodhi Road,
New Delhi – 110003.
Tel. (EPAU): +91 11 24367837-42
E-mail: dig-ntca-mel@nic.in
Dated: 01.02.2018

To

The Chief Secretaries / Administrators,
All State Governments / Union Territories.

Sub: Nomination of Indian Forest Service Officers for appointment to the post of Assistant Inspector General, NTCA, New Delhi, in the Pay Scale level-11 (pre-revised Rs. 15600-39100/-: GP 6600) - on tenure deputation basis covered under the Non-Central Staffing Scheme of the Ministry of Environment, Forest and Climate Change.

Sir,

The National Tiger Conservation Authority (NTCA), a statutory body under the Ministry of Environment, Forest and Climate Change, invites application in the prescribed proforma for the post of Assistant Inspector General in the NTCA (Hqrs.), New Delhi on deputation basis, as per details given below:

<table>
<thead>
<tr>
<th>Name of post &amp; pay scale</th>
<th>No. of post</th>
<th>Mode of recruitment</th>
<th>Place of posting</th>
<th>Recruitment and eligibility criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Inspector General</td>
<td>1 (one)</td>
<td>By Deputation</td>
<td>New Delhi</td>
<td>Officer of the Indian Forest Service (IFS) under the Central Government or State Government. By deputation: Officer of the Indian Forest Service under the Central/ State Governments/ Statutory or Autonomous Bodies (a) (i) holding analogous post on regular basis; or (ii) holding posts of Pay Scale level-11 (pre-revised Rs.15600-39100/-: GP 6600) or equivalent with six year's regular service in grade; and (b) having at least five years field experience in wildlife management.</td>
</tr>
<tr>
<td>Pay Scale level-11 (pre-revised Rs.15600-39100/-: GP 6600)</td>
<td></td>
<td></td>
<td></td>
<td>Note 1. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organization/ department of the Central Government, shall ordinarily not exceed three years.</td>
</tr>
</tbody>
</table>
2. The State Governments are requested to forward nominations of willing officers, clear from vigilance angle and whose services can be spared. Officers who have completed one spell of central deputation may be considered for a further spell of central deputation only after they have completed the stipulated cooling period. It is clarified that the cooling off period is reckoned from the date the officer reports back to his/her cadre on completion of earlier deputation tenure.

3. If the officer selected for appointment fails to take up the central deputation assignment after the appointment is approved, he will attract a '5 years debarment' from central deputation including foreign deputation/foreign training/foreign assignment etc.

4. The application complete in all respects as per Annexure-I and Annexure-II (available on the website www.projecttiger.nic.in), vigilance clearance, APARs for the last five (5) years and concurrence of the State Government should be sent to the Deputy Inspector General, National Tiger Conservation Authority, B-I Wing, 7th Floor, Pt. Deendayal Antodaya Bhawan, CGO Complex, Lodhi Road, New Delhi – 110003 latest by February 21, 2018.

Application received without the consent of the State / UT Government and after the date of receipt of applications will not be entertained.

Yours faithfully,

(Sanjay Kumar)
Deputy Inspector General (NTCA)

Copy to:
1. All Principal Chief Conservators of Forests of State / UT Administrations.
2. Managing Director, Forest Development Corporation of all States.
3. The Director General, Indian Council of Forestry Research and Education, P. O. New Forest, Dehradun – 24806.
4. Director, JIIFM, Nehru Nagar, Bhopal – 462 003.
5. The Director, Forest Survey of India, Kaulagarh Road, Dehradun.
6. The Director, Indira Gandhi National Forest Academy, P. O. New Forest, Dehradun.
7. All IFS officers in the Ministry of Environment, Forest & Climate Change (including National Afforestation Eco-development Board) / Ministry of Agriculture / Ministry of Rural Development.
8. Addl. Director, Wildlife Crime Control Bureau, Trikoot Bawan, Bhikaji Cama Place, New Delhi
9. Regional CCF, Lucknow / Bhopal / Bhubaneswar / Bangalore / Shillong/Ranchi/Dehradun and CF, Chandigarh
10. Regional Offices of the NTCA at Guwahati, Nagpur and Bangalore.
11. All Ministries of Government of India
12. NIC for placing the circular on the IFS website
ANNEXURE-I

APPLICATION FORM FOR CENTRAL DEPUTATION POSTING UNDER THE NON CENTRAL STAFFING SCHEME OF THE MINISTRY OF ENVIRONMENT, FORESTS & CLIMATE CHANGE FOR INDIAN FOREST SERVICE OFFICERS

Part-I (to be filled in by the applicant)

<table>
<thead>
<tr>
<th>No.</th>
<th>Details</th>
</tr>
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<tbody>
<tr>
<td>1.</td>
<td>The year for which Application is made</td>
</tr>
<tr>
<td>2.</td>
<td>The level at which deputation is sought</td>
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<tr>
<td>3.</td>
<td>Choice of station</td>
</tr>
<tr>
<td>4.</td>
<td>Name of the applicant</td>
</tr>
<tr>
<td>5.</td>
<td>Batch / year of allotment</td>
</tr>
<tr>
<td>6.</td>
<td>Cadre</td>
</tr>
<tr>
<td>7.</td>
<td>Date of Birth</td>
</tr>
<tr>
<td>8.</td>
<td>Present pay scale with date of commencement of scale of pay</td>
</tr>
<tr>
<td>9.</td>
<td>Present post held</td>
</tr>
<tr>
<td>10.</td>
<td>Full Address for correspondence:</td>
</tr>
<tr>
<td></td>
<td>(Phone /fax /mobile /e-mail)</td>
</tr>
</tbody>
</table>

