VACANCY CIRCULAR

Sub: Filling up of one vacancy of Deputy Development Commissioner for Handlooms (Group 'A' Gazetted) in Pay Band (PB) -3 of Rs. 15600-39100 with Grade Pay of Rs. 6600 on deputation basis in the Office of the Development Commissioner for Handlooms, Ministry of Textiles, New Delhi.

It is proposed to fill up one vacancy of Deputy Development Commissioner for Handlooms (Group 'A' Gazetted) in Pay Band (PB) -3 of Rs. 15600-39100 with Grade Pay of Rs. 6600 on deputation basis in the Office of the Development Commissioner for Handlooms, Ministry of Textiles, New Delhi.

2. The eligibility conditions for deputation are as follows:

**Deputation:**

Officers under the Central Government or State Governments or Universities or Recognized Research Institutions or Public Sector Undertakings or Semi Government or Statutory or Autonomous organisations:--

(a)(i) holding analogous post on regular basis in the parent cadre or Department; or

(ii) with five years regular service in pay band-3, Rs. 15600-39100 plus grade pay of Rs. 5400 in the parent cadre or Department; and

(b) Essential educational qualifications:

Possessing Bachelor's degree plus five years experience in the work relating to administration or export or cooperation or handlooms and textiles or village and small scales industries.

Desirable educational qualifications:

Masters in Business Administration/Post Graduate Diploma in Management/ Masters in Public Administration

The Departmental Officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation or Department of the Central Government shall ordinarily not exceed four years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.)

3. Terms and conditions of deputation shall be governed/regulated according to the applicable normal terms and conditions for deputation issued by the Government of India from time to time. Officers who volunteer for the post will not be permitted to withdraw their names later on.

4. The applications (in triplicate) in the enclosed prescribed proforma(Annexure-I), in respect of eligible candidates, who can be spared for taking up the assignment within one month from the date of intimation about selection, may be forwarded by the Cadre Controlling...
Authority duly verified/countersigned by the Head of office or an officer authorized to his behalf, along with the following documents:-

i. Cadre clearance in respect of the applicant.

ii. Up-to-date clear and legible photocopies of the ACRs/APAR of the last 5 years at least up to 2014-15 duly attested by an officer not below the rank of Under Secretary or equivalent to the Govt. of India.

iii. Integrity certificate signed by an officer not below the rank of Deputy Secretary to the Govt. of India.

iv. Vigilance Clearance Certificate indicating that no disciplinary or criminal proceedings are either pending or being contemplated against the officer concerned; and

v. A certificate indicating major/minor penalties imposed, if any, on the candidate during the last 10 years or otherwise a No Penalty certificate.

{Separate certificate should be furnished in respect of Sl. No. (iii) to (v) above}

5. The applications (in triplicate) in the enclosed prescribed proforma (Annexure-I) along with documents mentioned above should be forwarded through proper channel to the Assistant Director, Estt.-I Section, Office of the Development Commissioner for Handlooms, Ministry of Textiles, Room No. 419-A, Udyog Bhavan, New Delhi-110011, within 45 days from the date of publication of this circular in Employment News/Rozgar Samachar. Applications received after the closing date or without documents mentioned above or otherwise incomplete will not be considered.

(Anil Raj Kumar)
Addl. Development Commissioner (Handlooms)

To,

1. All Ministries/Departments of Government of India/ State Governments/Universities/ Recognized Research Institutions/Public Sector Undertakings/Semi Government/Statutory/ Autonomous organisations (Except Railway Board).
2. D.C. Handicrafts/Textile Commissioner, Mumbai.
3. All WSCs/IIHT/CEO/NHHM.
5. Guard file
## CURRICULUM VITAE PROFORMA

1. **Name and Address (In Block Letters)**  
2. **Date of Birth**  
3. **Date of retirement under Central Government Rules**  
4. **Educational Qualifications**  
   - 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</th>
<th>Qualifications/Experience possessed by the officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential</td>
<td>(1)</td>
</tr>
<tr>
<td>Desired</td>
<td>(2)</td>
</tr>
<tr>
<td>(1)</td>
<td>(3)</td>
</tr>
</tbody>
</table>

