No.04/04/2016-EO(SM-I)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
[Office of the Establishment Officer]

New Delhi, 17th February, 2016

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

Subject- Filling up of the post of Joint Secretary, National Commission of Women, New Delhi under the Ministry of Women & Child Development - reg.

Sir/Madam,

It is proposed to fill up the post Joint Secretary, National Commission of Women, New Delhi a non-CSS post, under the Ministry of Women & Child Development in the pay band of Rs.37,400 – 67,000 (PB-4) and grade pay of Rs10,000/- on deputation basis.

2. Names of willing and eligible officers, 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 bio-data, 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 she/he needs to retain Government accommodation for her/his 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,

Deputy Secretary to the Government of India
Tel. No.011-2309 2187

Copy to:
1. Ministry of Women & Child Development (Shri S R Meena, Deputy Secretary), New Delhi w.r.t. their OM No.ADMN-47/1/2015-ADMIN dated 27th January, 2016.

2. Technical Director, NIC, Computer Cell, DoPT, North Block, New Delhi for uploading this vacancy circular on the official website of this Department immediately.

3. Deputy Secretary (MM), DoPT, New Delhi with a request to arrange to upload this vacancy circular through bulk e-mailing system of officers.
Subject: 15th Post Graduate Programme in Public Policy and Management during 2016-17 at the Centre for Public Policy, Indian Institute of Management, Bangalore—Regarding.

Sir/Madam,

The Department of Personnel and Training (DoP&T) is sponsoring a Post Graduate Programme in Public Policy and Management (PGPPM) at the Centre for Public Policy (CPP), Indian Institute of Management, Bangalore (IIMB) every year. The 15th programme on PGPPM is scheduled to commence from 23rd May, 2016 for which reporting and enrolment at IIM-B campus will be held on 20th May, 2016.

2. The programme is meant for officers of All India Services, Central Services—organized & non-organized, technical & non-technical, faculty members of State Administrative Training Institutes and also for officers of the State Civil Services (SCS) & Non-State Civil Services (Non-SCS) and has been designed to be a high quality programme with a set of ‘Core Courses’ as well as a range of ‘Electives’. The selected officers will be required to complete the ‘Domestic component’ at IIMB as well as the ‘International component (about 2 weeks)’ at an International School during the duration of the programme.

3. Details of the ‘Terms and Conditions’ of the programme, application form and other documents are enclosed to this letter. Details of the programme are also available at IIMB’s website http://www.iimb.ernet.in/pgppm and DoP&T’s website http://persmin.nic.in/DOPT.asp.

4. The nominated Officers will be required to develop a Policy Paper on the issue to be identified in consultation with the Ministries/ Department/ State Government etc. where they are currently working. This Policy Paper will have to be submitted by the officer to their respective Ministries/ Department/ State
Government etc. at the end of the programme. The Ministries/ Department/ State Government will also nominate a Nodal Officer of the rank of Joint Secretary or above to the Government of India for mentoring and guidance to the sponsored officer for developing the Policy document and co-ordinating with IIM-B in the matter.

5. Nominations of suitable officers in the prescribed proforma may please be sent to this Department through the appropriate Cadre Controlling Authority so as to reach us on or before 18th April, 2016. Nominations received after this date will not be considered. The nominations would be scrutinized and officers fulfilling the conditions of eligibility will be called for interview by IIM-B. The interview Date, time & place will be intimated to the officers by IIM-B. In order to save time, the officers are permitted to send an Advance Copy of their applications directly to this office & IIM-B. The officers will also be called for interview based on their advance applications. However, final selection will be subject to receipt of his/her formal application, duly recommended by their Cadre Controlling Authorities along with Vigilance Clearance. Therefore, it is in the interest of the officers to get their applications routed through their Cadre Controlling Authority as early as possible.

6. Further details with regard to this programme may be ascertained from PGPPM office, Indian Institute of Management, Bannerghatta Road, Bangalore-560076 (Phone No. 080-26993326/3265, Fax No. 080-26584050, E-Mail: pgppmoffice@iimb.ernet.in) and websites of IIMB. This circular may also be downloaded from the website of Department of Personnel & Training.

7. All Ministries/ Departments/ State Governments/ UTs/ CCAs etc. are advised to give wide publicity to the programme, upload this circular on their websites for the information of all concerned and encourage officers as many as possible to apply.

