To
1. The Chief Secretaries, All State Governments.
2. The Secretaries of all the Ministries/Departments of Government of India.

Subject: Filling up of the post of Joint Secretary (JS level), Warehousing Development and Regulatory Authority (WDRA) under the Department of Food and Public Distribution.

Sir/Madam,

It is proposed to fill up the post of Joint Secretary (JS level), Warehousing Development and Regulatory Authority (WDRA) under the Department of Food & Public Distribution in the (PB-4) Rs. 37,400-67,000/- + Grade Pay of Rs. 10,000/- (pre-revised) on deputation basis vice Ms. Veena Kumari Meena, IAS (UP:1993).

2. Names of willing and eligible officers having experience in the matter relating to Food Sector preferably in Storage and Warehousing, Commodities Exchange, IT, Banking, Finance or marketing and who have been empanelled to hold Joint Secretary or equivalent posts at the Centre under the Central Staffing Scheme, may be recommended to this office along with cadre clearance, vigilance clearance, detailed biodata, viz. name, date of birth, service, batch, contact telephone number, email address, educational qualifications, complete experience/posting details etc. CR dossiers/certified ACRs for the last five years and details of debarment & cooling off in respect of past central deputation. In case the officers are currently on Central deputation, the nomination may be forwarded with the approval of the Minister-in-charge concerned.

3. The post is a Non-Central Staffing Scheme post to be filled up through the Civil Services Board (CSB) procedure. It may be noted that no ‘Mandatory Posting Certificate’ for allotment/retention of Government accommodation would be issued by this office to the officer appointed on the above referred post. However, those officers who have served and are currently serving on Central Staffing Scheme post in Delhi for at least four years and require to retain Government accommodation, would be issued a certificate to the effect that the officer concerned has served for at least four years in CSS post and he/she needs to retain Government accommodation for his/her tenure on non-CSS post.

4. It is requested that the applications of the eligible candidates may be forwarded so as to reach this Department within one month from the date of issue of this circular.

Yours faithfully,

(Rajender Kumar)
Deputy Secretary to the Government of India
Tel. No. 011-2309 2187

Copy to:-
1. Department of Food and Public Distribution (Ms. Preeti Sudan, Secretary) Krishi Bhavan, New Delhi-110001.
2. Technical Director, NIC, Computer Cell, DOPT, New Delhi for uploading this vacancy circular on the official website of this Department.
3. Director (MM), DOPT, New Delhi with a request to arrange to upload this vacancy circular through bulk e-mailing system of officers.
VACANCY CIRCULAR
No. A-12011/18/2011-ADM
Government of India,
Department of Personnel & Training,
LAL BAHADUR SHASTRI NATIONAL ACADEMY OF ADMINISTRATION,
MUSSOORIE

Dated: 29th April, 2017

To

The all Central Ministries/departments/Chief Secretaries of State Government/UTs and Vice Chancellors of all Universities/Institutions/Registrars (High Courts) (As per list attached).

Sub: Filling up of the post of Professor of Law in Lal Bahadur Shastri National Academy of Administration, Mussoorie.

Sir,

I am directed to say that it is proposed to fill up the post of Professor of Law in the Lal Bahadur Shastri National Academy of Administration, Mussoorie on deputation (including short-term contract)/absorption basis. Scale of pay, eligibility conditions i.e. qualifications and experience, period of deputation and duties etc. for the post are indicated below:

Name of the Post : Professor of Law (No. of posts: 1)
Pay Scale : Rs. 131100 – 216600 in Level 13A in Pay Matrix (PB-4 Rs.37400-87000 + Grade Pay Rs. 8900 pre-revised)
Method of recruitment : Deputation (including short-term contract)/Absorption Basis
Classification of the post : General Central Service Group ‘A’ Gazetted

Eligibility
Officer of the Central Government or State Governments or Union territories or Public Sector Undertakings or Universities or Recognised Research Institutions or Autonomous or Semi-Government or Statutory Organisations :-

Eligibility Service for Deputation in terms of Scale of Pay

a) 
(i) Holding analogous posts on regular basis; or
(ii) With two years’ regular service in posts in level 13 (Rs. 118500 -214100) [PB-4 Rs. 37400-67000 plus Grade Pay Rs. 8700/- (pre-revised)] or equivalent; or
(iii) With six years’ regular service in posts in level 12 (Rs. 78800 – 209200) [PB-3 Rs. 15600-39100 plus Grade Pay Rs.7600/- (pre-revised)] or equivalent; or
(iv) With eleven years’ regular service in posts level 11 (Rs. 67700 – 208700) [PB-3 15600-39100 plus Grade pay Rs. 6600/- (pre-revised)] or equivalent; and

b) Possessing the educational qualifications and experience as prescribed below:
Essential Qualifications

1(i) Master Degree in Law (LLM) from a recognised University or equivalent.

