



Office of the Pr. Chief Commissioner of Income Tax,
Andhra Pradesh & Telangana, Hyderabad,
10th Floor, Income Tax Towers, A C Guards, Hyderabad – 500 004.
Tel. No. 040 – 23425474, 23241427 Fax: 040 23240403

F. No. Pr.CCIT/Estt/Circulation/2022-23

Date:20.12.2022

VACANCY CIRCULAR

Sub: Filling up the post of Assistant and Surveillance Assistant in Narcotics control Bureau on deputation basis – Reg.

Ref: Letter received from Income Tax Officer, CMD-III (2) (HRD), New Delhi, dated: 13.12.2022.

Please find enclosed herewith the above referred letter received from Income Tax Officer, CMD-III(2), HRD, New Delhi, regarding filling up the post of Assistant and Surveillance Assistant respectively on **DEPUTATION BASIS** in Narcotics Control Bureau as mentioned in the table hereunder:

List of vacancy in respect of Group “B” & “C” Officers/officials

Sl. No.	Post as per Vacancy Circular	No. of posts
1.	Assistant	05
2.	Surveillance Assistant	20

In this connection, I am directed to request interested officers/officials to send their nomination through their head of the office on the email id Hyderabad.dcit.hq.admin@incometax.gov.in. This is for information and circulation.

Yours faithfully,


(Thamba Mahendra)

Dy. Commissioner of Income Tax
(Hqrs)(Admn)
O/o.Pr.CCIT, AP&TS, Hyd.

Encl: As above.

To

All the Heads of Offices, AP & Telangana Region.

To be uploaded on the website www.incometaxhyderabad.gov.in

Subject: Fwd: Filling up post of Assistant and Surveillance Assistant in Narcotics Control Bureau on deputation basis— regarding.

To: "Hyderabad CIT (ADMIN & TPS), Hyderabad" <hyderabad.cit.admin.tps@ir>

Date: 12/13/22 04:55 PM

From: "hyderabad.pccit" <hyderabad.pccit@incometax.gov.in>

Filling up post of Assistant and Surveillance Assi... (1.2MB)



----- Original Message -----

From: "Delhi hrd.deputation" <hrd.deputation@incometax.gov.in>

Date: Dec 13, 2022 4:46:20 PM

Subject: Filling up post of Assistant and Surveillance Assistant in Narcotics Control Bureau on deputation basis— regarding.

To: "bhubaneswar.pccit" <bhubaneswar.pccit@incometax.gov.in>, "chandigarh.dcit.hq.admin" <chandigarh.dcit.hq.admin@incometax.gov.in>, "kolkata.pccit" <kolkata.pccit@incometax.gov.in>, "Pr.CCIT, UP(East), Lucknow" <lucknow.pccit@incometax.gov.in>, "Pr.CCIT, Bihar & Jharkhand" <patna.pccit@incometax.gov.in>, "patna.pccit" <patna.pccit@incometax.gov.in>, "Pr.CCIT, Bengaluru" <bangalore.pccit@incometax.gov.in>, "Pr.CCIT, AP&TS, Hyderabad" <hyderabad.pccit@incometax.gov.in>, "pune.pccit" <pune.pccit@incometax.gov.in>, "Delhi.pccit.it" <Delhi.pccit.it@incometax.gov.in>, "Pr.CCIT (Intl. Taxn.), Delhi" <Delhi.pccit.it@incometax.gov.in>, "Pr. DGIT (HRD), Delhi" <dgitthrd@incometax.gov.in>, "Pr. DGIT" <delhi.pdgit.admin.tps@incometax.gov.in>, (Admn. & TPS), "nagpur.pccit" <nagpur.pccit@incometax.gov.in>, "mumbai.pccit" <mumbai.pccit@incometax.gov.in>, "Pr. CCIT, Mumbai" <mumbai.pccit@incometax.gov.in>, "jaipur.pccit" <jaipur.pccit@incometax.gov.in>, "ahmedabad.pccit" <ahmedabad.pccit@incometax.gov.in>, "delhi.pccit" <delhi.pccit@incometax.gov.in>, "Pr. CCIT, Delhi" <delhi.pccit@incometax.gov.in>, "bhopal.pccit" <bhopal.pccit@incometax.gov.in>, "chennai.pccit" <chennai.pccit@incometax.gov.in>, "Pr. CCIT (NFAC), Delhi" <delhi.pccit.nfac@incometax.gov.in>, "Delhi PCCIT[NFAC]" <delhi.pccit.nfac@incometax.gov.in>, "DELHI PCCIT" <delhi.pccit.nfac@incometax.gov.in>, "ccit.guwahati" <ccit.guwahati@incometax.gov.in>