Yours faithfully,

(N. Raja)
Director (Training)
Telephone: 011-26165058

Encl: Terms and conditions

Copy to:
1. The Comptroller and Auditor General of India, New Delhi
2. Secretary, Union Public Service Commission, New Delhi
3. The Election Commission of India, New Delhi
4. Controller General of Accounts, New Delhi
5. Deputy Director General (Training), Department of Post, Dak Bhavan, New Delhi
6. Director (Training), Railway Board, Rail Bhavan, New Delhi
.. Director (Police), Ministry of Home Affairs for nomination of IPS Officers
8. Director General, CPWD Training Institute, Nirman Bhavan, New Delhi
9. Director, Bureau of Police Research and Development, CGO Complex, New Delhi
10. Establishment Officer, Department of Personnel & Training, North Block, New Delhi
11. Director (HRD), Ordnance Factory Board, 10-A, SK Bose Road, Kolkata
12. Director, IIMB, Bannergatta Road, Bangalore-560076
13. Chairperson, Centre for Public Policy, Indian Institute of Management, Bannergatta Road, Bangalore-560076. The Chairperson is requested to consider applications received on or before 18th April, 2016 based on their eligibility for calling the officers for the interview.
14. Additional Secretary & FA, Ministry of Home Affairs, North Block, New Delhi- 110 001
15. NIC, Training Division, for uploading the notification on DoP&T website and Training Division's webpage.

(N. Rana)
Director (Training)
Terms and conditions

15th Post Graduate Programme in Public Policy and Management 2016-17 at Centre for Public Policy, Indian Institute of Management, Bangalore

The Training Division of Department of Personnel & Training is sponsoring Post Graduate Programme in Public Policy and Management (PGPPM) at Centre for Public Policy, Indian Institute of Management, (IIM-B) Bangalore commencing from 23rd May, 2016. This has been designed to be a high quality programme with a set of ‘Core Courses’ as well as a range of ‘Electives’. The officers will complete the ‘Domestic component’ as well as the ‘International component (about 2 weeks)’ at IIMB and an International School during the year and will return to the departments for posting. The nominated Officers will be required to develop a Policy Paper on the issue to be identified in consultation with the Ministries/ Department/ State Government etc. where they are currently working. This Policy Paper will have to be submitted by the officer to their respective Ministries/ Department/ State Government etc. at the end of the programme. The Ministries/ Department/ State Government will also nominate a Nodal Officer of the rank of Joint Secretary or above to the Government of India for mentoring and guidance to the sponsored officer for developing the Policy document and co-ordinating with IIM-B in the matter.

2. Eligibility:

The programme is open to officers of All India Services, Central Services—organized & non-organized, technical & non-technical, faculty members of State Administrative Training Institutes and also officers of the State Civil Services (SCS)/Non-State Civil Services (Non-SCS) subject to the following eligibility conditions:

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<th>Length of service</th>
<th>Officers should have completed 5 years of Group ‘A’ service as on commencement of the programme.</th>
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<td>Age</td>
<td>The officers should have at least three years remaining service after completion of the programme.</td>
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<tr>
<td>Earlier Training</td>
<td>The officers should not have undergone a training Programme of 12-weeks or more duration in India during a period of 5 years preceding the date of commencement of this Programme. Further, the officer should not have undergone a Programme of training abroad of more than 2-weeks in preceding 2-years, more than one month in preceding 3-years or more than six months in the preceding 5-years.</td>
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</table>
3. **Course Fees:**

(a) The cost of **Domestic Component** of the programme is Rs. 7.70 Lakh (Rupees Seven Lakh Seventy Thousand Only) plus expenses towards Rural/NGO attachment subject to maximum of Rs. 30,000/- (Rupees Thirty Thousand Only) and will be met by the respective Cadre Controlling Authority (for example, DoP&T for IAS, Central Secretariat Service (CSS) and Central Secretariat Stenographers’ Service (CSSS) Officers, MHA for IPS officers, MOEF for IFS officers etc).

(b) The cost of the ‘**International Component**’ of the programme is Rs. 3.60 Lakh (Rupees Three Lakh Sixty Thousand Only), which includes air fare, course fees, Boarding and Lodging costs. During the international component of the programme, the daily allowance will be paid to the participants on the basis of approved rates for short-term training programmes under the Scheme of ‘Domestic Funding of Foreign Training’ of DoP&T. The cost towards international component and daily allowance is to be equally shared by the concerned **Cadre Controlling Authorities** and **DoPT**. In case of IAS, CSS & CSSS officers, the cost towards international component and daily allowance will be fully met by DoPT in capacity of the Cadre Controlling Authority of these Cadres. However, the cost of Visa fees (if any), medical insurance etc., will be met by the Ministries/Departments / State Governments where the officers are presently working on actual basis. All arrangements for stay abroad during the international component of the programme will be arranged by IIMB through the collaborating institution and no participant will be permitted to make his/her own arrangements of stay during the training abroad.

(c) In case of officers belonging to any Group ‘A’ Service and working on deputation basis in a Public Sector Undertaking (PSU) the entire cost of the programme (domestic as well as international component containing course fee, boarding and lodging charges, airfare, per diem allowances etc.) shall be borne by the concerned PSU in which the officer is working. In the event of his/her selection, the joining of such officer in the programme is strictly subject to the confirmation of the concerned PSU to bear the entire expenditure of the programme to the institute in respect of such officer.