11. Educational qualifications

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Degree / Diploma</th>
<th>University / Institute</th>
<th>Year</th>
<th>Subject(s)</th>
</tr>
</thead>
</table>

12. Details of posting for the last 10 years: (in descending order)

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Years (from-to)</th>
<th>Post held</th>
<th>Name of the organisation</th>
<th>Main responsibilities in the post</th>
<th>Special attributes / achievements</th>
</tr>
</thead>
</table>

13. Details of all deputation posting (in descending order):

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Years (from-to)</th>
<th>Post held</th>
<th>organisation</th>
<th>Main areas of responsibilities in the post</th>
</tr>
</thead>
</table>

14. Date of return to Cadre from last deputation:

15. Justification for consideration:

Station: 
Date: 
Signature: 
Name:
**ANNEXURE-II**

**Part-II (to be filled in by the concerned State)**

<p>| | | |</p>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the applicant</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Cadre</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Year of allotment</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Date of superannuation</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Whether the officer is clear from vigilance angle</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Is there any disciplinary proceedings pending against the officer (only the cases where charge sheets have been served)</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Has the officer ever been reprimanded / penalized or debarred from deputation, if so the details thereof</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Whether original / copies (attested) of ACRs of last 5 years enclosed</td>
<td></td>
</tr>
</tbody>
</table>

9. **Central Deputation Reserve (in figures) as on date of sponsorship:**

<table>
<thead>
<tr>
<th></th>
<th>Authorized</th>
<th>Filled</th>
<th>Gap</th>
</tr>
</thead>
</table>

10. **State Deputation Reserve (in figures) as on date of sponsorship:**

<table>
<thead>
<tr>
<th></th>
<th>Authorized</th>
<th>Filled</th>
<th>Gap</th>
</tr>
</thead>
</table>

It is certified that the particulars given above about the officer are correct and that in the event of the officer being selected for a posting under the NON CSS in National Tiger Conservation Authority of the MoEF & CC, the services of the officer shall be placed at the disposal of the Central Government.

Name & Designation of the Head of the Forest Department of the State / UT or the Authorized Officer

Date:

Place:

Signature of the officer concerned in the State Government / UT Government
CHECK LIST

1. Whether the application has been signed by the officer applying for deputation?

2. Whether Part-II has duly been filled and signed by:
   (i) Officer concerned in the State Government / UT Government.

3. Whether the ACRs for the last five years have been enclosed.

4. Vigilance Clearance.
FROM,
OFFICE OF THE ESTABLISHMENT OFFICER
GOVERNMENT OF INDIA
DEPARTMENT OF PERSONNEL AND TRAINING
NEW DELHI

TO,
THE CHIEF SECRETARIES OF ALL THE STATES/UTS
MINISTRY OF HOME AFFAIRS, (SHRI RAJIV GAUBA, SECRETARY), NEW DELHI

NO. 6/17/2016-EO(MM-I)

NEW DELHI, DATED 6.2.2018

THIS IS REGARDING FILLING UP THE POST OF DIRECTOR, CENSUS OPERATIONS AND DIRECTOR, CITIZEN REGISTRATION IN HIMACHAL PRADESH UNDER THE REGISTRAR GENERAL & CENSUS COMMISSIONER, INDIA, MINISTRY OF HOME AFFAIRS. (I) IN THIS REGARD, REFERENCE IS ALSO INVITED TO ESTABLISHMENT OFFICER, GOVERNMENT OF INDIA'S D.O. LETTER OF EVEN NUMBER DATED 24TH MAY, 2016 REQUESTING PANEL OF NAMES OF SUITABLE OFFICERS (THREE TO FOUR) OF THE IAS OF THE REQUISITE SENIORITY DUTY RECOMMENDED BY THE STATE GOVT (COPY ENCLOSED).

2. IT MAY BE NOTED IN THIS REGARD THAT IT HAS BEEN DECIDED TO CONSIDER OFFICERS FROM OTHER STATES FOR FILLING UP THE POST OF DCO/DCR IN HIMACHAL PRADESH. (I) THE POST IS OF DIRECTOR LEVEL AND WITH A TENURE OF THREE YEARS.

3. IT IS, THEREFORE, REQUESTED TO CONSIDER SENDING THE NAME/NAMES OF WILLING IAS OFFICERS OF YOUR STATE TO THIS DEPARTMENT FOR CONSIDERATION FOR APPOINTMENT AS DCO/DCR, HIMACHAL PRADESH AT SHIMLA ALONG WITH THEIR VIGILANCE CLEARANCE AND ACR/APAR DOSSIERS.

Copy by post for confirmation to:

(i) Chief Secretaries, All State Governments
(ii) Ministry of Home Affairs, Joint Secretary (UT) in respect of nominations if any of AGMUT cadre IAS officers.