Cc: Delhi ADG -3 <adg3.hrd@incometax.gov.in>

PFA

DC 15 (Admn)

for circulation



Government of India/Ministry of Finance
Department of Revenue/Central Board of Direct Taxes
Directorate General of Income-tax (HRD)
2nd Floor, Jawaharlal Nehru Stadium,
Gate No. 1, New Delhi – 110003

F.No.154/002/2022-CMD-III (2)/ 7169

Dated: 13.12.2022

To,

All Pr. Chief Commissioners of Income Tax, (CCA)/
Pr. Director Generals of Income Tax/
Director Generals of Income Tax (attached Directorates)

Madam/Sir,

Sub: Filling up post of Assistant and Surveillance Assistant in Narcotics Control Bureau on deputation basis— regarding.

Kindly refer to the above.

2. In this regard, the undersigned is directed to enclose vacancy circular issued vide F.No.A-20/2021/Establishment/-2449 dated 12.12.2022 and F.No.A-20/2021/Establishment/-2448 dated 12.12.2022 by Assistant Director(Admin), Ministry of Home Affairs, Narcotics Control Bureau, 2nd Floor, August Kranti Bhawan, Bhikaji Kama Place, New Delhi-110056 regarding filling up the post of Assistant and Surveillance Assistant respectively in Narcotics Control Bureau in respect of Group-B posts on deputation basis as mentioned in the table hereunder :

Sl. No.	Post as per Vacancy Circular	No. of Posts	Pay Level of Post
1.	Assistant	05	Level -06
2.	Surveillance Assistant	20	Level -04

2. As per the vacancy circulars, the last date of submission of applications is within 60 days from the date of issue of the above vacancy circulars.

3. The undersigned is further directed to inform that the cadre clearance for suitable/willing officers/officials may processed from the office of Pr. CCsIT(CCA) of the respective regions and names forwarded to the Borrowing Authority directly as the Cadre Control Authority in respect of Group "B" & "C" officers/officials is the respective Pr. CCsIT(CCA).

Yours faithfully,

(K. R. Philips)

Income Tax Officer, CMD-III (2)
(HRD), New Delhi

Encl: As above

Government of India
Ministry of Home Affairs
Narcotics Control Bureau

2nd Floor August Kranti Bhawan
Bhikaji Kama Place, New Delhi-110030

Dated 12/12/2022

Subject: Filling up the post of Assistant in Narcotics Control Bureau on Deputation Basis.

Narcotics Control Bureau, Ministry of Home Affairs, intends to fill up **05 (Five)** existing vacancies of Assistant on deputation basis.

2. Details are as under:-

Name of Post	No. of Vacancies	Places where vacancy exists	Pay Band & Grade Pay
Assistant	05	New Delhi, Mumbai, Kolkata, Patna, Ahmedabad, Chandigarh, Guwahati, Imphal.	PB-2 (Rs.9300 - 34800) + G.P Rs.4200 (pre-revised) (Now level 06 of Pay Matrix as per 7 th CPC.)

