



कार्यालय, रक्षा लेखा महानियंत्रक
उलन बटार रोड, पालम, दिल्ली छावनी - 110010
Controller General of Defence Accounts
Ulan Batar Road, Palam, Delhi Cantt- 110010



No. AN/I/1320/1/XXXVII

Dated: 05.08.2020

To,

The IDAS Officers,

(Through CGDA website)

Subject: Deputation : IDAS Officers

Application are invited from the willing IDAS officers fulfilling the eligibility criteria as brought out in the under mentioned communication, to apply for the post mentioned below along with their biodata, so as to reach this HQrs. office through proper channel latest by 10.08.2020:

Sl No.	Name of the Deptt & Advt. Ref.	Post
1	Ministry of Labour & Employment, New Delhi letter No.A.31011/03/ 2020-CLS-I dated 03.07.2020	Chief Labour Commissioner (Central) in Level-15 (Pay Matrix- Rs. 1,82,200/- -- 2,24,100/-)
2	National Technical Research Organisation, New Delhi Letter No.V(A) /16/1/R&P/ NTRO/2020- 10402 dated 07.07.2020	Asst Director of Accounts / Assistant Director (Audit) in Level-11 of the Pay matrix in Central Government or State Government
3	Central Information Commission, New Delhi Letter No.Admin-15014/8/2018-ADMN-CIC dated 17.07.2020	Under Secretary in Central Information Commission in Level-11 of the Pay matrix in Central Government or State Government

2. Applications received after cut off date i.e. 10.08.2020 will not be considered and will be recorded.


(Swapnil Agrawal)
Sr. ACGDA (AN)

Copy to:-

EDP Section (Local):-

For uploading on the CGDA's website.


(Swapnil Agrawal)
Sr. ACGDA (AN)

File No: Admn-15014/8/2018-ADMN-CIC

केन्द्रीय सूचना आयोग

Central Information Commission

बाबा गंगनाथ मार्ग/Baba Gangnath Marg

मुनिरका/Munirka, नई दिल्ली-११००६७/New Delhi -110067

Dated: 06.03.2020

Advertisement

Subject: Filling up the posts of Under Secretary on deputation (Including short term contract) basis and Hindi Translator on deputation basis in Central Information Commission.

Applications, in the prescribed Performa as per Annexure-I of DoP&T OM No. AB.14017/28/2014-Estt.(RR) dated 02.07.2015, are invited from eligible persons for filling up the posts of Under Secretary on deputation(ISTC) basis and Hindi Translator on deputation basis in Central Information Commission.

The eligibility criteria, qualifications and particulars to be submitted with the application regarding the above posts are given in enclosed circular.

2. It is requested that applications of such eligible persons, who are desirous of being considered for the posts mentioned above in CIC and can be relieved immediately on selection, may be forwarded along with their complete and up to date APAR Dossiers for the last five years, Cadre Clearance, Vigilance Clearance and Integrity Certificate, Certificate towards Major/Minor Penalties imposed, if any during the period of last 10 years, to Central Information Commission within a period of 45 days from the date of publication of this circular in Employment News. Applicants will not be allowed to withdraw their candidature at a later date. Incomplete applications or applications received without up to date APAR Dossiers, cadre clearance, Vigilance Clearance and Integrity Certificate (duly attested by the officer not below the rank of Under Secretary) will not be entertained. The details regarding the eligibility criteria, educational qualification etc. and Bio-data/Curriculum Vitae Proforma, as mentioned above, can be downloaded from the Central Information Commission's website www.cic.gov.in.



(Sushil Kumar)

Deputy Secretary (Admn.)

Tele : 011-26717354

E-mail Id : sushil.k62@nic.in

File No: Admn-15014/8/2018-ADMN-CIC

केन्द्रीय सूचना आयोग

Central Information Commission

बाबा गंगनाथ मार्ग/Baba Gangnath Marg

मुनिरका/Munirka, नई दिल्ली-११००६७/New Delhi -110067

Dated: 06.03.2020

CIRCULAR

The Central Information Commission, quasi-judicial authority, requires Under Secretary on deputation(including short term contract) basis and **Hindi Translator** on deputation basis.