(ii) ten years' experience in imparting training or teaching or research in legal affairs or in administration or in judicial service or ten years' practical experience at Bar as an advocate of which three years should be in a High Court as a Senior Advocate. OR

2. (i) Degree in Law (LL.B.) from a recognized University or equivalent;

(ii) twelve years' experience in a state judicial service out of which five years should be at the level of Additional District Judge and session judge or above. OR

 Twelve years’ practical experience at the Bar of which five years should be in a High Court as a Senior Advocate. OR

 Twelve years’ experience in imparting training or teaching or research in legal affairs or in administration.

DESIURABLE :

(i) Experience as District Judge and Sessions Judge; or 

(ii) Doctorate Degree in Law from a recognized University or equivalent.

Note: Only officers belonging to Central Government/State Government/Union Territories are eligible for being considered for appointment on absorption.

Age Limit:

The maximum age limit for appointment by deputation (including short-term contract)/ absorption shall be not exceeding 56 years as on the closing date of receipt of applications for all the above mentioned posts.

Period:

Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed four years for all the above mentioned posts.

Duties and responsibilities of the post include: Teaching, Training, Counselling, Preparation of Reading Material, Setting of Examination Paper, functions of Course Co-ordinator/Associate Course Coordinator etc.

The candidate selected to the above mentioned posts will be entitled to training allowance @ 30% of his basic pay in the parent department, in lieu of deputation allowance, if deputationist opts for the pay scale of his parent department.

It is requested to circulate the vacancy and forward the application of the officers who are willing and fulfill the eligibility criteria and can be spared immediately in the event of their selection to this Academy in the prescribed proforma as at Annexure-I, complete in all respects along with documents (cadre clearance, Integrity certificate, vigilance clearance, Major/Minor penalty imposed during the last ten years and up-to-date ACRs dossiers (or photocopy of ACRs for the last 5 years duly attested on each page by Gazetted Officer) within 60 days from the date of publication in the Employment News.

Note  The details of the vacancy along with prescribed form are available on the LBSNAA Website http://www.lbsnaa.gov.in

Vidya Bhushan
Deputy Director
रिक्ति परिपत्र
सं. ए- 12011/18/2011-एडिफिस
भारत सरकार
कामिक एवं प्रशिक्षण विभाग,
लाल बहादुर शास्त्री राष्ट्रीय प्रशासन अकादमी, मसूरी

दिनांक: 29 अप्रैल, 2017

संवाद में,
समस्त केंद्रीय मंजूला/विभाग/राज्य सरकार/केंद्र शासित प्रदेश के मुख्य सचिव तथा समस्त विश्वविद्यालयों/संस्थानों (संगम सूची के अनुसार) के कुलपति/रजिस्ट्रेटर (उच्च व्यापार शाखा) (संगम सूची के अनुसार)

विषय: लाल बहादुर शास्त्री राष्ट्रीय प्रशासन अकादमी, मसूरी में प्रोफेसर विपिनेश्वर के पद को भरना।

महौल,
जुलूस यह कहने का निर्देश हुआ है कि लाल बहादुर शास्त्री राष्ट्रीय प्रशासन अकादमी, मसूरी में प्रतिनिधित्व (अनपादधि संविदा)/आमन्त्रण के आधार पर प्रोफेसर, विपिनेश्वर के पद को भरने का प्रस्ताव है। पद हेतु योजना, पात्रता शर्तें जैसे अहंपत्ता एवं अनुभव, प्रतिनिधित्व की अधिधि तथा दायित्वों का व्यों नीचे दिया गया है:

(1) पद नाम : विपिनेश्वर (पद की सं. : 1)

वेतनमान :
- प्रे- मैट्रिक्स के लेख 13 पर (वेतन बंद - 4, 37400-67000
+ ग्रेड वेतन 89000/+ पूर्व संशोधित) र. 131100-216600