Copy forwarded for information & necessary action:-

Office of the Registrar General & Census Commissioner, India, 2/A, Mansingh Road, New Delhi – 110011.
This is regarding filling up posts of Director of Census Operations (DCO)/Director of Citizen Registration (DCR).
The Registrar General & Census Commissioner, India, Ministry of Home Affairs has requested this Office for appointments of DCOs/DCRs to head the Directorate of Census Operations and Citizen Registrations in the States/UTs.
The Registrar General and Census Commissioner has requested that a panel of names of suitable officers (three to four) of the IAS cadre, of the requisite seniority may be recommended by the State for being considered for appointment to 24 posts at Director level and 6 posts at Deputy Secretary level (Annexure I). While suggesting a panel of names, you are requested to furnish the following particulars:

I. Experience of the officers concerned;
II. Posts held by them;
III. Their present emoluments;
IV. Any facts or qualification which would make the officer particularly suitable for the post and;
V. Up-to-date CR dossiers of the officers (last 5 years)

2. The DCOs/DCRs are required to be filled by Selection Grade/Junior Administrative Grade officers of the IAS eligible for appointment in the rank of Director/Deputy Secretary to the Govt. of India. The officers belonging to the Selection Grade/Junior Administrative Grade appointed to the post shall be entitled to draw Central (deputation on tenure) allowance as provided in Schedule (iii)(c) to the IAS (Pay) Rules, 1954 as amended from time to time.

3. The duties assigned to the post of DCOs/DCRs include effective supervision, coordination and maintaining good liaison with District Collectors, Head of Departments and Senior Officers of the State Government/Union Territories wherever appointed. The officers must be of proven ability with adequate district and administrative experience and also be of sound health and physically fit as their work involves extensive touring and an active regimen.

4. Further, some special dispensations are available to the officers appointed on these posts, which are as below:

I. The post is to be filled under the Central Staffing Scheme.
II. Only half the period spent on the post would be counted as Central deputation under the CSS as long as the officer is holding the post on full time basis and not on additional charge basis.
III. Officers working on the post may apply for Central deputation before their term as DCO is over subject to the RGI's NOC being available, without the requirement of any further cadre clearance, subject to the ceiling of total stay away from the cadre of 7 years as in done in the case of officers in LBSNAA.
IV. Where an officer working as DCO is repatriated on the request of the State Govt. before the completion of his tenure, no extended cooling off will be imposed on the officer.
V. After three years as DCO an officer may revert to his cadre with the NOC of the RGI and the approval of the ACC. In such case extended cooling off will not be imposed.

5. You are requested to send the panel of names of the IAS officers of requisite seniority, for appointment as DCOs/DCRs in your State, to this Office, at the earliest, for taking further necessary action in the matter.


Yours faithfully,

(Rajeev Kumar)

To: Secretary, Ministry of Home Affairs, New Delhi

SUBJECT: FILLING UP THE POST OF LABOUR WELFARE OFFICER ON DEPUTATION BASIS IN DELHI JAL BOARD.

Applications are invited from eligible officials of Delhi Jal Board for filling up one post of Labour Welfare Officer in the Pay Band 3 of Rs.15600-39100/- with the grade pay of Rs. 5400/- (Pre-revised) plus usual allowances by Deputation (including short-term contract)/ Absorption having the following experience/educational qualifications:

(a) (i) holding analogous post on regular basis in the parent cadre/ department; or
(ii) with 5 years service in the grade rendered after appointment thereon on a regular basis in the PB-2 of Rs. 9300-34,800/- with Grade Pay of Rs. 4600/- or equivalent in the parent cadre/ department; and

(b) Possessing the educational qualification and experience as under:

(1) Master’s Degree in Economics/ Social Sciences with Labour Welfare as a subject from a recognized University/ Institute;

Or

A Post Graduate Degree OR Diploma in Social Work, Labour Welfare, Industrial Relations or Personal Management from a recognized University/ Institute.

(2) Three years practical experience in Labour Welfare work, industrial relation or personal Management in a Government Department, or Public Sector Undertaking/Semi Government or Autonomous Or Statutory Organization or in any Private Limited Company governed by the Factory Act, 1948.

Desirable :- Two years experience in handling of Industrial Dispute and their settlement and of enforcement of Labour laws particularly the minimum wages Act and the Industrial dispute Act in an Organization having the labour force of at least 5000.

Note:- 1 Qualification are relaxable at the discretion of the Union Public Service Commission, for reason to be recorded in writing, in case of candidates otherwise well qualified.

Note:- 2 The qualification regarding experience is relaxable at the direction of the Union Public Service Commission, for reasons to be recorded in writing, in case of candidates
belonging to Scheduled Caste and Scheduled Caste or Scheduled Tribes, if at any stage of selection the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the post reserved for them.

The applications of suitable and willing officers must reach the office of the undersigned through proper channel along-with their complete bio-data in the enclosed format, integrity certificate and ACR Dossier for the last five years within 60 days of issue of this circular. The applications received thereafter will not be entertained. The detail of the post is also available on our website i.e. www.delhijalboard.nic.in.