(d) The Ministry/Department/State Government/Organization etc. where the officer is currently posted, will meet the cost of (a) pay and allowances during the training period, (b) travel from place of posting to Bangalore and back, (c) travel towards field visits of the participants for collection of data/information for the dissertation, (d) travel to Bangalore for presentation of the dissertation at the end of the programme and (e) a one time allowance of Rs.5000/- (Rupees five thousand only) for stationery etc.
4. **Hostel Facilities**

This is a fully residential programme. IIM, Bangalore will provide rent-free furnished family residential accommodation in the Institute to the participants.

5. **Conditions for officers admitted to the programme:**

In case of officers, sponsored by the Government of India/State Governments for this programme, the following conditions will apply:

(i) The entire period of training (institutional training of 12 months) will be treated as on duty under FR 9(6) (b) (i);

(ii) The Ministries/Departments/State Governments may fill up the vacancy caused by the deputation of the officers;

(iii) For the grant of special pay/ Central deputation (Tenure allowance) (CDTA), the participants will be regulated as under:-

(a) The officers who proceed for training during their tenure of central deputation will continue to receive CDTA for the period of their entitlement against Central deputation tenure. If any period of training falls beyond the tenure of Central deputation or the officers proceed for training at the end of their tenure at the Centre, CDTA will not be admissible.

(Note-The tenure of central deputation in so far as it relates to this program, would also include the period of leave upto 2 months that may be granted by the central Ministry/Department to the officers before their repatriation to the parent cadre)

(b) The officers not on central deputation and also not in receipt of CDTA, whether they proceed on training from Delhi, or outside Delhi will not be entitled to any Special pay drawn before proceeding for the training.

(iv) Officers of the Central Government, State Government and Union Territories coming from outside Bangalore to participate in the program will be allowed one of the following two options by the sponsoring authorities:-

(a) The officers will be treated as on duty on tour. They will draw travelling allowance as on tour and allowances as per para II(a) of the Ministry of Finance, Department of Expenditure O.M. 19030/2/86-E-IV dated 24.3.86 amended from time to time.

OR

(b) The officers will be treated as on transfer. They will not be entitled to the Government accommodation at the original place of posting.
(v) In case an officer proceeding on training is a \textit{bona fide} occupant of Government accommodation in the general pool controlled by the Directorate of Estates, he could retain the residential accommodation for the full period of training at his place of posting provided the residence is required for \textit{bona fide} use of members of his family.

(vi) Officers of the Central Government entitled to facility of residential telephone at the time of joining this programme will be allowed to retain the residential telephone sanctioned to them on usual terms for six months and thereafter on the condition that the officers will pay all calls in excess of the free calls allowed by the Telecommunication Department as stipulated in Ministry of Finance (Department of Expenditure) O.M. No. 7(10)E (Coord)/79 dated 1\textsuperscript{st} August, 1979 as amended from time to time.

(vii) The salary and other claims of the officers will be paid by the Ministry/ Department/ Office where they were last working before joining this programme.

6. \textbf{Selection procedure and forwarding of nominations}

(i) The Cadre Controlling Authority (CCA) should recommend names of only those Group-'A' officers who are likely to stay with the CCA for some more time. Officers whose names have been recommended for central deputation/ or figuring in the ‘offer list’ for central deputation under the ‘Central Staffing Scheme’ should not be nominated for the PGPPM programme. Failure to withdraw the applications of such officers for the PGPPM, may result in debarment of officers for central deputation for five years.

(ii) Officers on deputation to Government of India under the Central Staffing Scheme must have completed at least two years of their tenure on central deputation on the date of this notification to become eligible to apply for this programme.

(iii) The faculty members of the State ATIs who have completed at least three years on the date of starting of the program are also eligible to apply for the programme. However, those faculty members who belong to state civil services need not necessarily fulfill this condition. The selected faculty members, however, would be required to stay in the ATI for next three years after completion of the programme.

7. \textbf{Forwarding of nominations}

(i) Concurrence of State Governments, wherever necessary, would have to be obtained by the Cadre Controlling Authority before sending the nominations to DoP&T.

(ii) Copy of the application form and other documents are attached. The same may also be obtained by logging on to IIMB’s website \textit{http://www.iimb.ernet.in/pgppm} or DoP&T’s website
http://persmin.nic.in/DOPT.asp. Cadre Controlling Authorities are requested to forward duly filled applications in respect of suitable officers (who are clear from vigilance angle) along with complete information in Part B of the Application Proforma so as to reach us on or before 18th April, 2016.

(iii) Nominations received after the due date will not be considered.

(iv) In order to save time, the officers are permitted to send an advance copy of the application to the Chairperson, Centre for Public Policy, Indian Institute of Management, Bangalore, Bannerghatta Road, Bangalore-560076.