5. Please State clearly whether in the light of entries made by you above, you meet the requirement of the post

6. **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</th>
<th>From</th>
<th>To</th>
<th>Pay Band and Grade Pay</th>
<th>Nature of duties</th>
</tr>
</thead>
</table>

7. **Nature of present employment i.e. Temporary or Quasi-Permanent or Permanent**  
8. **In case the present employment is**
   - held on deputation
   - The date of initial appointment
   - Period of appointment on deputation
   - Name of the parent office/organization to which you belong

9. **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**

10. **Total emoluments per month now drawn**

11. **Additional information, if any, which you would like to mention 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)

12. **Whether belongs to SC/ST**

13. **Remarks (The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards/Scholarship/ Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and (iv) any other information.**

14. **Signature of the candidate**

   **Address**

15. **Countersigned**

   **(Employer with Seal)**

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.
Subject: Filling up of the post of Secretary, Coffee Board, Bengaluru in the pay scale of PB-3 (Rs.15,600 - 39,100 + GP Rs.7600/- as per Sixth CPC) on "Deputation" basis.

The undersigned is directed to say that it is proposed to fill up one post of Secretary, Coffee Board, Bengaluru, a statutory body under the administrative control of this Department, in the pay scale of PB-3 (Rs.15,600 - 39,100 + GP Rs.7600/-) as per Sixth Central Pay Commission. The post will fall vacant on 22.08.2016. The details regarding the eligibility and job profile of the post are indicated in Annexure-I.

2. It is requested that applications (in duplicate) of eligible and willing officers who could be relieved in the event of selection, in the enclosed proforma (Annexure-II) along with the following documents may please be forwarded by name to Smt. Anjali Anand, Under Secretary, Plant-B Section, Department of Commerce, Ministry of Commerce & Industry, Room No. 441, Udyog Bhawan, New Delhi - 110011 within 45 days from the date of publication of the advertisement in the Employment News:

(i) Complete and up-to-date confidential reports for the last five years, attested Photostat copy thereof by an officer not below the rank of Under Secretary to the Govt. of India.

(ii) Integrity Certificate.

(iii) Details of minor or major penalties imposed during the last 10 years. (If no penalties have been imposed, it should be stated).

(iv) Vigilance clearance.

3. The appointment will be on deputation basis. The normal period of deputation shall be 3 years. It may also be made clear that the officer, who volunteers for the post, will not be allowed to withdraw his/her candidature subsequently. Applications received after the last date or without confidential report and other requisite documents or otherwise found incomplete will not be considered.

4. Hindi version is enclosed.
1. All Ministries/Departments of Govt. of India, New Delhi.
2. All Chief Secretaries of State Governments/Union Territories.
3. All attached/subordinate offices under the Ministry of Commerce.
4. All officers of the rank of Deputy Secretary in the Ministry of Commerce.
5. Estt. Officer & Addl. Secretary, Deptt. Of Personnel & Training, North Block, New Delhi.
6. The Technical Director, NIC, Department of Commerce along with a soft copy for uploading in the website of this Department.
7. Finance Division, MoC.
8. Guard File

(Anita Karm)
Director
Tel: 011-23063648
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Name of the Post</strong></td>
<td>Secretary, Coffee Board, Bengaluru</td>
</tr>
<tr>
<td><strong>2. Number of Posts</strong></td>
<td>1 (One)</td>
</tr>
<tr>
<td><strong>3. Scale of Pay</strong></td>
<td>PB-3 Rs.15,600 – 39,100 + GP Rs.7600/- (as per Sixth CPC)</td>
</tr>
<tr>
<td><strong>4. Method of Recruitment</strong></td>
<td>Deputation</td>
</tr>
<tr>
<td><strong>5. Eligibility</strong></td>
<td>An officer from organized services of Government of India not below the rank of Deputy Secretary to Government of India</td>
</tr>
<tr>
<td><strong>6. Job Profile</strong></td>
<td>To exercise such functions as have been assigned in the Act and the rules made thereunder. He shall be responsible for the Secretariat work of the Coffee Board and shall be in charge of the Board under direction from the Chairman.</td>
</tr>
</tbody>
</table>
**BIO – DATA**

1. Name and address (in Block Letters) :

2. Date of Birth :

3. Date of retirement under Central/State Government Rules :

4. Educational Qualifications :

5. Present Basic Pay :

6. Post held on regular basis with scale of pay and date of appointment thereto on regular basis :

7. Permanent post held with scale of pay and date of confirmation :

8. Details of Employment in chronological Order, (enclose a separate sheet duly authenticated by your signature, if the space below is not sufficient).