(A.K. SHARMA)
ASSISTANT COMMISSIONER (D)

Copy to:-
1. All Secretaries of Govt. of India
2. All Chief Secretaries, States/UTs
3. All Director General of Police, States/UTs
4. The Secretary, University Grants Commission, Ministry of Human Resource Development, Govt. of India, Bahadur Shah Zafar Marg, ND-2
5. The Registrar, Supreme Court of India, New Delhi-110001
6. The Registrar, Delhi High Court, New Delhi-110001
7. Central/State Bar Council
8. The Controller General of Defence Accounts, West Block-V, R.K. Puram, N.D.
9. The Assistant Controller and Auditor General, Office of the Controller and Auditor General of India, 10, Bahadur Shah Zafar Marg, ND
10. The Controller General of Accounts, Post & Telegraphs Department, Patel Chowk, ND.
11. The Controller General of Accounts, Ministry of Finance, 7th Floor, Lok Nayak Bhawan, Knan Market, ND.
12. Director (Local Bodies), 9th Level, A-Wing, Delhi Secretariat, I.P. Estate, ND
13. The Special Secretary (Services), GNCTD, I.P. Estate, N.D.-110002.
14. The Chief Executive Officer, Delhi Cantonment Board, Delhi Cantt-110010
15. The Chairman, CBDT, Ministry of Finance, North Block, ND.
16. The Chairman, DDA, Vikas Sadan, INA, New Delhi.
17. The Director General (Works), CPWD, Nirman Bhawan, N.D.-110011.
18. All Municipal Corporation of Delhi.
19. PRO, with the direction to advertise the vacancy in the Employment newspaper and 5 Nos. of national newspapers in the format being sent separately.
20. EE(EDP), with direction to upload the copy of circular and application format on the DJB website.

ASSISTANT COMMISSIONER (D)
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<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>BIO-DATA / PROFORMA FOR THE POST OF LABOUR WELFARE OFFICER IN DELHI JAI BOARD</strong></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Name and Address (in Block letters)</td>
</tr>
<tr>
<td>2.</td>
<td>Date of Birth (in Christian era)</td>
</tr>
<tr>
<td>3.</td>
<td>(i) Date of entry into service (ii) Date of retirement under Central/ State Government Rules</td>
</tr>
<tr>
<td>4.</td>
<td>Educational Qualifications</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>
</tr>
</tbody>
</table>

<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><strong>Essential</strong></td>
<td></td>
</tr>
<tr>
<td>(A) Qualification</td>
<td>Essential</td>
</tr>
<tr>
<td>(1) Master's Degree in Economics/ Social Sciences with Labour Welfare as a subject from a recognized university/ Institute; Or A Post Graduate Degree OR Diploma in Social Work, Labour Welfare, Industrial Relations or Personal Management from a recognized University/ Institute.</td>
<td></td>
</tr>
<tr>
<td>(B) Experience</td>
<td>(2) Three years practical experience in Labour Welfare work, industrial relation or personal Management in a Government Department, Or Public Sector Undertaking/ Semi Government. Or Autonomous Or Statutory Organization or in any Private Limited Company governed by the Factory Act, 1948.</td>
</tr>
<tr>
<td>Desirable</td>
<td>2 years experience in handling of Industrial Dispute and their settlement and of enforcement of Labour laws particularly the minimum wages Act and the Industrial dispute Act in an Organization having the labour force of at least 5000.</td>
</tr>
</tbody>
</table>
Note: 1.
Qualifications are relaxable at the discretion of the UPSC, for reason to be recorded in writing, in case of candidates otherwise well qualified.

Note: 2.
The qualification regarding experience is relaxable at the direction of the UPSC for reason to be recorded in writing, in case of candidates belonging to Scheduled Castes or Scheduled Tribes if, at any stage of selection the UPSC is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the post reserved for them.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<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>
<tbody>
<tr>
<td>1.</td>
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</table>

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

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

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

11. Additional detail about present employment:
- Please state whether working under (indicate the name of your employer against the relevant column)
  - Central Government
  - State Government
  - Autonomous Organization
  - Government Undertaking
  - Universities
  - 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 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 and rate of increment</th>
<th>Dearness Pay/interim relief/other Allowances etc., [with break-up details]</th>
<th>Total Emoluments</th>
</tr>
</thead>
<tbody>
<tr>
<td>16.A</td>
<td>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)</td>
<td></td>
</tr>
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<td></td>
</tr>
<tr>
<td>16.B</td>
<td>Achievements: The candidates are requested to indicate information with regard to; (xx) Research publications and reports and special projects (xx) Awards/ Scholarships/ Official Appreciation (xxi) Affiliation with the professional bodies/ institutions/societies and; (xxii) Patents registered in own name or achieved for the organization. (xxiii) Any research/ innovative measure involving official recognition (xxiv) Any other information. (Note: Enclose a separate sheet, if the space is insufficient)</td>
<td></td>
</tr>
<tr>
<td>17.</td>
<td>Please state whether you are applying for deputation (ISTC)/ Absorption/ Re-employment Basis# (Officers under Central/State Governments are only eligible for &quot;Absorption&quot;. 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 &quot;STC&quot; or &quot;Absorption&quot; or &quot;Re-employment&quot;).</td>
<td></td>
</tr>
<tr>
<td>18.</td>
<td>Whether belongs to SC/ST</td>
<td></td>
</tr>
</tbody>
</table>

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)

Address: ________________________________

Date: ____________________________
Certificate 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 selection, 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: Selection for appointment on deputation to the post of Senior Accountant in the O/o Nominated Authority in Ministry of Coal.