(v) The nominations would be scrutinized and officers fulfilling the conditions of eligibility will be called for an interview by IIMB. The interview dates, time and place will be intimated to the officers by IIMB. In order to save time, the officers are permitted to send an advance copy of the application directly to this office. The officers will also be called for interview based on their advance applications. However, final selection will be subject to receipt of his/her formal application, duly recommended by their Cadre Controlling Authorities; therefore, it is in the interest of the officers to get their applications routed through their Cadre Controlling Authority as early as possible.

8. **Bond to be executed by the officer:**

Before joining the programme, the officer is required to execute a Bond to the extent that "in the event of his/her failing to resume duty or resigning or retiring from service or otherwise quitting service, without returning to duty after expiry or termination of the period of the long term training programme or failing to complete the training programme, or quitting the service at any time within a period of FIVE (5) years after his/her return to duty, the officer shall forthwith pay to the Government or as may be directed by the Government, on demand all charges and expenses that shall or may have been incurred by the Government for the training i.e. all monies paid to him/her or expended on his/her account during training such as pay and allowances, leave salary, cost of fee, travelling and other expenses, cost of international travel and cost of training abroad met by the Government/agency concerned together with interest thereon from the date of demand at Government rates for the time being in force on Government loans or if payment is made in a country other than India, the equivalent of the said amount in currency of that country converted at the official rate of exchange between that country and India and together with all costs between the attorney and the client."
**APPLICATION FOR ADMISSION IN 15th POST GRADUATE PROGRAMME IN PUBLIC POLICY & MANAGEMENT**

(Programme Commences on 23rd May, 2016 Last date of receiving application is 19th April, 2016)

**PART-A**

### 1. PERSONAL DETAILS

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### 2. MINISTRY/DEPARTMENT DETAILS

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<th>Length of service in Group-A</th>
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<th>Are you presently on deputation to the Govt. of India (Yes/No)</th>
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3. ADDRESS FOR CORRESPONDENCE

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4. ACADEMIC RECORD

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<th>Examination/ Degree/ Diploma passed</th>
<th>Name of the Board/University/ Institution</th>
<th>Passing Percentage/ Grade/ Division/CGPA</th>
<th>Year of Joining the Course</th>
<th>Year of Passing the Course</th>
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5. DETAILS OF WORK EXPERIENCE

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Total experience (in years) [ ]
6. DETAILS OF TRAINING PROGRAMS ATTENDED (IN INDIA & ABROAD)  [Duration should be at least two weeks or more](Kindly refer to 'Earlier Training' caption under para 2 of Terms & Conditions)

<table>
<thead>
<tr>
<th>S. No</th>
<th>Name of Course / Training Programme</th>
<th>Name of the Institution/ Place</th>
<th>Year</th>
<th>Duration (in weeks)</th>
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7. Additional Information:-(please attach separate sheets regarding the following)

i. Indicate the Public Policy area identified by you with the approval of your Ministry/Deptt./State Govt. etc. for preparation of the Policy document during the training period.

ii. Briefly describe your job responsibilities and your achievements at your work place.

iii. What are your career goals and how does this program fit in with your plans.

iv. Briefly describe your publications, leadership roles, community work or any other work you consider significant for your proposed study.

v. Is there any other information that you would like to provide about yourself?

8. DECLARATION

I certify that the information given in this application form is correct and true to the best of my knowledge. I agree to abide by the decision of the authorities regarding my selection to the programme.

Place:  
Date:  

(Signature)

Instructions:

➤ The application form is to be sent through the Cadre Controlling Authority.

➤ However, you may kindly send the advance copy directly to Shri Anil Tripathi, Under Secretary (LTDP), Training Division, Department of Personnel and Training, Government of India, Room No- 310, 3rd Floor, Block-4, Old JNU Campus, New Delhi-110067 as well as to Chairperson, Centre for Public Policy, Indian Institute of Management, Bannerghatta Road, Bangalore-560076 (Karnataka).

➤ Please ensure that this application is routed through the Cadre Controlling Authority so as to reach DoPT (Training Division) latest by 18th April, 2016.

➤ The application envelop should be superscripted as “Application for admission in 19th PGPPM (2016-17) at IIM, Bangalore”.

Page 11 of 14
PART - B
(For the use of the Cadre Controlling Authority only)

1. Is there any vigilance case pending or contemplated against the officer? (put ✓)

2. Is there any standing adverse entry against the officer? (put ✓)
   If YES, please give details:

3. Is the applicant's overall ACR grading "Very Good"? (put ✓)

4. Whether cadre clearance has been obtained? (put ✓)
   (For officers, who would be completing their deputation tenures prior to joining the PGPPM? In such cases, clearance of the State Government/Parent department has to be obtained)
   Has the candidate been offered a central deputation also?
   If selected, will the candidate be released for the Programme?