The required qualifications and eligibility criteria for the posts mentioned above have been indicated below against each of them :-

- (1) **Name of the Post** : **Under Secretary**
- a) **No. of Post(s)** : 03 (Three)
- b) **Level in the pay matrix** : Level 11 in the pay matrix
- c) **Eligibility** : Officers of the Central Government or State Government/Union Territory Administration or Public Sector Undertakings or Universities or Recognized Research Institutions or Semi Government or Autonomous Bodies or Statutory Organizations:-
- (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-10 in the pay matrix or equivalent in the parent cadre or department; or
- (iii) With eight years service in the grade rendered after appointment thereto on regular basis in Level-8 in the pay matrix or equivalent in the parent cadre or department; and
- (b) Possessing the following Educational Qualifications and experience, namely :-
- (i) Graduation from a recognized University; and
- (ii) Five years experience in the field of Administration or Finance or in dealing with Right to Information matters.

Note 1: The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note 2 : period of deputation(including 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 Govt. Shall ordinarily not to exceed four years.

Note 3 : 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.

- (2) **Name of the Post** : **Hindi Translator**
- a) **No. of Post(s)** : 02 (Two)
- b) **Level in the pay matrix** : PB-2 Rs. 9300-34800 plus Grade Pay Rs. 4200
- c) **Eligibility** : From amongst Officers of the Central Government:

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

OR

(ii) With six years' service in the grade rendered after appointment thereto on regular basis in Pay Band 1, Rs. 5200-20200 plus Grade Pay of Rs. 2800 or equivalent in the parent cadre or department;

OR

(iii) With ten years' service in the grade rendered after appointment thereto on regular basis in Pay Band 1, Rs. 5200-20200 plus Grade Pay of Rs. 2400 or equivalent in the parent cadre or department;

(b) Possessing the following Educational and other qualifications, namely
Essential:

(i) Masters Degree of a recognized University or equivalent in Hindi or English with English or Hindi as a compulsory or elective subject or as a medium of examination at degree level ;

OR

Masters Degree of a recognized University or equivalent in any subject other than Hindi or English with English or Hindi as a compulsory or elective subjects or either of the two a medium of examination and the other as a compulsory or elective subject at degree level.

OR

Masters Degree of a recognized University or equivalent in any subject other than Hindi or English with English or Hindi medium and English or Hindi as a compulsory or elective subjects or a medium of examination at degree level; and

(ii) Recognized Diploma or Certificate course in Translation from Hindi to English and vice versa or two years experience of translation work from Hindi to English and vice versa in Central or State Government Offices including Government of India Undertakings.

Desirable:

(i) Knowledge at the level of Matriculation of a recognized Board or equivalent of one of the languages other than Hindi mentioned in the Eighth Schedule of the Constitution.

Note 1: Qualifications are relaxable at the discretion of the Staff Selection Commission or Competent Authority, for reasons to be recorded in writing, in case of candidates otherwise well qualified.

Note 2: The qualifications regarding experience is relaxable at the discretion of the Staff Selection Commission or Competent Authority, for reasons to be recorded in writing, in case of candidates belonging to Scheduled Castes or Scheduled Tribes, if at any stage of selection, the Staff Selection Commission or the Competent Authority 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 posts reserved for them.

Note : period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Govt. shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.

2. Application must be sent in the Bio-data/Curriculum Vitae Proforma as per **Annexure-I of DoP&T OM No. AB.14017/28/2014-Estt.(RR) dated 02.07.2015 to Shri Sushil Kumar, Deputy Secretary (Admn), Central Information Commission, 5th Floor, Baba Gangnath Marg, Munirka, New Delhi-110067.** This proforma can be downloaded from Central Information Commission's website www.cic.gov.in

3. The envelope contains the application duly filled in and supported by all relevant documents should be superscribed: "Application for the post of _____ on deputation (including short term contract) /Deputation basis."
4. While forwarding applications, the Confidential Reports (Photocopies of the CRs/APARs with each page duly attested by the officer not below the rank of Under Secretary to the GOI) for the last five years, Cadre clearance, Vigilance Clearance and Integrity Certificate and Statement showing Major or Minor penalties, if any, imposed during the last ten years, may positively be furnished by the sponsoring authority.
6. The Officers selected will have the option to draw his/her pay plus deputation (duty) allowance or to have his/her pay fixed in the scale/level of the post in accordance with DoPT O.M. No.2/12/87-Estt (Pay II) dated 29.04.1988, as amended from time to time.
7. The last date of receipt of application in the Commission is **45 days from the date of publication** of the advertisement in Employment News.