Sir,

I am directed to say that a post of Senior Accountant in level 6 of 7th CPC (Rs. 35,400/- to Rs. 1,12,400/-) in the O/o Nominated Authority in Ministry of Coal is required to be filled up by deputation (including short term contract) from amongst officers under Central Government or State Governments or Union territories or Recognised Research Institutes or Public Sector Undertakings and Semi Government or Statutory or Autonomous Organisations, possessing the following qualifications and experience:

Experience:

(a) (i) holding analogous post on regular basis in the parent cadre or Department; or

(ii) with six years' service in the grade rendered after appointment on a regular basis in level 5 of pay matrix or equivalent in the parent cadre or department; or

(iii) with eight years' service in the grade rendered after appointment thereto on a regular basis in level 4 of pay matrix or equivalent in the parent cadre or Department; and

(b) Who have undergone training in Cash and Accounts work in the ISTM or equivalent and possessing two years' experience of cash, accounts and budget work.

2. The selected officers will be treated on foreign service/reverse foreign terms and his pay will be regulated in accordance with the provisions contained in the Ministry of Finance (Department of Expenditure) O.M. No.F.10(24)E.III/60 dated 04th May, 1961 as amended from time to time read with Department of Personnel & Training's OM No. 6/8/2009-Estr(Pay.II) dated 17.06.2010 as the case may be. The proposal of deputation including period of deputation proceeding this appointment in the same or some other organization/department of Central Government shall not exceed 3 years. The maximum age limit for appointment on deputation (including short term contract) shall be not exceeding 56 years as on the closing date of receipt of the application.
3. It is requested that application (in triplicate) in the enclosed proforma along with the attested up to date ACR dossier of the willing officers, who could be spared in the event of their selection may be sent to this Ministry within 60 days of the date of advertisement of the vacancy in the Employment News. Applications received after the last date or without up-to-date ACR dossiers or otherwise found incomplete will not be considered. While forwarding the applications, it may please be certified that the particulars furnished by the officers are correct and that no disciplinary/vigilance case is pending or contemplated against the officer, sponsored along with statement of penalty imposed, if any, integrity certificate, cadre clearance/employers permission may also be sent.

Yours faithfully,

(Sanjib Bhattacharya)
Under Secretary to the Government of India
23388491

Copy along with Proforma is also forwarded for similar action to:

1. CMD, CIL, Coal Bhawan, Premises No-04 MAR, Plot No-AP-III, Action Area-1A, Newtown, Rajarhat, Kolkata-700156.
2. CMDs of ECL/BCCL/CCL/NCL/WCL/SECL/MCL and CMPDII.
3. CMD, SCCL, Kothagudem Collieries, Khammam Distt (UP), Pin-507101.
4. CMD, NLCIL, P.O-Neyvelli, Dist- South Arcot, Tamil Nadu-607801.
5. Coal Controller, Coal Controller's Organisation, 1, Council House Street, Kolkata-700001.
6. Secretary, UPSC, Dholpur House, Shahjahan Road, New Delhi.
7. TD(NIC), MoC with request to upload it on Ministry's website.
8. E-Notice Board, MoC.
Ministry of Coal

Applications are invited “through proper channel” in the Proforma at Annexure-A from eligible officers for appointment to the post of Senior Accountant in the O/o Nominated Authority of Ministry of Coal in the pay level 6 in the 7th CPC pay matrix. The post will be filled up by deputation (including short term contract).

Classification: General Central Service Group ‘B’, Non Gazetted, Non-Ministerial.

Field of Selection: Officers of the Central Government or State Government or Union Territories or Recognised Research Institution/Universities or Public Sector Undertaking or Semi-Government or Statutory or Autonomous Organisations.

(a) (i) holding analogous post on regular basis in the parent cadre or Department; or

(ii) with six years’ service in the grade rendered after appointment on a regular basis in level 5 of pay matrix or equivalent in the parent cadre or department; or

(iii) with eight years’ service in the grade rendered after appointment thereto on a regular basis in level 4 of pay matrix or equivalent in the parent cadre or Department; and

(b) Who have undergone training in Cash and Accounts work in the ISTM or equivalent and possessing two years’ experience of cash, accounts and budget work.

Age: The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.

Last date of receipt of application: The application routed through proper channel on plain paper in the proforma enclosed and envelopes superscripted, “Application for the post of Senior Accountant in the office of Nominated Authority in Ministry of Coal, addressed to Shri Sanjib Bhattacharya, Under Secretary, Ministry of Coal, Room No. 351-A, Dr. Rajendra Prasad Road, Shastri Bhawan, New Delhi under Registered cover must reach the Ministry of Coal positively within 60 days of the date of publication in the Employment News. Applications incomplete or received after the stipulate time shall not be considered.