5. Topic for Policy paper to be selected by the officer with the approval of the Ministry/Department/State Government etc. where the officer is currently working.
Details of Nodal Officer (of the rank of JS or above to the Government of India) nominated by the Ministry/Department/State Government etc. where the officer is currently working for mentoring and guidance to the Sponsored Officer for developing the policy documents.

a) Name: __________________________
b) Designation: __________________________
c) Office address: __________________________
d) Telephone No.: __________________________
e) Fax No.: __________________________
f) E-mail Id: __________________________

Cadre Controlling Authority:

<table>
<thead>
<tr>
<th>Name of the Cadre Controlling Authority (Department/Ministry)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Person</td>
<td></td>
</tr>
<tr>
<td>Designation</td>
<td></td>
</tr>
<tr>
<td>Address</td>
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<td>Telephone No.</td>
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<td>Fax No.</td>
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</tr>
<tr>
<td>E-mail ID</td>
<td></td>
</tr>
</tbody>
</table>

Place: __________________________

Date: __________________________

(Signature of the Cadre Controlling Authority)

File No.: ________________________

Office Seal (Compulsory)
FORMAT OF BOND TO BE EXECUTED BY A GOVERNMENT SERVANT BEFORE PROCEEDING FOR 15TH POST GRADUATE PROGRAMME IN PUBLIC POLICY AND MANAGEMENT (PGPPM) OF INDIAN INSTITUTE OF MANAGEMENT BANGALORE (IIMB) 2016-17

KNOW ALL MEN BY THESE PRESENTS THAT I, ---------------------, resident of ---------------------, at present employed as --------------------- in the Ministry/Department---------------------, do hereby bind myself and my heirs, executors and administrators to pay to the President of India (hereinafter called the 'Government') on demand, 'all charges and expenses' that shall or may have been incurred by the Government for my PGPPM training by IIMB i.e. all monies paid to me or expended on my account during training such as pay and allowances, leave salary, cost of fee, travelling and other expenses, cost of international travel and cost of training abroad met by the Govt./agency concerned, etc. being conducted by IIM Bangalore together with interest thereon from the date of demand at Government rates, for the time being in force, on Government loans or, if payment is made in a country other than India, the equivalent of the said amount in currency of that country converted at the official rate of exchange between that country and India AND TOGETHER with all costs between the attorney and the client.

WHEREAS I, ---------------------, am being deputed for PGPPM Training by IIM Bangalore which includes about 2 weeks international exposure by the Department of Personnel and Training (DoP&T), Government of India,

AND WHEREAS for the better protection of the Government I have agreed to execute this bond with such conditions as written hereunder:

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT, in the event of my failing to resume duty, or resigning or retiring from service or otherwise quitting service, without returning to duty after expiry or termination of the period of the PGPPM training, OR failing to complete the training programme, OR quitting the service at any time within a period of FIVE (5) years after my return to duty, I shall forthwith pay to the Government or as may be directed by the Government, on demand the said sum together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

AND upon my making such payment the above written obligations shall be void and of no effect, otherwise it shall be and remain in full force and virtue.

The Bond shall in all respects be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall, where necessary, be accordingly determined by the appropriate Courts of India.

The Government of India has agreed to bear the stamp duty payable on this bond.

Signed and delivered this the --------------------- day of --------------------- month of the year Two Thousand and ---------------------.

Signed and delivered by --------------------- (Name and designation)

In the presence of --------------------- and ---------------------

Witnesses: 1. ---------------------

2. ---------------------

ACCEPTED

On behalf of the President of India by the Cadre Controlling Authority
(Authorized Signatory)
Applications are invited for filling up the post of Reader in Hindi in LBSNAA, Mussoorie in PB:3 Rs.15600-39100 with Grade Pay Rs. 7600 on deputation (including short-term contract) basis. Eligibility conditions i.e. qualifications and experience, period of deputation, Method of Recruitment and duties etc. are as indicated below:

1) **Name of Post** : Reader in Hindi (No. of post: One)

   **Pay Band & Grade Pay** : Pay Band:3 Rs.15600-39100 with Grade Pay Rs. 7600

   **Method of recruitment** : Promotion/Deputation (including short-term contract)

   **Classification** : General Central Services, Group 'A' Gazetted

**Eligibility**

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

(a) (i) Holding analogous posts on regular basis; or

(ii) With five years' regular service in posts in the scale of PB-3 Rs.15600-39100 with GP Rs.6600/- [Rs.10000-15200 (Pre-revised)] or equivalent; or

(iii) With ten years' regular service in post in the scale of PB -3 Rs.15600-39100 with GP Rs.5400/-[Rs. 8000-13500 (Pre-revised)] or equivalent; and

(b) Possessing the following educational qualifications and experience as below:-

**Essential:**

(i) Post Graduate Degree in Hindi from a recognised University or equivalent; and

(ii) Five years experience in teaching Hindi at college or University level.

**Desirable:**

(i) Doctorate Degree in Hindi from recognised University or equivalent.

(ii) Knowledge at the level of Matriculation of one of the Language other than Hindi mentioned in the eighth schedule of the constitution.
Note 1. Qualifications are relaxable at the discretion of the UPSC in case of candidates otherwise well qualified.