Susmit Kumar

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No. A-31011/03/2020-CLS-I
Government of India
Ministry of Labour & Employment
Shram Shakti Bhavan, Rafi Marg, New Delhi

Dated, the 3rd July, 2020

Subject:- Filling up the post of **Chief Labour Commissioner (Central)** in the Ministry of Labour & Employment, New Delhi, which is likely to fall vacant w.e.f 01.09.2020, on **deputation (Including Short Term Contract) basis.**

It is proposed to fill up one post of Chief Labour Commissioner (Central) in the Central Labour Service (an Organized Group 'A' Service) under the Ministry of Labour & Employment, New Delhi in Higher Administrative Grade (HAG) { Level 15 in Pay Matrix Rs. 1,82,200 – 2,24,100} on deputation basis (including short term contract) from amongst suitable and eligible Officers working under Central Government or State Government or Government of Union Territories or Public Sector Undertakings or Autonomous Bodies or Statutory Bodies. The period of deputation shall be of **16 months** or till a regular incumbent officer from the Central Labour Service becomes eligible and available to hold the post. The eligibility conditions, qualifications and experience required for the post and other details are given in **Annexure -I**. The duties and responsibilities attached to the post are given in **Annexure-II**.

2. The terms & conditions and pay & allowances of the Officer selected for appointment on deputation basis will be governed as per the provisions contained in Government of India, Department of Personnel & Training OM No. 6/8/2009-Estt(Pay-II) dated 17.06.2010 as amended from time to time.

3. It is requested that the applications of suitable and eligible Officers who can be spared immediately in the event of selection may be sent to Shri Satish Chander, Under Secretary (CLS-I), Ministry of Labour & Employment, Room No. 12 A, Shram Shakti Bhavan, Rafi Marg, New Delhi-110001(In duplicate). **The last date of receipt of application in Ministry of Labour and Employment is 17.08.2020.**

4. Applications of only such officers/ Candidates which are routed through proper channel and are accompanied by the following documents, will only be considered:-

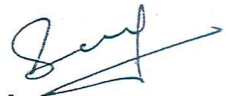
- (i) Bio-data as per the proforma given in **Annexure-III**.
- (ii) Attested photocopies of ACRs/APARs for the last five years. (ACRs/APARs to be attested by an Officers not below the rank of Under Secretary).
- (iii) Vigilance Clearance Certificate as per **Annexure-IV**.

JS & Adl (RK)

JFA (SM) - (M)

1028/SS/C/2020
24/7/2020

- (iv) Statement giving details of major or minor penalties imposed on the Officer, if any during last ten years **Annexure V**.
- (v) Integrity Certificate **Annexure VI** and
- (vi) Cadre Clearance.
5. Applications received after the closing date or without the prescribed documents or otherwise found incomplete or not in the prescribed Proforma are liable to be rejected. Officers who apply for the post will not be allowed to withdraw their candidature, subsequently.
6. While forwarding the applications, it may be verified and certified that the particulars furnished by the Officer are correct. It may also be confirmed that in the event of selection for appointment the officer concerned will be relieved of his duties immediately.
7. It is requested that this may be given wide circulation in the various offices under the administrative control of your Ministry/Department/Organization.