भर्ती की पद्धति : प्रतिनिधित्व (अनपादधि संविदा) या आमन्त्रण

पद का योग्यता क्रम : सामान्य केंद्रीय सेवा, समग्र 'क', राजपत्रित

प्राप्ति:
केंद्र सरकार/राज्य सरकार/केंद्र शासित प्रदेश/सार्वजनिक क्षेत्र के उपकार/विश्वविद्यालय/मार्क्य भाग्य अनुसंधान संस्थान/व्यावसायिक निकाय/अर्थ-शासकीय/सांविधिक संगठन के अधिकारी:

वेतनमान के आधार पर प्रतिनिधित्व की पात्रता शर्तें:

(क)

(i) नियमित आधार पर समान पद पर कार्य किया हो या

(ii) लेख 13 के पदों पर दो वर्ष की नियमित सेवा (र. 118500 -214100) [पीवी-4 र. 37400-67000 + ग्रेड पे र. 87000 - (पूर्व- संशोधित)] अथवा समतुल्य; अथवा

(iii) लेख 12 के पदों पर 6 वर्ष की नियमित सेवा (र. 78800-209200) [पीवी-3 र. 15600-39100 + ग्रेड पे र. 76000 - (पूर्व- संशोधित)] अथवा समतुल्य; अथवा

(iv) लेख 11 के पदों पर 11 वर्ष की नियमित सेवा (र. 67700-208700) [पीवी-3 र. 15600-39100 + ग्रेड पे र. 66000 - (पूर्व- संशोधित)] अथवा समतुल्य; अथवा

(ब) स्वाक्षरित है के अनुसार शैक्षिक अहंपत्ता एवं अनुभव प्राप्त हो।

1. (i) किसी आन्त्यता प्राप्त विश्वविद्यालय से विपिनेश्वर में स्टाफकार्टर (एडिफिस) अथवा समतुल्य
(ii) विधि गामनों में प्रशिक्षण प्रदान करने अथवा अध्यापन अथवा अनुसंधान अथवा प्रशासनिक अथवा न्यायिक सेवा में दस वर्ष का अनुभव अथवा अदालत में अधिकार्य के बनने के बाद दस वर्ष का वास्तविक अनुभव जिसमें से तीन वर्ष किसी ऊच स्तर न्यायालय में वरिष्ठ अधिकार्य के बनने हो अथवा अनुभव।

2. (i) किसी विद्वान पर विधि विश्वविद्यालय (एवं एल.एल.बी.) में स्नातक अथवा समान अनुसार
(iii) किसी राज्य न्यायिक सेवा में 12 वर्ष का अनुभव जिसमें से पांच वर्ष अपने जिला न्यायाधीश अथवा न्यायाधीश अथवा अदालत अधिकार्य का अनुभव अथवा न्यायालय में 12 वर्ष का वास्तविक अनुभव जिसमें से पांच वर्ष किसी ऊच स्तर न्यायालय में वरिष्ठ अधिकार्य के बनने होने चाहिए अथवा अनुभव।

विधि गामनों में प्रशिक्षण प्रदान करने अथवा अध्यापन अथवा अनुसंधान अथवा प्रशासन में बारह वर्ष का अनुभव।

प्रमाणीयः

(i) जिला न्यायाधीश तथा सेवन स्तर न्यायाधीश के बनने अनुभव अथवा अनुभव।
(ii) किसी माध्यमिकाधिकारी विश्वविद्यालय से विद्वान पर स्नातक अथवा समान अनुसार

नोटः आमेलिय पर निर्युक्त हेतु विचार के लिए केवल केन्द्रीय सरकार/राज्य सरकार/संघ राज्य क्षेत्रों के अधिकारी ही पात्र होंगे।

आयु-सीमा:
सभी उपरोक्त पदों के लिए प्रतिनिधित्व (अन्यवर्गीय संदर्भ सहित)/आमेलिय के लिए अधिकार आयु सीमा आवश्यक प्राप्त करने की अंतिम तिथि पर 56 वर्ष से अधिक नहीं होनी चाहिए।

अवधि:
उपरोक्त सभी पदों के लिए प्रतिनिधित्व की अवधि जिसमें इस निर्युक्त से तत्काल पूर्व इसी संगठन अथवा केन्द्रीय सरकार के किसी अन्य संगठन विभाग में किसी अन्य वाह शंकरे या पर प्रतिनिधित्व कार्यकर्ता है, सामान्यतः चार वर्ष से अधिक नहीं होगी।