3. The number of vacancies is subjected to increase or decrease. However, applicants, if selected are **liable to serve anywhere in India. Preference will be given to those candidates who know local language and local territory very well.**

4. Application (Curriculum Vitae) in the enclosed format of willing and eligible officers whose services can be spared, without delay, in the event of their selection may be forwarded through proper channel along with (i) copies of APARs for the last 5 years duly attested (with stamp) on each page by an officer not below the rank of Under Secretary to the Government of India or equivalent, (ii) Integrity Certificate (iii) vigilance clearance certificate as per proforma enclosed & (iv) major/minor penalty statement for the last 10 years and Cadre clearance certificate incorporating that **"in the event of his/her selection, he/she will be relieved to join NCB on deputation basis"** so as to reach the Deputy Director(Admn.), Narcotics Control Bureau, August Kranti Bhawan, 2nd Floor August Kranti Bhawan, Bhikaji Kama Place, New Delhi-110066, within 60 days from the date of issue of this circular. Eligibility conditions are as under:-

Assistant, Level-6 of the Pay Matrix as per 7th CPC (Pre-Revised in the Pay Band of PB-2, Rs.9300-34800 + Grade Pay Rs.4200/-) (Group-'B' Non-Gazetted, Ministerial)

By Deputation Basis:-

Officers of the Central Government-

(a) Holding analogous posts on regular basis;

or

(b) Having six years regular service in Level-5 (Rs.29200-92300) as per 7th CPC [Pre-Revised, Pay Band-I (Rs.5200-20200) and grade pay of Rs.2800/-] and two years experience of dealing with establishment or accounts matters;


or

(c) Having ten years regular service as Upper Division Clerk in Level-4 (Rs.25500-81100) as per 7th CPC [Pre-Revised, Pay Band-I (Rs.5200-20200) and grade pay of Rs.2400/-] and three years experience of dealing with establishment or accounts matters; **and**

(d) Possessing Bachelor's Degree from a recognized university.

5. **Term of deputation :** The term of the deputation of Central Government Officers will be governed in accordance with the Department of Personnel & Training's OM No.6/8/2009-Estt.(Pay II) dated 17.6.2010, OM No.2/6/2016-Estt.(Pay-II) dated 17.02.2016 and MHA, Police-II Division Policy Guidelines No.I-20122/03/2016-Pers.II dated 22nd Nov'2016, as amended from time to time.
6. **Period of Deputation:** Period of deputation including 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. Extension may be granted to candidates upto maximum of 07 years, subject to their suitability & performance.
7. **Age-limit :** Not more than 56 years of age on the closing date of receipt of application.
8. Officers who are under the zone of consideration for promotion to the next higher rank in their parent department within two years may not be nominated for deputation.

Encls: As above.



(Vikash Kumar)
Assistant Director (Admin.)

Distribution:-

1. All Ministries/Departments of Government of India,
2. The Under Secretary to the Govt. of India, Ministry of Home Affairs, IS-II Division, NCB Section, M.D.C. National Stadium, India Gate, New Delhi.
3. Member (P&V), CBEC, North Block, New Delhi.
4. Member (P&V), CBDT, North Block, New Delhi.
5. Director, IB, MHA, North Block, New Delhi.
6. Director, CBI, North Block, New Delhi.
7. Commissioner of Delhi Police, IP Estate, ITO, New Delhi
8. DG, CRPF, CGO Complex, New Delhi.
9. DG, BSF, CGO Complex, New Delhi.
10. DG, CISF, CGO Complex, New Delhi.
11. DG, ITBP, CGO Complex, New Delhi.
12. DG, Railway Protection Force, Rail Bhawan, New Delhi-1.
13. DG, SSB, East Block-V, R K Puram, New Delhi.
14. DG, Coast Guard
15. Cabinet Secretariat
16. DG, DRI, I.P.Estate, New Delhi.
17. All Commissioner, Customs & Central Excise
18. Director, Directorate of Enforcement, Ministry of Finance, Lok Nayak Bhawan, New Delhi.
19. Director, National Crime Records Bureau, NH-8, Near SSB Office, Mahipalpur, New Delhi.
20. Deputy Director General (Admn.), Central Economic Intelligence Bureau, 6th Floor, Janpath Bhawan, New Delhi.
21. Narcotics Commissioner, Central Bureau of Narcotics, 19, The Mall, Morar, Gwalior.
22. The I.G., Andaman & Nicobar Police, Port Blair, Chandigarh, Lakshadweep, Daman & Diu.
23. DS(UT), Ministry of Home Affairs, North Block, New Delhi.
24. Office of JS(T) & CAO, Ministry of Defence, E-Block, New Delhi-110011.
25. The I/C Computer Cell, NCB HQ, New Delhi- for uploading circular on NCB website.
26. Guard file/file