Note I: consultation with the UPSC is not necessary.

Note II: 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 Organization or Department of the Central Government shall ordinarily not to exceed three years.
**BIO DATA PROFORMA**

1. Name and address in block letters

2. Date of Birth (in Christian era)

3. Date of retirement under Central/State Govt. 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>Qualification/experience Possessed by the officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential</td>
<td></td>
</tr>
<tr>
<td>(i)</td>
<td></td>
</tr>
<tr>
<td>(ii)</td>
<td></td>
</tr>
<tr>
<td>(iii)</td>
<td></td>
</tr>
<tr>
<td>Desired</td>
<td></td>
</tr>
<tr>
<td>(i)</td>
<td></td>
</tr>
<tr>
<td>(ii)</td>
<td></td>
</tr>
<tr>
<td>(iii)</td>
<td></td>
</tr>
</tbody>
</table>

6. Please state clearly whether in the light of the entries made by you above, you meet the requirements 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/Instt./Orgn</th>
<th>Post held</th>
<th>From</th>
<th>To</th>
<th>Scale of pay</th>
<th>Nature of duties</th>
</tr>
</thead>
</table>

8. Nature of present employment i.e. ad-hoc or temporary or quasi permanent or permanent

Contd........2/-
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/organisation to which you belong

10. Additional details about present employment
    Please state whether working under:

   (a) Central Government
   
   (b) State Government
   
   (c) Autonomous Organisations
   
   (d) Government Undertaking
   
   (e) University

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

12. Total emoluments per month now drawn

13. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet if the above space is insufficient.

14. Whether belong to SC/ST

15. Remarks

Signature of Candidate
Address

Date

Countersigned__________

(Employer)
OFFICE MEMORANDUM

Subject: Filling up the following vacant posts on Deputation / Direct Recruitment basis in NMPB.

The undersigned is directed to invite applications for filling up the following posts on deputation basis (including short term contract) in the National Medicinal Plants Board, Ministry of AYUSH:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of post</th>
<th>No. of posts</th>
<th>Classification</th>
<th>Scale of pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Senior Research Assistant (SRA) (Deputation (including short-term contract) plus promotion falling which by direct recruitment)</td>
<td>1</td>
<td>General Central Service - Group &quot;B&quot; - Non-Gazetted - Non-Ministerial</td>
<td>Rs.9300-34500 plus grade pay Rs. 4200 (Level-6 pay matrix Rs.35400-112400/- 7th Pay Commission)</td>
</tr>
<tr>
<td>2.</td>
<td>Marketing Assistant - on deputation</td>
<td>1</td>
<td>General Central Service Group &quot;B&quot; - Non-Gazetted - Non-Ministerial</td>
<td>Rs. 9300-34,800 plus grade pay Rs. 4200/- (Level-6 pay matrix Rs.35400-112400/- 7th Pay Commission)</td>
</tr>
<tr>
<td>3.</td>
<td>Sr. Accountant - on deputation</td>
<td>1</td>
<td>General Central Service - Group &quot;B&quot; - Non-Gazetted - Non-Ministerial</td>
<td>Rs. 9300-34,800 plus grade pay Rs. 4200/- (Level-6 pay matrix Rs.35400-112400/- 7th Pay Commission)</td>
</tr>
</tbody>
</table>

The eligibility and other requirements are given in Annexure-I, II & III. Appointment will be on deputation/direct recruitment basis for a period of 3 years. The maximum age limit for appointment by deputation shall be as mentioned in Annexure-I, II & III. The terms and conditions of the deputation would be the same as prescribed by the Department of Personnel & Training Vide their O.M.No.2/29/91-Exstt. (Pay II) dt. 5.1.1994 as amended from time to time.

Applications should be sent through proper channel in the prescribed Proforma (Annexure-II). While forwarding the applications, concerned department should send the up-to-date ACRs of last five years and Vigilance clearance certificate of the applicant. It may also be ensured that no major/ minor penalty has been imposed on the concerned officer.

It may also be certified by the forwarding authority that the particulars furnished by the applicant are correct and that no disciplinary/Vigilance case is either pending or contemplated against the applicant. It is requested that vacancy may be given wide publicity among Central Govt. Offices, Universities, Recognized Research Institutes, Public Sector Undertakings, Semi-Govt., Autonomous bodies and Statutory Organizations etc. and the particulars of eligible officers who are fulfilling the eligibility prescribed and who are willing to be considered for deputation and also possessing requisite experience and whose services can be spared by the parent department may kindly be forwarded to this office within 60 days from date of publication of the advertisement in Employment News. Applications received after the last date or without the ACRs or otherwise found incomplete will not be considered. No applicant will be permitted to withdraw his/her name after selection (This advertisement and other details / annexures are also available on the website of the board i.e. www.nmpb.nic.in)

To,
1. All Ministries / Departments of the Govt. of India.
2. CCRAS / CCRH / CCRUM / MDNIYU / CCRYN / All SMPBs.
3. Deputy Secretary, Ministry of AYUSH with the request to upload O.M. on Ministry of AYUSH website / Notice Board.
4. Computer Operator, NMPB with the request to upload this advertisement on NMPB website.
5. Chief Secretaries of all States / UTs for wide circulation.

