

No. 10/121/2016-NCLT (Pt-III)
NATIONAL COMPANY LAW TRIBUNAL

6th Floor, Block-3,
CGO Complex, Lodhi Road,
New Delhi- 110003
Dated, the 17th August, 2020

OFFICE MEMORANDUM

Subject:- Filling up the posts of Joint Registrar, Deputy Registrar, Assistant Registrar, Programmer, Court Officer, Private Secretary, Senior Legal Assistant, Assistant Library Information Officer, Assistant, Stenographer Grade-II/ Personal Assistant, Stenographer Grade-III, Cashier, Record Assistant and UDC on **deputation basis** in National Company Law Tribunal (NCLT) Benches at 15 locations all over India.

Applications are invited for filling up the following posts on deputation basis in the National Company Law Tribunal (NCLT) Benches at New Delhi, Ahmedabad, Allahabad, Amaravati (presently at Hyderabad), Bengaluru, Chandigarh, Chennai, Cuttack, Guwahati, Hyderabad, Indore (presently at Ahmedabad), Jaipur, Kochi, Kolkata and Mumbai. The details of the posts are as under:

| Sl. No | Post | No. of Posts | Level in Pay Matrix as per Seventh Central Pay Commission |
|--------|---|--------------|---|
| 1. | Joint Registrar | 07 | Level 13 (Rs. 123100-215900) |
| 2. | Deputy Registrar | 11 | Level 12 (Rs. 78800- 209200) |
| 3. | Assistant Registrar | 12 | Level 11 (Rs. 67700- 208700) |
| 4. | Programmer | 01 | Level 9 (Rs. 53100- 167800) |
| 5. | Court Officer | 21 | Level 8 (Rs. 47600 – 151100) |
| 6. | Private Secretary | 27 | Level 8 (Rs. 47600 – 151100) |
| 7. | Senior Legal Assistant | 24 | Level 7 (Rs. 44900 – 142400) |
| 8. | Assistant Library Information Officer | 10 | Level 7 (Rs. 44900 – 142400) |
| 9. | Assistant | 16 | Level 6 (Rs. 35400 – 112400) |
| 10. | Stenographer Grade-II/ Personal Assistant | 07 | Level 6 (Rs. 35400 – 112400) |
| 11. | Stenographer Grade-III | 15 | Level 4 (Rs. 25500 – 81100) |
| 12. | Cashier [at New Delhi only] | 01 | Level 4 (Rs. 25500 – 81100) |
| 13. | Record Assistant | 08 | Level 4 (Rs. 25500 – 81100) |
| 14. | U.D.C. | 07 | Level 4 (Rs. 25500 – 81100) |

2. Vacancy position is tentative and may increase or decrease. The selected candidate will be required to serve at NCLT Bench for which he/she is selected. At present NCLT Benches are established at New Delhi, Ahmedabad, Allahabad, Amaravati (presently at Hyderabad), Bengaluru, Chandigarh, Chennai, Cuttack, Guwahati, Hyderabad, Indore (presently at Ahmedabad), Jaipur, Kochi, Kolkata and Mumbai. Candidates applying for more than one post are required to submit separate application for each post.

3. The details of the posts, along with eligibility criteria, educational qualification/ experience etc. required for each category of post are given in the enclosed **Annexure-I**. The National Company Law Tribunal (Recruitment, Salary and other Terms and Conditions of Service of Officers and other Employees) Rules, 2020 may kindly be seen at NCLT website, i.e., <https://nclt.gov.in> under the link Public Notices.

4. The period of appointment on deputation will be initially for a period of three years or till further orders, whichever is earlier. Other terms and conditions of service shall be governed by O.M. No. 6/8/2009-Estt.(Pay II) dated 17th June, 2010 of Department of Personnel & Training, Ministry of Personnel Public Grievances & Pensions, Govt. of India as amended from time to time.

5. The candidates appointed on deputation will be eligible for government accommodation in General Pool.

6. Maximum age limit for appointment on deputation for the above posts is 56 years as on the closing date of receipt of applications.