Note 2. The qualification(s) regarding experience is/are relaxable at the discretion of the UPSC in the case of candidates belonging to the SC and ST, if at any stage of selection, the UPSC is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.

(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, deputationist shall not be eligible for consideration for appointment by promotion.

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

Period: Period of deputation/contract including period of deputation or contract 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.

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

*The candidate selected to the post of Reader in Hindi 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.*

Willing candidates are required to submit their applications in triplicate in the prescribed proforma along with documents (Cadre clearance, Integrity certificate, vigilance clearance, Major/Minor penalty imposed during the last ten years and upto-date ACR dossiers (or photocopies of ACRs for the last 5 years duly attested on each page by Group “A” Gazetted Officer) of the officer who would be spared in the event of his/her selection may be sent to this office within 60 days from the date of publication in the Employment News paper. Application received after the last date or without the documents noted above or otherwise found incomplete will not be considered.

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

[Chief Secretary,
Government of Kerala Secretariat,
Thiruvananthapuram-695001]

(Miranda Das)
Assistant Director
ला बड़ुआ शास्त्री राष्ट्रीय प्रशासन अकादमी, मसूरी (ला.ब.शा.रा.प्र. अकादमी)

ला.ब.शा.रा.प्र.अ., मसूरी में प्रतिलिपि (अल्पाधि संबिदा सहित) के आधार पर पे 3 15600-39100 र. तथा बैंड पे 7600 र. में हिंदी के पद को भरने के लिए आवेदन पत्र आमंत्रित किए जाते हैं। पात्रता शर्तों अथवा शैक्षिक अनुसंधान तथा अनुभूति, प्रतिलिपि की अवधिय, भर्ती पद्धति तथा कार्याधि का व्योम निर्देशन है:

1) पद का नाम: हिंदी (पद की सं.: एक)
   पे बैंड एवं पे बैंड : 3, 15600-39100 र. तथा बैंड पे 7600 र.
   भर्ती पद्धति: प्रतिलिपि (अल्पाधि संबिदा सहित)
   वर्गीकरण: सामान्य बैंड सेवाएँ, समूह 'क' राजपालित

शोधनता

क. केंद्र सरकार/राज्य सरकार/केंद्र शासित प्रदेश/सार्वजनिक क्षेत्र के उपक्रम/विश्वविद्यालय/मान्यता प्राप्त अनुसंधान संस्थान/ स्वायत्त निकाय/अर्थ - शासकीय/सांबिदिक संगठनों के अधिकारी जिन्होंने:

(क) (i) नियमित आधार पर समान पद पर कार्य किया हो, या
   (ii) पे बैंड - 3 के बेतनमान 15600-39100 र. + बैंड पे 6600 र. (10000-15200/- र. संशोधन पूर्व) में पौच वर्ष की नियमित सेवा की हो या इसके समस्तता पद पर कार्य किया हो या
   (iii) पे बैंड - 3 के बेतनमान 15600-39100 + बैंड पे 5400 र. (8000-13500/- र. संशोधन पूर्व) में दस वर्ष की नियमित सेवा की हो या इसके समस्तता पद पर कार्य किया हो,
   और
   (ख) निजस्व लिखित शैक्षिक योग्यता तथा अनुभव प्राप्त हो:-

आवश्यक अहिलायाएँ:

(i) मान्यता प्राप्त विश्वविद्यालय से हिंदी में स्नातकोत्तर डिग्री या इसके समस्तत, तथा
(ii) कालेज/विश्वविद्यालय स्तर पर हिंदी शिक्षण में पौच वर्ष का अनुभव।

माँगीन्यास:

(i) मान्यता प्राप्त विश्वविद्यालय से हिंदी में डॉक्टरेट की डिग्री या इसके समस्तत।
(ii) सैटिक स्तर पर संविदाधि की 8वीं अनुसूची में उल्लिखित हिंदी के अलावा अन्य भाषाओं में से किसी एक भाषा का ज्ञान।

नोट 1. यदि अन्यथा सूचीबद्ध है, तो संग संग लोक सेवा आयोग के विभाग पर शैक्षिक अहिलायों में छूट दी जाएगी।
नोट 2. अनुसूचित जाति तथा अनुसूचित जनजाति के अभ्यंतियों के साथ में संग लोक सेवा आयोग के विषय पर अनुबंध से संबंधित योजनाओं में छूट दी जाती है, यदि चयन के किसी भी चरण पर, संग लोक सेवा आयोग के मत हो कि उनके लिए अर्थव्यवस्था पदों का भरने के लिए इन समुदायों से अपेक्षित अनुभव रखने वाले अभ्यर्थियों की पर्याप्त संख्या मिल पाना संभव नहीं है।