(Sanjeev Nanda)

Under Secretary to the Government of India

Tele: - 23766937

To

- (i) The Secretaries, all the Ministries/Departments of Government of India
- (ii) The Chief Secretaries of all State Government/Union Territories

Annexure-I

1. Name of the Post: Chief Labour Commissioner (Central), Ministry of Labour & Employment.
 2. Number of Post: 01 (One)
 3. Classification: Central Labour Service (Organised Group 'A') in HAG level.
 4. Pay Scale: Level 15 in Pay Matrix Rs. 1,82,200 – 2,24,100 with annual increment @ 3%.
 5. Period of deputation:- **16 months** or till a regular eligible officer from the Central Labour Service becomes available to hold the post.
 6. Pay & Allowances : Pay & allowances of the Officer selected for appointment on deputation basis will be governed as per the provisions contained in Department of Personnel & Training's OM no. 6/8/2009-Estt (Pay-II) dated 17.06.2010 as amended from time to time.
 7. Qualifications, Experiences and Eligibility required for the post:-
Officers under Central Government or State Governments or Government of Union Territories or Public Sector Undertakings or Autonomous Bodies or Statutory Bodies;
- (A) (i) Holding analogous post on regular basis;
- (ii) With three years' regular service in the Senior Administrative Grade in the Level 14 Rs. 1,44,200 – 2,18,200 of Pay Matrix.
- (B) Possessing the following educational qualifications and experience:

Essential Qualifications:

- (i) Degree of a recognized University;
- (ii) Diploma in Social Work or Labour Welfare or Industrial Relations or Personnel Management or Labour Laws from a recognized University or Institution.

Experience:

Working Experience of 18 years in public field out of which at least five years in the field of Labour Laws, Industrial Relations, Conciliations in Industrial Disputes and Labour Welfare Schemes in the Central Government or State Governments etc. including exposure and knowledge of International Labour Laws.

Note 1: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government **shall ordinarily not exceed three years.**

Note 2: The maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the last date of receipt of applications.

Note 3: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1.1.2016 (the date from which the revised pay structure based on the 7th CPC recommendation has been extended) shall be deemed to be service rendered in the corresponding Pay level in the Pay Matrix extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one Pay level and where this benefit will extend only for the post(s) for which that pay level is the normal replacement without any up-gradation.

Annexure-II**Duties and Responsibilities of the post of Chief Labour Commissioner (Central) under Ministry of Labour and Employment.**

1. Chief Labour Commissioner (Central) is the Head of the Central Industrial Relations Machinery (CIRM) and is responsible for all administrative and financial powers of the Organization of Chief Labour Commissioner (Central) besides the quasi-judicial and other functions.
2. Chief Labour Commissioner (Central) functions as Appellate Authority under Industrial Employment (Standing Orders) Act. Besides hearing appeals under I.E. (S.O) Act, he/she also allocates appeals to other appellate authorities like Deputy Chief Labour Commissioner (Central) and Regional Labour Commissioner (Central).
3. Chief Labour Commissioner (Central) is responsible for administration/implementation of Labour laws through machinery provided for the purpose.
4. He/She is declared as Inspector under various Labour Laws.
5. As a chief of the organization, he/she is responsible for monitoring Industrial relations in the country in the Central Sphere as well in the State Sphere when desired for by Government of India.
6. He/she monitors the Industrial Relations situation through officers declared as conciliation officer under Industrial Disputes Act. He himself is declared as conciliation officer under ID Act and intervenes/ mediates in the disputes of national importance.
7. Chief Labour Commissioner(Central) is the main agency to provide feedback to Govt. of India in the matter of industrial relations scenario and suggest ways and means to maintain industrial harmony.
8. He/She acts as an Advisor to Government of India in the matters relating to amendment of Labour Laws and also to suggest formulation of new legislations, if necessary.