BIO-DATA/ CURRICULUM VITAE PROFORMA
 [APPLICATION FOR THE POST OF _____ IN
 NARCOTICS CONTROL BUREAU (NCB) ON DEPUTATION BASIS]

1.	Name and Address (in Block Letters)	
2.	Date of Birth (in Christian era)	
3.	i) Date of entry into service	
	ii) Date of retirement under Central/State Government Rules	
4.	Educational Qualifications	
5.	Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
	Qualifications/Experience required as mentioned in the advertisement/vacancy circular	Qualifications/experience possessed by the officer
	Essential	
	A) Qualification	A) Qualification
	B) Experience	B) Experience
	Desirable	
	A) Qualification	A) Qualification
	B) Experience	B) Experience
	5.1 Note : This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.	
	5.2 In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.	
6.	Please State clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
	6.1 Note : Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.	
7.	Details of Employment, in chronological order (Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient)	
	Office/ Institution	Post held on regular basis
	From	To
	*Pay Band and Grade Pay/Pay scale of the post held on regular basis.	
	Nature of duties (in detail) highlighting experience required for the post applied for	



*Important : Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only pay 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.

Office/Institution	Pay, Pay Band and Grade Pay drawn under ACP/MACP Schemes	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/organization to which the applicant belongs.	d) Name of the post and pay of the post held in substantive capacity in the parent organization.
<p>9.1 Note : In case of officers already on deputation, the applications of such officers should be forwarded by the parent cadre/department alongwith Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>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.</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 Govt		
b) State Govt.		
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 in the PB	Grade Pay
		Total Emoluments
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.	
	Basic Pay with scale of pay 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 qualifications (ii) professional training and (iii) work experience over and above prescribed in the vacancy circular/advertisement.) (Note : Enclose a separate sheet, if the space is insufficient)	

16.B	<p>Achievements :</p> <p>The candidates are requested to indicate information with regard to ;</p> <p>(i) Research publications and reports and special projects</p> <p>(ii) Awards/Scholarship/Official Appreciation</p> <p>(iii) Affiliation with the professional bodies/institutions/ societies and;</p> <p>(iv) Patents registered in own name or achieved for the organization.</p> <p>(v) Any research/innovative measure involving official recognition.</p> <p>(vi) any other information.</p> <p>(Note: Enclose a separate sheet if the space is insufficient)</p>	
17.	<p>Please state whether you are applying for deputation (ISTC/Absorption/Re-employment Basis#</p> <p>(Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract.)</p>	
	<p># (The option of "STC"/ "Absorption"/ Re-employment are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment")</p>	
18	<p>Whether belongs to SC/ST</p>	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed /withheld.

Date : _____

Signature of the candidate .
Address _____



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 selected, he/she will be relieved immediately.

2. Also certified that ;

- i) There is no vigilance or disciplinary case pending/contemplated against **Shri**
- 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 year is enclosed. (as the case may be)

Countersigned

(Employer/Cadre Controlling Authority with Seal)

ad

A-35/9/2021-Establishment-2448.
Government of India
Ministry of Home Affairs
Narcotics Control Bureau

2nd Floor August Kranti Bhawan
Bhikaji Kama Place, New Delhi-110030

Dated 12/12/2022

Subject: Filling up the post of Surveillance Assistant in Narcotics Control Bureau on deputation Basis.

Narcotics Control Bureau, Ministry of Home Affairs, intends to fill up 20 (Twenty) existing vacancies of Surveillance Assistant on deputation basis.