(फीडर क्षेत्रों के वे विभागीय अधिकारी जो पदबद्धता के लिए कम में हैं, वे अभिलेखित पर नियुक्ति के पात्र नहीं होंगे। उसी तरह से, प्रतिलिपियुक्त अधिकारी पदबद्धता द्वारा नियुक्ति के लिए विचार किए जाने का पात्र नहीं होगा।)

आयु सीमा: अल्पायाप मंडिला सहित प्रतिलिपियुक्त द्वारा नियुक्ति की अधिकतम आयु सीमा आवेदन पत्र की प्राप्ति की अन्तिम तिथि को 56 वर्ष से अधिक नहीं होगी।

अन्यथा : केन्द्र मरकर के उसी या कोई अन्य संगठन/विभाग में इस नियुक्ति से तत्काल पूरे धारित दूसरे संवार वाण पद में प्रतिलिपियुक्त या संवार की अवधि सहित प्रतिलिपियुक्त/संवार की अवधि सामाजिकता चार वर्ष से अधिक नहीं होगी।

पद के कर्मचारी एवं दायित्व : शिक्षा, प्रशिक्षण, परम्परा, अध्ययन सामग्री की तैयारी, परीक्षा प्रश्न-पत्र तैयार करना, पाठ्यक्रम सम्पादन/पाठ्यक्रम सह-समन्वयक आदि के रूप में कार्य करना।

रीढ़ी हिंदी पद के लिए चयनित अभ्यर्थी प्रतिलिपियुक्त भरने के बदले में अपनी मूल विभाग के मूल वेतन का 30% प्रशिक्षण भत्ता का पात्र होगा/होगी यदि प्रतिलिपियुक्त व्यक्ति अपने मूल विभाग के वेतनांश का विकल्प देता/देती है।

इत्यादि के अभ्यर्थियों को अपना आवेदनसंबंधी व्यक्ति, सत्यविद्याप्रमाणपत्र, सत्यांग व्यक्ति, विशिष्ट तथा 10 वर्षों का दौरान संगठन या दूसरे/क्षेत्रीय संस्थान तथा चयन द्वारा जाने के लिए रखने की स्थिति के कारण खुश निर्भर विचार करने वाले अवधिक या पूर्ण का अद्वितीय या स्री.अव. (वार्षिक सुन्दर सिद्धांत रिपोर्ट) डाकॉर्ट (समूह के राजधानी अधिकारी द्वारा प्रत्येक पृष्ठ पर थिष्टवत अनुस्मरणित) दिखाई 5 वर्षों के वार्षिक सुन्दर सगरण रिपोर्ट की प्रतियाँ) सहित निम्नलिखित प्रवास में नीचे प्रशिक्षण में इस विज्ञापन के राजधानी समाचार पत्र में प्रकाशित की लिपि से 60 दिनों के अंदर भेजना होगा। अंतिम तिथि के बाद या उपरोक्त दस्तावेजों के बिना प्राप्त आवेदन पत्रों या अपूर्ण आवेदन पत्रों पर विचार नहीं किया जाएगा।

नोट : रिपोर्ट का नियम सहित लाभ दिया जाएगा राज्य प्रमुख ला.ब.शा.सा.प्र.ह. की वेबसाइट (http://www.lbsnation.gov.in) पर उपलब्ध है।

(सहायक निदेशक)

(भूषित दास)

सहायक निदेशक
**BIO-DATA / CURRICULUM VITAE PROFORMA**

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)

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

<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>
</table>

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

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

8. Nature of present employment i.e. Adhoc 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

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>Basic Pay with Scale of Pay and rate of increment</th>
<th>Dearness Pay/Interim relief /other Allowances etc., (with break-up details)</th>
<th>Total Emoluments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

16A. 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)

<table>
<thead>
<tr>
<th>16.B Achievements:</th>
</tr>
</thead>
<tbody>
<tr>
<td>The candidates are requested to indicate information with regard to;</td>
</tr>
<tr>
<td>(i) Research publications and reports and special projects</td>
</tr>
<tr>
<td>(ii) Awards/Scholarships/Official Appreciation</td>
</tr>
<tr>
<td>(iii) Affiliation with the professional bodies/institutions/societies and;</td>
</tr>
<tr>
<td>(iv) Patents registered in own name or achieved for the organization</td>
</tr>
<tr>
<td>(v) Any research/innovative measure involving official recognition</td>
</tr>
<tr>
<td>(vi) any other information.</td>
</tr>
<tr>
<td>(Note: Enclose a separate sheet if the space is insufficient)</td>
</tr>
</tbody>
</table>

| 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

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

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

Countersigned

(Employer/Cadre Controlling Authority with Seal)
The Ministry of External Affairs (CPV Division) intends to fill the following posts in Passport Offices at stations indicated below amongst officers under the Central Government including officers of All India Services/ Central Secretariat Service in the Ministries/ Departments of the Government of India, on deputation basis:

<table>
<thead>
<tr>
<th>Post</th>
<th>Number of Posts &amp; Name of Passport Office</th>
<th>Scale of Pay</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Passport Officer (APO)</td>
<td>2 (Two): 1 Post – CPO Hq (CPV Division, New Delhi) 1 Post- Passport Office, Visakhapatnam</td>
<td>Pay Band 3, Rs. 15,600-39,100 + Grade Pay Rs5,400/-</td>
<td>Officers under the Central Government including officers of All India Services:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(a) (i) holding analogous Posts on regular basis in the parent cadre or department; or</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>(ii) with two years’ service in the Grade rendered after appointment thereto on a regular basis in posts in the Pay Band-2(Rs.9300-34,800 and Grade Pay of Rs. 4800 or equivalent in the parent cadre or Department; or</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(iii) with three year’s service in the Grade rendered after appointment thereto on a regular basis in posts in Pay Band-2(Rs. 9300-34800 and Grade Pay of Rs. 4600 or equivalent in the parent cadre or Department; and</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(b) possessing the following educational qualifications and experience:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(i) Bachelor’s degree from a recognized University in India or Association of Indian Universities recognized degrees of foreign Universities;</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(ii) One year experience in passport or Consular or Emigration or Administration or Finance or Accounts or Vigilance work.</td>
</tr>
</tbody>
</table>
Note 1: The Departmental Officers in the lower 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 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 to 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 the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale 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 grade with a common grade pay or pay scale, and where this benefit will extend only for the post for which that grade pay or pay scale is the normal replacement grade without any upgradation.

2. The selected officers will be on deputation for a period of three years initially which can be curtailed or extended further, depending upon the requirement, and with the consent of the officer and approval of the lending department. The usual deputation terms will apply.

3. All Ministries/Departments of Government of India are requested to circulate the above posts among the officers under the Central Government including officers of All India Services/ State Government, working with them and forward the application (in prescribed pro forma Annexure A) of eligible and interested officers, along with their dossiers and a certificate to the effect that they are clear from vigilance angle, to the undersigned latest by 18th March, 2016.

(Anil Kumar Dhasmana)
DPO(PVA)
011-23386936

To,

1. All Ministries/ Department of Government of India
2. All Chief Secretaries to the State Governments.

Copy to:-

1. Ministry of External Affairs-[Kind attn to: Joint Secretary (Admn)].
2. Director (XP), Ministry of External Affairs, Shastri Bhawan, New Delhi- with the request to upload this circular on the MEA’s website.
3. Director(PSP), Ministry of External Affairs, CPV Division, New Delhi -with the request to upload this circular on the Passport Seva website
4. Director (CS), DoPT, Lok Nayak Bhawan, Khan Market, New Delhi- with the kind request to upload this circular on DoPT’s website for wider circulation.
5. All Passport Offices.
6. Branch Secretariat at Chennai, Kolkata, Guwahati, Hyderabad.
7. Spokesman, JCM, MEA, New Delhi.
8. O/o JS (PSP) & CPO, CPV Division, MEA, New Delhi.
ANNEXURE - A
CURRICULAM VITAE PROFORMA

1. Name (in Block letters) ...........................................

2. Applied for the post of ...........................................

   (i) Place (Name of Station/s in order)
       (1)...........
       (2).........
       (3).........

3. Date of Birth (in Christian era)

   (i) Age as on closing date of circular ........................

4. Date of retirement under Central/ State Government Rules

5. Educational Qualifications ....................................

6. Whether belongs to SC/ST ....................................

7. Educational qualifications and experienced possessed

   
   
   
   
   
   
   Qualification/ Experience possessed by the officers

   
   Essential
   (1)
   (2)
   (3)

   Desired
   (1)

Contd......2
8. Details of service, in chronological order.
Enclose a separate sheet, duly authenticated by your signature, if the space is insufficient...

<table>
<thead>
<tr>
<th>Office/Institution</th>
<th>Post-held</th>
<th>From</th>
<th>To</th>
<th>Grade Pay</th>
<th>Scale of Pay and Basic Pay</th>
<th>Nature of Duties (in details)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<td>2.</td>
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<tr>
<td>3.</td>
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<td></td>
</tr>
</tbody>
</table>

9. Contact details:
   (A) Present Add:-

   (i) Tel. No.
   (ii) Mob. No.
   (iii) E-mail-

   (B) Office Add(with office name):-

   (i) Tel. No.
   (ii) Mob. No.
   (iii) E-mail-

10. In case the present post is held on deputation / contract basis, please state
(a) Name of Office / Organization and address (with Tel. No.)

   ................................................

(b) The date of initial appointment

   ................................................

(c) Period of appointment on deputation

   ................................................

(d) Name of the parent office / organization to which you belong

   ................................................

Contd....3
I have carefully gone through the vacancy circular 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.

Signature of the candidate
Address

Dated

It is certified that Shri/Ms..........................is clear from vigilance angle and in case of selection, he/she will be relieved.

........................................
(Signature of Head of Office with Seal)