Annexure-III**Application for the Post of Chief Labour Commissioner (Central) on
Deputation (Including Short Term Contract) Basis****Bio-Data Proforma**

- Name and address (in Block Letters):
Telephone No.: (O) (M) (R)
- Date of birth (in Christian era):
- Date of retirement under Central/State Government Rules:
- Educational Qualification:
- Whether educational and other qualification required for the posts are satisfied.
(if any qualification has been treated as equivalent to those prescribed in the
rules, state the authority for the same):

Qualifications/Experience Required	Qualifications/Experience possessed by the officer

- Please state clearly whether in the light of entries made by you above, you meet the requirements of the post:
- Details of employment in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient):

Office/Institute/Organization	Post held and service cadre to which it belongs	From	To	Pay in the pay band and classification of post	Whether held on Regular /Ad hoc Basis	Nature of duties

- Nature of Present Employment, i.e.
 - Ad-hoc basis
 - Regular/on temporary basis
 - Level in Pay Matrix
 - Pay drawn in the Pay level

- 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:
 - a) Central Government
 - b) State Government
 - c) Government of Union Territories
 - d) Autonomous Organization
 - e) Government Undertaking
 - f) Universities
 - g) Statutory Bodies
- 11. Are you in Revised Pay Structure? If yes, give the 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 space is insufficient:
- 14. Whether belong to SC/ST:
- 15. Remarks, if any

Date:

Signature of the Candidate

Address

Countersigned with office seal by the authorized signatory of the parent office

Vigilance Clearance Certificate

Certified that no vigilance case or disciplinary proceedings or criminal proceeding is either pending or contemplated against Shri/Smt/Ms.....who has applied for the post of Chief Labour Commissioner (Central) on deputation (including short term contract) basis in the Ministry of Labour & Employment New Delhi.

Date:

(Authorised Signatory)
Name & office seal

Annexure-V**No Penalty Certificate**

Certified that no minor/major penalty has been imposed during the last 10 years on shri/smt/Ms.....who has applied for the post of Chief Labour Commissioner (Central) on deputation (including short term contract) basis in the Ministry of Labour & Employment, New Delhi

(Authorised Signatory)

Name & office seal:

Date:

Integrity Certificate

After scrutinizing all relevant official records, including the list of officers of doubtful integrity, it is certified that integrity of Shri/Smt/Ms.....who has applied for the post of Chief Labour Commissioner (Central) on deputation (including short term contract) basis in the Ministry of Labour & Employment New Delhi, is beyond doubt.

(Authorised Signatory)

Name & office seal:

Date:

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IMMEDIATE

No. V(A)/16/1/R&P/NTRO/2020-10402
Government of India
National Technical Research Organisation
Block-III, Old JNU Campus, New Delhi-110067

Dated, the 07 July 2020

Sub: Filling up vacancies in the grade of Assistant Director of Accounts / Assistant Director (Audit) in NTRO on Deputation basis.

A recruitment notice is enclosed herewith inviting applications to fill up 01 (One) vacancy (Subject to increase or decrease) in the grade of **Assistant Director of Accounts / Assistant Director (Audit)** in Level – 11 of the Pay Matrix in National Technical Research Organisation on deputation basis.

2. It is requested that this recruitment notice may please be widely circulated amongst the eligible officers of your Organization/Department. The applications duly filled by willing and eligible officers in prescribed pro forma (**Annexure-I**) with Certification by Employer/Cadre Controlling Authority (**Annexure-II**) may be forwarded through proper channel along with attested photocopies of APARs for the last 05 years so as to reach on the following address:-

Deputy Director (Rectt)
National Technical Research Organisation
Block-III, Old JNU Campus
New Delhi - 110067

3. It is stated that incomplete applications and/or those received late and/or not accompanied by supporting certificates/documents in support of qualification and experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection. No correspondence in this regard would be entertained.

4. The last date for receipt of application is 30 days from the date of issue of this recruitment notice which is also being uploaded in the website **ntro.gov.in**. The extension of last date of receipt of application, if any, will be notified / uploaded in the said website.

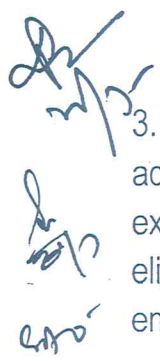
Enclosure: As above.


Deputy Director (Rectt)

Distribution: As per list enclosed.