2. Details are as under:-

Name of Post	No. of Vacancies	Places where vacancy exists	Pay Band & Grade Pay
Surveillance Assistant	20	New Delhi, Jammu, Chandigarh, Lucknow, Bangalore, Chennai, Ahmedabad, Indore, Kolkata, Patna, Guwahati & Imphal	PB-1 (Rs.5200-20200) + G.P Rs.2400 (pre-revised) (Now level 04 of Pay Matrix as per 7 th CPC.)

3. The number of vacancies is subject to increase or decrease. However, applicants, if selected are **liable to serve anywhere in India.**

4. Application (Curriculum Vitae) in the enclosed format of willing and eligible officers whose services can be spared, without delay, in the event of their selection may be forwarded through proper channel along with (i) copies of APARs for the last 5 years duly attested (with stamp) on each page by an officer not below the rank of Under Secretary to the Government of India or equivalent, (ii) Integrity Certificate (iii) vigilance clearance certificate as per proforma enclosed & (iv) major/minor penalty statement for the last 10 years and Cadre clearance certificate incorporating that "in the event of his/her selection, he/she will be relieved to join NCB on deputation basis" so as to reach the Deputy Director(Admn.), Narcotics Control Bureau, 2nd Floor August Kranti Bhawan, Bhikaji Kama Place, New Delhi, Narcotics Control Bureau, within 60 days from the date of issue of this circular. Eligibility conditions are as under:-

Surveillance Assistant Level-4 of the Pay Matrix as per 7th CPC (Pre-Revised in Pay Scale of Rs.5200-20200 + Grade Pay Rs.2400) (Group-'C' Non-Gazetted, Non-Ministerial)

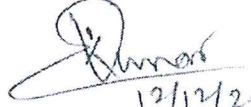
By Deputation basis:-

Officials of the Central Government or the State Government or Union Territories administration:-

- (a) (i) Holding analogous posts on regular service in the parent cadre or department with three years experience in Communication or Information Technology; or
- (ii) With five year service in the grade rendered after appointment thereto on a regular basis in Level-3 in the pay matrix Rs. 21700-69100 or equivalent, in the parent cadre or department and with five years experience in communication or information technology; and
- (b) Possessing the 10+2 pass in Science (Mathematics, Physics and Chemistry) from a recognized Board or University.

5. **Term of Deputation:** The term of the deputation of Central Government Officers will be governed in accordance with the Department of Personnel & Training's OM No.6/8/2009-Estt.(Pay II) dated 17.6.2010, OM No.2/6/2016-Estt.(Pay-II) dated 17.02.2016 and MHA, Police-II Division Policy Guidelines No.I-20122/03/2016-Pers.II dated 22nd Nov'2016& 28.12.2016, as amended from time to time.
6. **Period of Deputation:** Period of deputation including 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.
7. **Age-limit:** The maximum age limit for deputation shall not be exceeding 56 years as on closing date of receipt of application.
8. Officers who are under the zone of consideration for promotion to the next higher rank in their parent department within two years, may not be nominated for deputation.

Encls: As above.


12/12/2022
(Vikash Kumar)
Assistant Director (Admn.)