इस पद की हिकाये एवं जिक्रसंबंधियों में शामिल है; अध्यापन, प्रशिक्षण, परामर्श, अध्यापन सामग्री के तैयारी, परीक्षा पत्र तैयार करना, पाठ्यक्रम समन्वय सह-पाठ्यक्रम समन्वय इत्यादि के कार्य।

यदि प्रतिनिधित्व अपने मूल विभाग के वेतनमान का विकल्प संगठि है तो उपरोक्त पद पर चयनित उम्मीदवार को प्रतिनिधित्व करने की अधिकारी द्वारा वेतन नीति में न्यूनतम वेतन के 30% की दर से प्रशिक्षण शुरू कर देंगे।

रिपोर्ट स्थान को परिचालित करने तथा ओ अधिकारी हिकाये एवं पात्र है उनके आवेदन अनुसूचित करने का अनुप्रेरण किया जाता है तथा चयन हो जाने की स्थिति में वार्षिक रूप से तद्दर्श अधिकारी एकता और (वार्षिक गोपनीय रिपोर्ट) को दिया। (यह परम्परागत रूप से प्रतिवेदन अनुप्रयुक्त इलाकों में प्रतिवेदन अनुप्रयुक्त इलाकों के लिए प्रतिनिधित्व करने के लिए प्रतिनिधित्व करने के लिए प्रतिनिधित्व करने के लिए प्रतिनिधित्व करने के लिए प्रतिनिधित्व करने के लिए प्रतिनिधित्व करने के लिए प्रतिनिधित्व करने के लिए प्रतिनिधित्व करने के लिए प्रतिनिधित्व करने के लिए प्रतिनिधित्व करने के लिए प्रतिनिधित्व करने के लिए प्रतिनिधित्व करने के लिए प्रतिनिधित्व करने के लिए प्रतिनिधित्व करने के लिए प्रतिनिधित्व करने के लिए प्रतिनिधित्व करने के लिए प्रतिनिधित्व करने के लिए प्रतिनिधित्व करने के लिए प्रतिनिधित्व करने के लिए प्रतिनिधित्व करने के लिए प्रतिनिधित्व करने के लिए प्रतिनिधित्व करने के लिए प्रतिनिधित्व करने के लिए प्रतिनिधित्व करने के लिए प्रतिनिधित्व करने के लिए प्रतिनिधित्व करने के लिए प्रतिनिधित्व करने के लिए प्रतिनिधित्व करने के लिए प्रतिनिधित्व करने के लिए प्रतिनिधित्व करने के लिए प्रतिनिधित्व करने के लिए प्रतिनिधित्व करने के लिए प्रति...
**BIO-DATA/ CURRICULUM VITAE PROFORMA**

**FOR THE POST OF**

<table>
<thead>
<tr>
<th>1. Name and Address (in Block Letters)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. (A) Telephone No, Fax No. &amp; e-mail address:</td>
<td></td>
</tr>
<tr>
<td>2. Date of Birth (in Christian era)</td>
<td></td>
</tr>
<tr>
<td>3.i) Date of entry into service</td>
<td></td>
</tr>
<tr>
<td>ii) Date of retirement under Central/State Government Rules</td>
<td></td>
</tr>
<tr>
<td>4. Educational Qualifications</td>
<td></td>
</tr>
<tr>
<td>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)</td>
<td></td>
</tr>
</tbody>
</table>

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

5.1 **Note:** This column needs to be amplified to indicate essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Officer at the time of issue of Circular and issue of Advertisement in the Employment news.

5.2 In the case of Degree and post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.

6.1 Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as indicated in the Bio-date) with reference to the post applied.

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

<table>
<thead>
<tr>
<th>Office/Institution</th>
<th>Post held on regular basis</th>
<th>From</th>
<th>To</th>
<th>*Pay Band and Grade Pay/Pay Scale of the post held on regular basis</th>
<th>Nature of Duties (in detail) highlighting experience required for the post applied for</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Office/Institute</th>
<th>Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
In case "a" present employment is held on deputation/contract basis, please state:

<table>
<thead>
<tr>
<th>a) The Date of initial appointment</th>
<th>b) Period of appointment on deputation/contract</th>
<th>c) Name of the parent office/organization to which the applicant belongs.</th>
<th>d) Name of the post and pay of the post held in substantive capacity in the parent organisation</th>
</tr>
</thead>
</table>

9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.