Copy to:
1. PPS to Secretary (AYUSH)
2. PS to CEO, NMPB
3. Notice Board / Website of NMPB.
OFFICE MEMORANDUM

Sub:- Filling up the post of Director (Personnel), Andrew Yule & Co. Ltd. (AYCL), Kolkata on deputation as a one-time measure for a period of five years in exemption from the Rule of immediate absorption.

The undersigned is directed to inform that one post of Director (Personnel) in Andrew Yule & Company Limited (AYCL) a Central Public Sector Enterprise under the administrative control of Department of Heavy Industry is to be filled up on deputation basis for a maximum period of five years (as a one-time measure in exemption from the Rule of immediate absorption) in the CPSE.

2. The above post was circulated vide our O.M. of even number dated 1\textsuperscript{st} February, 2018. A copy of the same is enclosed herewith.

(K.D. Singh)

Under Secretary to the Government of India

To

Chief Secretaries of all States /UTs
OFFICE MEMORANDUM

Sub:- Filling up the post of Director (Personnel), Andrew Yule & Co. Ltd. (AYCL), Kolkata on deputation as a one-time measure for a period of five years in exemption from the Rule of immediate absorption.

The undersigned is directed to state that one post of Director (Personnel) in Andrew Yule & Company Limited (AYCL) a Central Public Sector Enterprise under the administrative control of Department of Heavy Industry is to be filled up deputation basis for a maximum period of five years (as a one-time measure in exemption from the Rule of immediate absorption) in the CPSE.

2. The eligibility conditions, experience and job requirements for the post are mentioned in the succeeding paragraphs.

NAME OF THE PSU : Andrew Yule and Company Limited (AYCL)
NAME OF THE POST : Director (Personnel)
DATE OF VACANCY : 01.09.2017
SCHEDULE OF THE CPSE : “B”
SCALE OF THE POST : Rs.65,000-75,000 (pre-revised -2007 scale)

1. COMPANY PROFILE:

Andrew Yule & Co. Ltd. (AYCL) is engaged in the manufacture, sales and servicing of various industrial products i.e. Industrial Fans, Tea Machinery, Air Pollution Control Equipment, Switchgear, Circuit Breaker, Transformer and various other electrical equipments. The Company also has 15 Tea Gardens under its control, besides one fully owned Subsidiary Company engaged in Printing Business. AYCL is a Schedule ‘B’ listed Company under the Administrative control of Department of Heavy Industry.

Its Registered and Corporate Offices are in Kolkata (West Bengal).

The Authorized and Paid-up Share Capital of the Company is Rs. 110.00 crores and Rs. 97.79 crores respectively as on 31.03.2017.
The Shareholding of Government of India in the Company is 89.25%.

2. **JOB DESCRIPTION AND RESPONSIBILITIES**

Director (Personnel) is a member of the Board of Directors and reports to Chairman & Managing Director. He is overall Incharge of Human Resource Management in the Company and is responsible for formulation and execution of HR policies.

3. **ELIGIBILITY**

1. **AGE**: On the date of occurrence of vacancy (DOV):

<table>
<thead>
<tr>
<th></th>
<th>Age of superannuation 60 years</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Internal</td>
</tr>
<tr>
<td>Minimum</td>
<td>Maximum</td>
</tr>
<tr>
<td>40</td>
<td>2 years of residual service as</td>
</tr>
<tr>
<td></td>
<td>on the date of vacancy w.r.t.</td>
</tr>
<tr>
<td></td>
<td>the date of superannuation.</td>
</tr>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

II. **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 following:

(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;

III. **QUALIFICATIONS AND EXPERIENCE**

The applicant should be a graduate with good academic record from a recognised University / Institution with technical / professional qualification. Persons with Post Graduate Degree / Diploma in Personnel Management or Business Administration with Personnel Management / Industrial Relations as an elective subject from a recognised University / Institution. He should have adequate experience at a senior level of management in a large organisation of good repute.

IV. **PAY SCALE /RANK/LEVEL**
The minimum length of service required in the eligible scale/rank/level will be one year for internal candidates, and two years for others as on the date of vacancy.

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

**Eligible Scale of Pay**

i) Rs.6250-7475 (IDA) Pre 01.01.1992  
ii) Rs.8520-10050 (IDA) Post 01.01.1992  
iii) Rs.18500-23900 (IDA) Post 01.01.1997  
iv) Rs.43200-66000 (IDA) Post 01.01.2007  
v) Rs.14300-18300 (CDA) Pre-revised  
vi) Rs.37400-67000 + GP 8700 (CDA)

(b)

i. Applicants from Central Govt./ All India Services should be holding a post of the level of Director 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 Brigadier in the Army or equivalent rank in Navy/Air Force.

V. This post is proposed to be filled on deputation basis in exemption of the rule of immediate absorption in the CPSE.

4. **DURATION OF APPOINTMENT**

The appointment shall be for a maximum period of five years or upto the date of superannuation whichever is earlier.