1596(ANF)
20/07/20

रक्षा लेखा व ०० सहायक महानिंत्रक (प्रशा.)
Sr. ACGDA (AI-I)
आपरी सं / Dy. No. 3.M.S. / Date: 20.7.20



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RECRUITMENT NOTICE
NATIONAL TECHNICAL RESEARCH ORGANISATION

Applications are invited from officers of Central Government to fill up vacancies in National Technical Research Organisation (NTRO) on **Deputation basis**:-

S. No.	Name of the Post	No. of Vacancies*	Level in the Pay Matrix #
(i)	Assistant Director of Accounts / Assistant Director (Audit)	01 (One)	Level – 11

* Subject to increase / decrease.

In addition, Special Allowance @ 20% of Basic Pay will be admissible. No Deputation Duty Allowance will be paid.

2. The essential eligibility criteria are as under:-

a. Officers of organized Audit / Accounts services of the Central Government:

- i. Holding analogous posts on regular basis in the parent cadre or department; or
- ii. With five years regular service in Level-10 in the pay matrix in the parent cadre or department; or
- iii. with five years of regular service in Level-9 in the pay matrix in the parent cadre or department.

b. Officers under the Central Government:-

- i. Holding analogous posts on regular basis in the parent cadre or department; or
- ii. with five years regular service in the grade rendered in Level-10 in the pay matrix or equivalent in the parent cadre; or
- iii. with five years regular service in the grade in Level-9 in the pay matrix or equivalent in the parent cadre; and

Possessing any one of the following qualifications:-

- i. Pass in the Subordinate Accounting Services or equivalent examination conducted by any one of the organized Accounts Departments of the Central Government; or
- ii. Training in the Cash and Accounts work in the Institute of Secretarial Training and Management or equivalent training course and a minimum of nine years' experience in Cash, Audit, Accounts and Budget work.

Note-1: 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, deputationists shall not be eligible for consideration for appointment on promotion.

Note-2: The maximum age limit for appointment on deputation shall be not exceeding fifty-six years as on the closing date of the receipt of the application.

Note-3: Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department shall ordinarily not exceed four years which may be extended as per relevant rules or Government orders.

Contd...P/2

3. **How to apply** – The applications duly filled by willing and eligible officers in prescribed proforma (**Annexure-I**) with Certification by the Employer/Cadre Controlling Authority (**Annexure-II**) be forwarded through proper channel along with attested photocopies of APARs for last 05 years so as to reach on the following address :-

Deputy Director (Rectt)
National Technical Research Organisation
Block-III, Old JNU Campus
New Delhi - 110067

4. The last date of receipt of application is **30 days** from the date of issue of this recruitment notice which is also being uploaded in the **ntro.gov.in** website. The extension of last date of receipt of application, if any, will be notified/uploaded in the said Website.
5. Attested copies of educational qualifications, experience and other certificates should be enclosed with the application in support of their claim against the requisite eligibility criteria. Candidates may be required to produce original certificates for verification at the time of interview/selection.
6. Incomplete applications and/or those received late and/or not accompanied by supporting certificate/documents, would be summarily rejected. **No correspondence in this regard would be entertained.**
7. Canvassing in any form will disqualify the candidate.



BIO-DATA/CURRICULUM VITAE PROFORMA		(Please affix a recent passport size colour photograph)
For the post of Assistant Director of Accounts / Assistant Director (Audit) on DEPUTATION BASIS		
Reference No: V(A)/16/1/R&P/INTRO/2020		Post applied for: Assistant Director of Accounts / Assistant Director (Audit)
1.	Name and Address (in Block Letters) Contact No : Email ID :	
2.	Date of Birth (in Christian era)	
3.	i) Date of entry into Government service	
	ii) Date of retirement under Central/State Government Rules	
4.	Educational Qualifications	
5.	Whether Education and other qualification required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
Qualifications/Experience required as mentioned in the advertisement/vacancy circular		Qualifications/experience possessed by the officer (to be mentioned by the applicant clearly)
Essential		Essential
<p>a. Officers of organized Audit / Accounts services of the Central Government:</p> <p>i. Holding analogous posts on regular basis in the parent cadre or department; or</p> <p>ii. With five years regular service in Level-10 in the pay matrix in the parent cadre or department; or</p> <p>iii. with five years of regular service in Level-9 in the pay matrix in the parent cadre or department.</p> <p>b. Officers under the Central Government:-</p> <p>i. Holding analogous posts on regular basis in the parent cadre or department; or</p> <p>ii. with five years regular service in the grade rendered in Level-10 in the pay matrix or equivalent in the parent cadre; or</p> <p>iii. with five years regular service in the grade in Level-9 in the pay matrix or equivalent in the parent cadre; and</p> <p>Possessing any one of the following qualifications:-</p> <p>i. Pass in the Subordinate Accounting Services or equivalent examination conducted by any one of the organized Accounts Departments of the Central Government; or</p> <p>ii. Training in the Cash and Accounts work in the Institute of Secretarial Training and Management or equivalent training course and a minimum of nine years' experience in Cash, Audit, Accounts and Budget work.</p>		