9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.

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

11. Additional details about present employment:

Please state whether working under (indicate the name of your employer against the relevant column):

- a) Central Government
- b) State Government
- c) Autonomous Organization
- d) Government Undertaking
- e) Universities
- f) Others

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

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

14. Total emoluments per month now drawn

<table>
<thead>
<tr>
<th>Basis Pay in the PB</th>
<th>Grade Pay</th>
<th>Total Emoluments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
15. In Case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the organisation showing the following details may be enclosed.

<table>
<thead>
<tr>
<th>Basis Pay which Scale of Pay and rate of increment</th>
<th>Qinarness Pay/Interim relief/other Allowances etc., (With break-up details)</th>
<th>Total Emoluments</th>
</tr>
</thead>
</table>

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 **Achievements:**

The candidates are requested to indicate information with regard to;

- (i) Research publications and reports and special projects
- (ii) Awards/Scholarships/Official Appreciation
- (iii) Affiliation with the professional bodies/institutions/Societies and;
- (iv) Patents registered in own name or achieved for the organization
- (v) Any research/innovative measure involving official recognition vi) any other information.

*(Note: Enclose a separate sheet if the space is insufficient)*

17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis. # (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for short Term Contract)

# (The Option of ‘STC’ / ‘Absorption’/ ‘Re-employment’ are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or “Re-employment”).

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

(Signature of the candidate)

Address

Mobile/Telephone No.

E-mail address:

Date

Certification by the Employment/ 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 qualification and experience mentioned in the vacancy Circular. If selected, He/ She will be relieved immediately.

2. Also certified that;

i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt.

ii) His/ Her integrity is certified.

iii) His/ Her CR Dossier in original is enclosed / photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. Of India or above are enclosed.

iv) No major/ minor penalty has been imposed on him/ her during the last 10 years Or A list of major/ minor penalties imposed on him/ her during the last 10 years in enclosed. (as the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with Seal)
To,

1. The Chief Secretaries,
   All State Governments,
2. All Secretaries,
   Ministries/Departments of Government of India

Subject: Filling up the post of Director (Finance) in National Disaster Management Authority (NDMA) under M/o Home Affairs - regarding.

Sir/Madam,

It is proposed to fill up the post of Director (Finance) in National Disaster Management Authority (NDMA) under M/o Home Affairs on deputation basis. This is a non-CSS post filled through the Civil Services Board procedure.

2. The officers of the rank of Deputy Secretary/Director of the Government of India or equivalent level, eligible for appointment under the Central Staffing Scheme are eligible for the post. The period of deputation is 4/5 years for Deputy Secretary/Director respectively.

3. The post may be circulated amongst officers eligible to be appointed at Deputy Secretary/Director or equivalent level in the Government of India on priority basis. Names of willing and eligible officers who can be spared by the State Governments/Ministries/Departments may be forwarded to the Department alongwith cadre clearance, vigilance clearance, detailed bio-data in the enclosed proforma and CR Dossiers of last five years. For officers working in the cadre, it may also be ensured that the ‘Cooling off’ after a previous stint on deputation, if any, is complete and the officer is eligible to be appointed on Central Deputation as per instructions.

4. It is requested that the application(s) of the eligible officer(s) may please be forwarded so as to reach this Department within one month from the date of issue of this Circular.

Yours faithfully,

Jagannath
Director(MM)

Copy to:

1. Ministry of Home Affairs(Disaster Management Division) [Shri B.K. Biswas, Under Secretary]
2. NIC Cell, DOP&T with the request to place on the Department’s website.
3. PS to Dir(MM) for uploading through bulk e-mail system.
<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Period</th>
<th>Post held/Organization</th>
<th>Cadre post/Deputation post</th>
<th>Place of Posting</th>
<th>Brief Job description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes / No</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

11. Certified that the above particulars are correct and complete.

Signature of the applicant
Date:

Signature
Name/Designation & Rubber Stamp of officer certifying the above particulars

Note:
Columns 1-7 to be filled in by applicant.
Columns 9-11 to be filled in by Ministry/Department concerned.