7. Application in the prescribed proforma (**Annexure-II**) complete in all respect along with the certificate attached to the application from the employer/head of office/forwarding authority and certified copies of ACRs/APARs for the last five years may be sent to the following address:-

The Assistant Registrar (Admin),
National Company Law Tribunal,
6th Floor, Block No. 3, C.G.O. Complex,
Lodhi Road, New Delhi – 110 003.

8. Last date for receipt of applications is **19.10.2020**. The applications received after the last date will not be considered.

(Nasreen B. Siddiqui)
Assistant Registrar, NCLT, New Delhi
Email: adm@nclt.gov.in; Tel: 011-24363677

ANNEXURE – I

DETAILS OF POSTS ALONG WITH ELIGIBILITY CRITERIA, EDUCATIONAL QUALIFICATION / EXPERIENCE ETC. REQUIRED.

| Sl. No. | Name of Post | Tentative No. of Post (s) | Level in pay matrix | Eligibility criteria, educational qualification / experience etc. required for appointment on deputation. |
|---------|------------------|---------------------------|---------------------------------|--|
| 1 | Joint Registrar | 07 | Level 13 (Rs. 123100-215900) | <p>Officers of the Central Government or State Governments or Union Territories or Courts or Tribunals or statutory organisations or State / Higher Judicial Service:-</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or (ii) a post in Level-12 in Pay Matrix of Seventh Central Pay Commission with five years regular service; or (iii) a post in Level-11 in Pay Matrix of Seventh Central Pay Commission with ten years regular service.</p> <p>(b) (i) Degree in Law from a recognised University, and (ii) Experience in personnel and administrative matters.</p> <p>Note 1: The departmental officers in the feeder grade who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment shall ordinarily not exceed five years.</p> <p>Note 3: The maximum age limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt of applications.</p> <p>Note 4: For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding level in the pay matrix of the Seventh Central Pay Commission.</p> |
| 2 | Deputy Registrar | 11 | Level 12 (Rs. 78800-209200) | <p>Officers working under Central Government or State Governments or Union Territories or Courts or Tribunals or statutory organisations (<i>possessing</i>) a degree in Law from a recognised University:</p> <p>(a) (i) holding analogous post on regular basis; or (ii) a post in Level 11 as per Pay Matrix of Seventh Central Pay Commission or equivalent with five years' regular service in the Grade,</p> <p>(b) Having experience in administrative or establishment or court matters.</p> <p>Note 1: The departmental officers in the feeder grade who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> |

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| | | | | <p>Note 2: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment shall ordinarily not exceed five years.</p> <p>Note 3: The maximum age limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt of applications.</p> <p>Note 4: For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding level in the pay matrix of the Seventh Central Pay Commission.</p> |
| 3 | Assistant Registrar | 12 | Level 11 (Rs. 67700-208700) | <p>Officers working under Central Government or State Governments or Union Territories or Courts or Tribunals possessing degree in Law from a recognised University:</p> <p>(a) (i) holding analogous post on regular basis; or (ii) a post in Level 9 and 10 as per Pay Matrix of Seventh Central Pay Commission or equivalent with five years' regular service in the Grade; or (iii) a post in Level 8 as per Pay Matrix of Seventh Central Pay Commission or equivalent with six years' regular service in the Grade, (iv) a post in Level 7 in Pay Matrix of Seventh Central Pay Commission with seven years' regular service in the Grade, (b) Having experience in administrative/ or establishment or Court matters.</p> <p>Note 1: The departmental officers in the feeder grade who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment shall ordinarily not exceed five years.</p> <p>Note 3: The maximum age limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt of applications.</p> <p>Note 4: For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding level in the pay matrix of the Seventh Central Pay Commission.</p> |
| 4 | Programmer | 01 | Level 9 (Rs. 53100-167800) | <p>Officers working under Central or State Governments or Union Territories or Courts or Tribunals or statutory organizations possessing degree in Bachelor in Engineering or Bachelor of Technology in Computer Science or Information Technology or Master of Computer Applications or equivalent degree from a recognized institute:</p> <p>(i) holding analogous post on regular basis; or (ii) a post in Level 8 in the pay matrix of Seventh Central Pay</p> |