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Officer/Institution/Organisation</th>
<th>Post Held</th>
<th>From</th>
<th>To</th>
<th>Scale of pay and basic pay</th>
<th>Nature of duties</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

9. Nature of present employment i.e. Whether ad-hoc or temporary or Permanent :

10. In case the present employment is held on deputation/contract basis, please state:
    (a) The date of initial appointment
    (b) Period of appointment of deputation/contract
    (c) Name of the present office/organization to which you belong.

Contd...
1. Additional details about present employment

Please state whether working under:
(a) Central Govt.
(b) State Govt.
(c) Autonomous Organisation
(d) Government Undertakings
(e) Universities

12. Additional information, if any, which you would like to mention in support of your suitability for post. (Enclose a separate sheet, if the space is not sufficient).

13. Whether Belong to SC/ST

Date: ____________________

Signature of the Candidate
सं.0/11/2008-बागान - ख
भारत सरकार
वाणिज्य एवं उद्योग मंत्रालय
(वाणिज्य विभाग)

उद्योग भवन, नई दिल्ली
दिनांक 29 मार्च, 2016

कार्यालय आदेश

विचार: पी.सी.3 (छठे वेतन आयोग के अनुसार 15,600-39,100 रु.+ येड वेतन 7600/- रु.) में सचिव, कॉफी बोई, बंगलूर के पद को ‘प्रतिनिधित्व’ आधार पर भरने के संबंध में।

युवती यह कहने का निर्देश हुए हैं कि वाणिज्य विभाग के प्रशासनिक नियंत्रण के अधीन एक साविक संकाय कॉफी बोई, बंगलूर में छठे केंद्रीय वेतन आयोग के अनुसार पी.सी.-3 (15,600-39,100 रु.+ येड वेतन 7600/- रु.) में सचिव के एक पद को भरने का प्रस्ताव हैं। यह पद दिनांक 22.08.2016 को रिक्त होगा। योजनता एवं पद के कार्य विवरण से संबंधित द्वीरा अनुबंध-१ में दिया गया है।

2. अनुरोध है कि पात्र एवं इच्छुक अधिकारियों के नाम जिन्हें चयन का स्थिति में कार्य मुक्त किया जा सके, के आवेदन (दो प्रतियों में) संलग्न आवेदन प्रपत्र (अनुबंध-II) में बिन्दूतरिक दस्तावेजों के साथ शीर्षक अंजलि आमंत्र, अबर सचिव, बागान (ख) अनुबंध, वाणिज्य विभाग, वाणिज्य एवं उद्योग मंत्रालय, कमरा नं. 441, उद्योग भवन, नई दिल्ली-110011 को रोजगर समाचार में विज्ञापन के प्रकाशन की तारीख से 45 दिनों के भीतर अभिव्यक्त कर दिए जाएं।

(i) पिछले 5 वर्षों की पूर्ण एवं अद्यतन गोपनीय रिपोर्टों की प्रति प्रतियां जोंकि अबर सचिव, भारत सरकार के स्तर के अधिकार उपस्थित अधिकारी द्वारा सत्यापित हों।

(ii) सत्यनिर्ण फ्रामाप्रणत।

(iii) विचार 10 वर्षों के दौरान अद्यतनप्रणत। छोटी एवं बड़ी शास्त्रों का विवरण (यदि कोई शास्त्र अद्यतनप्रणत महत्वमें गई हो, तो भी उसका उल्लेख करें)।

(iv) सतर्कता संबंधी अनुशंसी।

3. नियुक्ति प्रतिनिधित्व आधार पर की जाएगी। प्रतिनिधित्व की सामान्य अवधि 3 वर्ष होगी। यह भी स्पष्ट किया जाता है कि इस पद के इच्छुक अधिकारियों को बाद में स्वयं आवेदन वापस लेने की अनुमति नहीं होगी। अंतिम तारीख के बाद प्राप्त या गोपनीय रिपोर्ट और अवर अभिव्यक्त मद्दत दस्तावेजों के विना प्राप्त आवेदनों अथवा अन्यथा अपूर्ण पाये गए आवेदनों पर विचार नहीं किया जाएगा।