Distribution:-

1. All Ministries/Departments of Government of India,
2. The Under Secretary to the Govt. of India, Ministry of Home Affairs, IS-II Division, NCB Section, Room No. 10, 2nd Floor, Major Dhayan Chand Stadium. Oppt. India Gate, N.D.
3. Member (P&V), CBEC, Ministry of Finance, North Block, New Delhi.
4. Member (P&V), CBDT, Ministry of Finance, North Block, New Delhi.
5. Director, MHA, North Block, New Delhi.
6. Director, CBI, North Block, New Delhi.
7. Commissioner of Delhi Police, IP Estate, ITO, New Delhi
8. DG, CRPF, CGO Complex, New Delhi.
9. DG, BSF, CGO Complex, New Delhi.
10. DG, CISF, CGO Complex, New Delhi.
11. DG, ITBP, CGO Complex, New Delhi.
12. DG, Railway Protection Force, Rail Bhawan, New Delhi-1.
13. DG, SSB, East Block-V, R K Puram, New Delhi.
14. DG, Coast Guard Hqrs., National Stadium Complex, India Gate, New Delhi.
15. All DGsP of State Police.
16. Cabinet Secretariat
17. DG, DRI, I.P. Estate, New Delhi.
18. All Commissioner, Customs & Central Excise
19. Director, Directorate of Enforcement, Ministry of Finance, Lok Nayak Bhawan, N.D.
20. Director, National Crime Records Bureau, NH-8, Near SSB Office, Mahipalpur, N.D
21. DDG(Admn.), Central Economic Intelligence Bureau, 6th Floor, Janpath Bhawan, N.D
22. Narcotics Commissioner, Central Bureau of Narcotics, 19, The Mall, Morar, Gwalior.
23. The I.G., Andaman & Nicobar Police, Port Blair, Chandigarh, Lakshadweep, Daman & Diu.
24. DS(UT), Ministry of Home Affairs, North Block, New Delhi.
25. Office of JS(T) & CAO, Ministry of Defence, E-Block, New Delhi-110011.
26. The I/C Computer Cell, NCB HQ, New Delhi- for uploading circular on NCB website.
27. Guard file/file

BIO-DATA/ CURRICULUM VITAE PROFORMA

[APPLICATION FOR THE POST OF _____ IN
NARCOTICS CONTROL BUREAU (NCB) ON DEPUTATION BASIS]

1.	Name and Address (in Block Letters)				
2.	Date of Birth (in Christian era)				
3.	i) Date of entry into service				
	ii) Date of retirement under Central/State Government Rules				
4.	Educational Qualifications				
5.	Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)				
	Qualifications/Experience required as mentioned in the advertisement/vacancy circular				Qualifications/experience possessed by the officer
	Essential				
	A) Qualification				A) Qualification
	B) Experience				B) Experience
	Desirable				
	A) Qualification				A) Qualification
	B) Experience				B) Experience
	5.1 Note : This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.				
	5.2 In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.				
6.	Please State clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.				
	6.1 Note : Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.				
7.	Details of Employment, in chronological order (Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient)				
	Office/ Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay scale of the post held on regular basis.
					Nature of duties (in detail) highlighting experience required for the post applied for

<p>*Important : Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only pay 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.</p>				
Office/Institution	Pay, Pay Band and Grade Pay drawn under ACP/MACP Schemes	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/organization to which the applicant belongs.	d) Name of the post and pay of the post held in substantive capacity in the parent organization.	
<p>9.1 Note : In case of officers already on deputation, the applications of such officers should be forwarded by the parent cadre/department alongwith Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>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.</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 Govt b) State Govt. 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 in the PB	Grade Pay
	16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the vacancy circular/advertisement.) (Note : Enclose a separate sheet, if the space is insufficient)	

16.B	<p>Achievements :</p> <p>The candidates are requested to indicate information with regard to ;</p> <p>(i) Research publications and reports and special projects</p> <p>(ii) Awards/Scholarship/Official Appreciation</p> <p>(iii) Affiliation with the professional bodies/institutions/ societies and;</p> <p>(iv) Patents registered in own name or achieved for the organization.</p> <p>(v) Any research/innovative measure involving official recognition.</p> <p>(vi) any other information.</p> <p>(Note: Enclose a separate sheet if the space is insufficient)</p>	
17.	<p>Please state whether you are applying for deputation (ISTC/Absorption/Re-employment Basis#</p> <p>(Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract.)</p> <p># (The option of "STC"/ "Absorption"/ Re-employment are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment")</p>	
18.	Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed /withheld.

Date : _____

Signature of the candidate
Address _____

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 selected, he/she will be relieved immediately.

2. Also certified that ;

- i) There is no vigilance or disciplinary case pending/contemplated against **Shri**
- 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 year is enclosed. (as the case may be)

Countersigned

Employer/Cadre Controlling Authority with Seal)