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| | | | | <p>Commission or equivalent with two years' regular service in the grade.</p> <p>(iii) a post in Level 7 in the pay matrix of Seventh Central Pay Commission or equivalent with three years' regular service in the grade.</p> <p>Note 1: The departmental officers in the feeder grade who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment shall ordinarily not exceed three years.</p> <p>Note 3: The maximum age limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt of applications.</p> <p>Note 4: For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding level in the pay matrix of the Seventh Central Pay Commission.</p> |
| 5 | Court Officer | 21 | Level 8 (Rs. 47600 – 151100) | <p>Officers working under Central or State Governments or Union Territories or Courts or Tribunals or possessing preferably a degree in Law from a recognized University–</p> <p>(a) (i) holding analogous post on regular basis; or (ii) a post in Level 7 in Pay Matrix of Seventh Central Pay Commission or equivalent with two years' regular service in the grade, or (iii) a post in Level 6 in Pay Matrix of Seventh Central Pay Commission or equivalent with six years' regular service in the grade,</p> <p>(b) having experience in administrative or establishment or court matters.</p> <p>Note 1: The departmental officers in the feeder grade who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment shall ordinarily not exceed three years.</p> <p>Note 3: The maximum age limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt of applications.</p> <p>Note 4: For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding level in the pay matrix of the Seventh Central Pay Commission.</p> |

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| 6 | Private Secretary | 27 | Level 8 (Rs. 47600 – 151100) | <p>Officers working under Central or State Governments or Union Territories or Courts or Tribunals possessing skill norms i.e. dictation @ 110 WPM (English). Transcription on computers fifty five word per minute:- (i) holding analogous post on regular basis; or (ii) a post in Level 7 in Pay Matrix of Seventh Central Pay Commission or equivalent with two years' regular service in the grade; or (iii) a post in Level 6 in Pay Matrix of Seventh Central Pay Commission or equivalent with six years' regular service in the grade.</p> <p>Note 1: The departmental officers in the feeder grade who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. Note 2: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment shall ordinarily not exceed three years. Note 3: The maximum age limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt of applications. Note 4: For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding level in the pay matrix of the Seventh Central Pay Commission.</p> |
| 7 | Senior Legal Assistant | 24 | Level 7 (Rs. 44900 – 142400) | <p>Officers working in Central or State Governments or Union Territories or Courts or Tribunals possessing degree in law from a recognised University and: (i) holding analogous post on regular basis; or (ii) a post in Level 6 in Pay Matrix of Seventh Central Pay Commission or equivalent with five years' regular service in the grade; or (iii) a post in Level 5 in Pay Matrix of Seventh Central Pay Commission or equivalent with eight years' regular service in the grade;</p> <p>Note 1: The departmental officers in the feeder grade who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. Note 2: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment shall ordinarily not exceed three years. Note 3: The maximum age limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt of applications. Note 4: For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01st</p> |

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| | | | | January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding level in the pay matrix of the Seventh Central Pay Commission |
| 8 | Assistant Library Information Officer | 10 | Level 7 (Rs. 44900 – 142400) | <p>Officials working under Central or State Governments or Union Territories or Courts or Tribunals possessing the educational qualifications and experience prescribed for direct recruits under column (7) [i.e. (i) Bachelor Degree in Library Science or Library and Information Science from a recognised University or Institute or Bachelor Degree in any discipline from a recognised university with Diploma in Library Science; (ii) Two years professional experience in a library];</p> <p>(i) holding analogous posts on regular basis; or (ii) a post in Level 6 in Pay Matrix of Seventh Central Pay Commission or equivalent with five years' regular service in that grade; or</p> <p>Note 1: The departmental officers in the feeder grade who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. Note 2: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment shall ordinarily not exceed three years. Note 3: The maximum age limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt of applications. Note 4: For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding level in the pay matrix of the Seventh Central Pay Commission.</p> |
| 9 | Assistant | 16 | Level 6 (Rs. 35400 – 112400) | <p>Officials working under Central or State Governments or Union Territories or Courts or Tribunals:</p> <p>(a) (i) holding analogous post on regular basis; or (ii) a post in Level 5 in Pay Matrix of Seventh Central Pay Commission or equivalent with six years' regular service in the grade; or (iii) a post in Level 4 in Pay Matrix of Seventh Central Pay Commission or equivalent with ten years' regular service in the grade. (b) having knowledge of computer operation.</p> <p>Note 1: The departmental officers in the feeder grade who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. Note 2: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding</p> |