अनिता कुमार
(अनिता कुमार)
निदेशक
दूरभाष: 011-23063648
सेवा में,

1. भारत सरकार के सभी मंत्रालय/विभाग।
2. राज्य सरकारों/संघ शासित क्षेत्रों के सभी प्रमुख सचिव।
3. वाणिज्य विभाग के अधीन सभी संबंध अधीनस्त वार्ता व्यापार।
4. वाणिज्य विभाग में उम सचिव स्तर के सभी अधिकारी।
5. विभाग अधिकारी एवं अपर सचिव, कार्यालय एवं प्रशिक्षण विभाग, नार्थ ब्लॉक, नई दिल्ली।
6. तकनीकी निदेशक, एनआईएस, वाणिज्य विभाग के विभाग की वेबसाइट पर अपलोड करने हेतु एक प्रति।
7. वित्त प्रभाग, वाणिज्य मंत्रालय।
8. गाई पाड़।

निदेशक

जूनाभाष: 011-23063648
### अनुंशं-1

<table>
<thead>
<tr>
<th>सूची</th>
<th>सचिव, कॉफी बोर्ड, बंगलुरू</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. पद की संख्या</td>
<td>एक (1)</td>
</tr>
<tr>
<td>3. वेतनमान</td>
<td>पी.बी.-3 (15,600-39,100 रु.+- बेड वेतन 7600/ रु.) (छठे वेतन आयोग के अनुसार)</td>
</tr>
<tr>
<td>4. भर्ती की पद्धति</td>
<td>प्रतिनियुक्त</td>
</tr>
<tr>
<td>5. पात्रता</td>
<td>भारत सरकार की संगठित सेवाओं का कोई अधिकारी जो उप सचिव, भारत सरकार के रैंक से कम का ना हो।</td>
</tr>
<tr>
<td>6. कार्य का विवरण</td>
<td>अधिनियम और उसके अंतर्गत नियमों में निर्दिष्ट कार्यकलापों को निष्पादित करना। अधिकारी कॉफी बोर्ड के सचिवालयी कार्य के लिए उत्तरदायी होगा तथा अद्यक्ष के निर्देशों के अधीन बोर्ड के प्रभारी होंगे।</td>
</tr>
</tbody>
</table>
1. नाम व पता(स्पष्ट अक्षरो में) :
2. जन्मतिथि :
3. केन्द्र/राज्य सरकार के नियमों के अनुसार सेवानिवृत्ति की तारीख :
4. शैक्षणिक योग्यताएं :
5. वर्तमान मूल वेतन :
6. वेतनमान सहित नियमित आधार पर धारित पद तथा नियमित आधार पर नियुक्ति की तारीख :
7. वेतनमान सहित धारित स्थायी पद :
8. विद्यालय का क्रमानुसार विवरण (यदि नीचे दिया गया स्थान अपर्याप्त हो तो अपने हस्ताक्षर द्वारा विधिमान रूप से अधिप्रमाणित, पूर्णक पृष्ठ संलगन करे)।

<table>
<thead>
<tr>
<th>क्र.सं.</th>
<th>कार्यालय/ संस्थान/ संगठन</th>
<th>धारित पद</th>
<th>से</th>
<th>तक</th>
<th>वेतनमान तथा मूल वेतन</th>
<th>कार्य का स्वरूप</th>
</tr>
</thead>
</table>

9. वर्तमान नियुक्ति का स्वरूप अर्थात तदर्थ अथवा अस्थायी या स्थायी  :
10. यदि वर्तमान नियुक्ति प्रतिनियुक्ति/संबंधित आधार पर हो तो कृपया निम्नलिखित सूचना दें:-
   (क) प्रारंभिक नियुक्ति की तारीख
   (ख) प्रतिनियुक्ति/संबंधित पर नियुक्ति की अवधि
   (ग) मूल कार्यालय/संगठन का नाम जिससे आप संबंधित हैं।