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.					
Note: Borrowing Department are to provide their specific comments/ views confirming the relevant Essential Qualifications/Work experience possesses by the Candidate (as indicated in the Bio-data) with reference to the post applied.						
7.	Details of Employment, in chronological order, Enclose a separate sheet duly <u>authenticated by your signature</u>, if the space below is insufficient.					
Office/institution		Post held on regular basis	From	To	Level in the Pay Matrix of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for
<p>*Important: Level in the Pay Matrix granted under ACP/MACP are personal to the officer and therefore, should not be mentioned in the above table. Only Level in the Pay Matrix of the post held on regular basis to be mentioned therein. Details of ACP/MACP with present Level in the Pay Matrix where such benefits have been drawn by the Candidate, may be indicated as below:</p>						
Office/institution		Level in the Pay Matrix under ACP/MACP Scheme		From	To	
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/organisation to which the applicant belongs	d) Name of the post and pay of the post held in substantive capacity in the parent organisation.	
<p>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. Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organisation but still maintaining a lien in his parent cadre/organisation.</p>						

10.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
11.	Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organisation d) Government Undertaking e) Universities f) Others		
12.	Please state whether you are working in the same department and are in the feeder grade or feeder to feeder grade.		
13.	Are you in revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.		
14.	Total emoluments per month now drawn		
	Basic Pay	Level in the Pay Matrix	Total Emoluments
15.	In case the applicant belongs to an organisation which is not following the Central Government Pay-scale, the latest salary issued by the organisation showing the following details may be enclosed.		
	Basic Pay with Level of Pay Matrix and rate of increment	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 things may provide information with regard to (i) additional academic qualification (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet duly signed, if the space is insufficient)		
	(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		

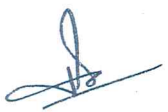
<p>(iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organisation (iv) Any research / innovative measure involving official recognition (vi) any other information. (Note: Enclose a separate sheet duly signed, if the space is insufficient)</p>	
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I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Bio data / 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 _____

Address _____



ANNEXURE-II**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 APAR dossier in original is enclosed/photocopies of the 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**(Employer/Cadre Controlling Authority with Seal)**

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Distribution List

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16. The Joint Secretary (Admin), Ministry of Home Affairs, Room No. 194, North Block, New Delhi.

17. The Joint Secretary (Estt), Ministry of Defence, Room No. 97, South Block, New Delhi.
18. Directorate of Personnel, DRDO Bhawan, Rajaji Marg, New Delhi.
19. The Joint Secretary (Admin), Department of Science & Technology, New Mehrauli Road, New Delhi.
20. The Joint Secretary, Department of Space, ISRO Hqrs. Antriksh Bhawan, New BEL Road, Bangalore- 560 094.
21. The Director (SR), Cabinet Secretariat, Room No. 1001, B-I wing 10th floor, Pt. Deen Dayal Antodaya Bhawan, CGO Complex, New Delhi-110003.
22. The Joint Director (Estt), Intelligence Bureau (MHA), 35, Sardar Patel Marg, New Delhi.
23. The Joint Secretary (Estt)/CAO, Ministry of Defence, Room No. 155, 'E' Block, Dalhousie Road, New Delhi-110 011.
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29. The Principal Director (Personnel), O/o C&AG of India, 9. Deen Dayal Upadhyaya Marg, New Delhi – 110124.