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| | | | | <p>this appointment shall ordinarily not exceed three years.</p> <p>Note 3: The maximum age limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt of applications.</p> <p>Note 4: For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding level in the pay matrix of the Seventh Central Pay Commission.</p> |
| 10 | Stenographer Grade-II/PA | 07 | Level 6 (Rs. 35400 – 112400) | <p>Officers working as Stenographers or Personal Assistants under Central or State Governments or Union Territories or Courts/ Tribunals possessing skill norms i.e. dictation @ 100 WPM (English). Transcription 50 WPM on computer:</p> <p>(i) holding analogous post on regular basis; or</p> <p>(ii) a post in Level 5 in Pay Matrix of Seventh Central Pay Commission or equivalent with six years' regular service in the grade,</p> <p>(iii) a post in Level 4 in Pay Matrix of Seventh Central Pay Commission or equivalent with ten years' regular service in the grade.</p> <p>Note 1: The departmental officers in the feeder grade who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment shall ordinarily not exceed three years.</p> <p>Note 3: The maximum age limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt of applications.</p> <p>Note 4: For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding level in the pay matrix of the Seventh Central Pay Commission</p> |
| 11 | Stenographer Grade-III | 15 | Level 4 (Rs. 25500 – 81100) | <p>Officials working under Central or State Governments or Union Territories or Courts or Tribunals, possessing skill test norms as per column (7) [i.e. (i) 12th Class pass or equivalent from a recognised Board or University ; and (ii) Skill Test Norms: Dictation: 10 minutes @ 80 w.p.m. (English). Transcription: 40 w.p.m. on computer.];</p> <p>(i) holding analogous posts on regular basis; or</p> <p>(ii) a post in Level 3 in Pay Matrix of Seventh Central Pay Commission or equivalent with five years' regular service in that grade; or</p> <p>(iii) a post in Level 2 in Pay Matrix of Seventh Central Pay Commission or equivalent with eight years' regular service in that grade.</p> |

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| | | | | <p>Note 1: The departmental officers in the feeder grade who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment shall ordinarily not exceed three years.</p> <p>Note 3: The maximum age limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt of applications.</p> <p>Note 4: For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding level in the pay matrix of the Seventh Central Pay Commission.</p> |
| 12 | Cashier | 01 | Level 4 (Rs. 25500 – 81100) | <p>Officials working under Central or State Governments or Union Territories or Courts or Tribunals:</p> <p>(i) holding analogous posts on regular basis; or</p> <p>(ii) a post in Level 3 in Pay Matrix of Seventh Central Pay Commission or equivalent with five years' regular service in that grade and having successfully completed cash and accounts training; or</p> <p>(iii) a post in Level 2 in Pay Matrix of Seventh Central Pay Commission or equivalent with eight years' regular service in that Grade and having successfully completed cash and accounts training.</p> <p>Note 1: The departmental officers in the feeder grade who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment shall ordinarily not exceed three years.</p> <p>Note 3: The maximum age limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt of applications.</p> <p>Note 4: For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding level in the pay matrix of the Seventh Central Pay Commission.</p> |
| 13 | Record Assistant | 08 | Level 4 (Rs. 25500 – 81100) | <p>Officials working under Central or State Governments or Union Territories or Courts or Tribunals or statutory organisations:</p> <p>(i) holding analogous posts on regular basis; or</p> <p>(ii) holding a post in Level-2 in Pay Matrix of Seventh Central Pay Commission with eight years regular service in the grade.</p> |