5. **SUBMISSION OF APPLICATIONS**

Application of only such officers will be considered as are routed through proper channel and are accompanied with (i) bio-data (in triplicate) in Performa at Annexure (ii) photocopies of up-to-date CR dossiers of the officer for the last five years duly attested by an officer of the level of Under Secretary or equivalent (original ACRs may not be sent) (iii) cadre clearance (iv) vigilance clearance/ integrity certificate and (v) statement giving details of major or minor penalties, if any imposed on the officer in the last ten years.

6. It is requested that the applications of suitable officers who are willing and eligible for the post and who can be spared immediately in the event of selection may be sent at the following address after scrutinizing the applications within 26.02.2018:

‘Shri V.P. Singh, Director, Department of Heavy Industry, Room No. 117, Udyog Bhawan, Rafi Marg, New Delhi – 110011.’
7. Applications not received through proper channel or applications received after the prescribed date or not accompanied with the required certificates/documents will not be entertained.

8. Proforma of bio-data to be filled in by the Candidate and Terms & Conditions of deputation are enclosed.

9. The last date for submission of applications is 26.02.2018 upto 05.00 p.m. /\n
Encl: As above.

(V.P. Singh)  
Director  
Tel: 23062315

1. All Ministries/Departments of the Government of India for a wide circulation in their offices. CPSEs under their administrative control, Attached and Subordinate offices, Statutory/Autonomous bodies under their administrative control.

2. All CPSEs under the Department of Heavy Industry.

3. Chief General Manager (HRM), AYCL, to get it uploaded on the website of AYCL for its wide publicity.

4. NIC, DII for uploading it on DII’s website.

5. Chief Secretaries of all State Governments/Union Territories
TERMS & CONDITIONS OF DEPUTATION

1. During the period of deputation, the Government officers on deputation to CPSE will continue to draw the salary including pay, perks & benefits as per their entitlement in the parent department. He/She shall not be entitled for any other benefit including PRP from the borrowing organization except the facilities linked with functional requirements.

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

3. The contribution on account of Provident fund, leave salary, group insurance and pension will be paid by the Andrew Yule & Co. Ltd. (AYCL) at the rates as intimated by the Lending Department and accepted by the AYCL, as per rules. All the contribution to which he/she contributes may be recovered from his/her salary and remitted to the accounts officer of the lending department every month.

4. For journeys in connection with his/her duties in the AYCL, the traveling allowance rules of the AYCL will apply to him/her.

5. The borrowing organization shall extend medical facilities to the deputationists not inferior to those which are admissible to an all India services officer of the same status under central Government rules on the subject.

6. He/She will be entitled to TA and joining time both at joining the post on deputation and on reversion there from to the parent department under the rules of the corporation.

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

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

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

10. He/She will be entitled to leave Travel concession from AYCL on the scale and conditions as applicable under the LTC rules of his/her parent department. The expenditure of LTC so availed shall be met by borrowing organization.

11. He/She will be entitled to claim children’s education allowance/reimbursement of tuition fees in respect of his/her children from the AYCL, as per rules, applicable in this parent department.

12. Over payment if any made by the AYCL will be recovered from him/her even after expiry of the term.
13. He/She will be liable to posted in the headquarters office at Kolkata or any of the offices of AYCL in any part of India.

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

15. Other terms & conditions of deputation not provided in the DOPT guidelines on the subject matter, the services of officers on deputation shall be governed by the rules of borrowing organization.
Bio-Data Proforma

1. Name, Designation & Office Address (in Block Letters):
2. Date of Birth (in Christian era):
3. Date of Retirement under Central Govt. Rules
4. Education Qualification
5. 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</th>
<th>From</th>
<th>To</th>
<th>Scale of pay &amp; Basic Pay</th>
<th>Nature of duties (in details)</th>
</tr>
</thead>
</table>

6. Nature of present employment i.e. Adhoc or Temporary or Quasi – Permanent or Permanent:
7. In case the present employment is held on deputation/contract basis, please state:
   (m) The date of initial appointment:
   (n) Period of appointment on deputation/contract:
   (o) Name of the present office/organization to which you belong:
8. Name and status of the office where employed i.e. whether Ministry/ Department/ Attached/ Subordinate Office etc.
9. Date from which appointed on regular basis in analogous post. Pay scale and the name of the post.
10. The period spent in Administration in a supervisory capacity (please indicate the post held and duration):
11. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post
12. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient:
13. Whether belong to SC/ST/OBC:
14. Remarks:

Signature of the Candidate
Address
Phone No

Date
Place

(TO be filled by the Ministry/Department/Organization concerned)

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

Signature with Name & Office Seal
Of the Sponsoring Authority
11. Smt Raj Bala Verma,  
   Chief Secretary,  
   Government of Jharkhand,  
   Ranchi- 834001

12. Dr. Subhash Chandra Khuntia,  
    Chief Secretary,  
    Government of Karnataka,  
    Bangalore-560001

13. Mrs. Nalini Netto,  
    Chief Secretary,  
    Government of Kerala,  
    Thiruvananthapuram- 695001

14. Shri Basant Pratap Singh,  
    Chief Secretary,  
    Government of Madhya Pradesh,  
    Bhopal-462004

15. Shri Sumit Mullick,  
    Chief Secretary,  
    Government of Maharashtra,  
    Mantralaya,  
    Mumbai- 400032