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| | | | | <p>Note 1: The departmental officers in the feeder grade who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment shall ordinarily not exceed three years.</p> <p>Note 3: The maximum age limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt of applications.</p> <p>Note 4: For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding level in the pay matrix of the Seventh Central Pay Commission.</p> |
| 14 | Upper Division Clerk | 07 | Level 4 (Rs. 25500 – 81100) | <p>Officials working under Central or State Governments or Union Territories or Courts or Tribunals or statutory organisations: (i) holding analogous posts on regular basis; or (ii) holding a post in Level-2 in Pay Matrix of Seventh Central Pay Commission with eight years regular service in the grade.</p> <p>Note 1: The departmental officers in the feeder grade who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment shall ordinarily not exceed three years.</p> <p>Note 3: The maximum age limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt of applications.</p> <p>Note 4: For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding level in the pay matrix of the Seventh Central Pay Commission.</p> |

ANNEXURE – II

APPLICATION FOR THE POST OF **ON DEPUTATION BASIS**
IN NATIONAL COMPANY LAW TRIBUNAL

Paste here self
attested passport size
coloured photograph

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|-----|---|---|----------------------|
| 1. | Post Applied For [separate application be submitted for each post] | : | |
| 2. | Preference for 3 locations in order of priority [please refer to vacancy circular] | : | (i) (ii) (iii) |
| 3. | Name (IN BLOCK LETTERS) | : | |
| 4. | Date of Birth | : | |
| 5. | Date of retirement under Central Government Rules | : | |
| 6. | Service to which you belong | : | |
| 7. | Whether SC/ST | : | |
| 8. | Office Address | : | |
| | Telephone No. | : | |
| | Fax No. | : | |
| 9. | Correspondence Address | : | |
| | Telephone No. | : | |
| | Mobile No. | : | |
| | Email id (mandatory) | : | |
| 10. | Permanent Address | : | |
| 11. | Level in Pay Matrix along with Present Pay, Present Post held and date of present posting | : | |

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|-----|--|--|-----------------|--------------------|----------|---|--|------------------|
| 12. | Educational Qualifications (Matric onwards) | | | | | | | |
| | Exam Passed | Name of University/ Institute/ Board | Year of Passing | Duration of Course | Subjects | Percentage of Marks (Mention Distinction, if any) | | |
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| 13 | Details of employment (in Chronological order). | | | | | | | |
| | Sl. No | Name of the office | Post held | Period | | Nature of appointment (Regular/ Ad-hoc/ Deputation) | Level in Pay Matrix/Pay band and Grade Pay | Nature of duties |
| | | | | From | To | | | |
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| 14. | Nature of present employment i.e. Permanent/Ad-hoc/ Temporary | | | : | | | | |
| 15. | In case the present employment is held on deputation, please state: a) The date of initial appointment: b) Period of appointment: c) Name and address of the present office / organization: d) Name and address of parent office/ organization : | | | : | | | | |
| 16. | Details of training undergone | | | : | | | | |
| 17. | Details of proficiency in computer | | | : | | | | |

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| 18. | Any other information, applicant wants to furnish | : | |
| 19. | Please state briefly how you find yourself best suitable for the post applied for: | | |
| | | | |

Applicants not holding the post in the Level in Pay Matrix/Pay Band/Grade Pay pertaining to Central Government should indicate the equivalent of the Pay Scale viz-a-viz the Central Government's pay scales.

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 of the Candidate _____

Address:

Certificate to be furnished by the Employer/Head of Office/ Forwarding Authority:

Certified that the above particulars furnished by Shri/Smt. _____ are correct and he/she possesses educational qualifications and experience mentioned in vacancy circular. It is also certified: -

1. That there is no vigilance/disciplinary case or criminal case pending or contemplated against Shri/Smt. _____.
2. That his/her integrity is certified
3. That his/her CR/ APAR dossier in original is enclosed/photocopies of the ACRs/APARs for the last five years duly attested by an officer of the rank of Under Secretary to the Government of India or above, are enclosed.
4. That no major/minor penalty has been imposed on him/her during the last ten years.
5. That the cadre controlling authority has no objection to the consideration of the applicant for the post applied for.

Place:

Date:

.....

Signature :

Name :

Designation :

Tel. No.

(Office Seal)

List of enclosures:

- 1.
- 2.