क्रमचः
1. वर्तमान नियुक्ति के संबंध में अधिनियम विवरण : कृपया बताएं कि क्या आप निम्नलिखित के अनुसार कार्यरत हैं
   (क) केंद्र सरकार
   (ख) राज्य सरकार
   (ग) स्वायत्तशासी संगठन
   (घ) सरकारी उपक्रम
   (ङ) विश्वविद्यालय

12. अधिनियम जानकारी, यदि कोई हो जिसका आप पद हेतु अपनी उपयुक्तता के समर्थन में उल्लेख करना चाहें (यदि स्थान अपर्याप्त हो तो एक पृष्ठ के पृष्ठ संलग्न करे)।

13. क्या अनुसूचित जाति/अनुसूचित जनजाति के हैं :

अभ्यर्थी के हस्ताक्षर .........................

दिनांक-------------------
The Chief Secretary of all
State Govts. & Union Territories
(As per list attached)

Sub.- Filling up the post of Research Officer, Group 'B', Gazetted, Non-Ministerial in the Pay Band of Rs. 9300-34800+4900/- Grade Pay on deputation (including short term contract) in the National Museum - reg.

Sir/Madam,

I am directed to say that it is proposed to fill up one post of Research Officer, Group 'B' Gazetted, Non-Ministerial in the Pay Band Rs. 9300-34800+4900/- Grade Pay in the National Museum, Janpath, New Delhi, a subordinate office under the Ministry of Culture, by deputation (including short term contract) from officers of the Central or State Govts. or Union Territories or Universities or Recognized Research Institutions or Public Sector Undertaking or Semi Govt. or Statutory or autonomous organizations. As per the approved Recruitment Rules the post has to be filled from the officers (a) (i) holding analogous posts on regular basis in the parent cadre or Department; OR (ii) with three years service in the grade rendered after appointment thereto on a regular basis in the Pay Band of Rs. 9300-34800+4900/- (pre-revised pay scale of Rs. 5500-9000/-) or equivalent in the parent cadre or Department; and (b) possessing the educational qualifications and experience specified in Annexure - I.

2. Detailed particulars, eligibility requirement etc. in respect of the post are enclosed at Annexure - I. Persons selected by deputation basis will be entitled to normal deputation terms as admissible under the Central Govt.'s rules in force. The period of deputation / contract shall not ordinarily exceed three years.

3. You are requested to forward the particulars of eligible officers working in your organization/institution who are free from Vigilance angle, as per attached proforma at (Annexure - II) along with a photocopy of their up to date APAR dossiers for the last 5 years duly attested on each page, along with their cadre clearance, vigilance clearance, integrity certificate and statement of minor/ major penalty imposed, if any during the last 10 years, so as to reach this office within 60 days from the date of publication of the advertisement in the Employment News. The candidate who offer their candidature will not be allowed to withdraw their names. Applications received without the requisite documents will not be considered and no further correspondence in this regard will be entertained.

4. The candidate should not have crossed 55 years of age as on the closing date of receipt of application.
5. Please note that the applications, incomplete in any manner or received directly without APAR dossiers, vigilance clearance, integrity certificate, cadre clearance and statement of penalty, will not be considered.

6. Hindi version will follow.

Yours faithfully,

(Anand Kumar)
Administrative Officer

Copy to:

1) Under Secretary, Govt. of India, Ministry of Culture, M-I Section, Shastri Bhawan, New Delhi
2) All attached/ Subordinate officer under the Ministry of Culture, (as per list attached)
3) All Ministries / Departments of Govt. of India, with the request that the vacancy be circulated among their attached / subordinate offices.
4) The Director General (Doordarshan), Doordarshan Kendra, Parliament Street, New Delhi, with the request to telecast the vacancy in the Employment News Bulletin.
5) The Director General, (Resettlement), Directorate General Resettlement, Ministry of Defence, West Block – IV, R. K. Puram, New Delhi, for wide publicity among the eligible officers.
6) Notice Board, National Museum.

(Anand Kumar)
Administrative Officer
<table>
<thead>
<tr>
<th>PARTICULARS OF THE POST</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong> Name of the Post <strong>Research Officer</strong></td>
</tr>
<tr>
<td><strong>2</strong> No. of Post One</td>
</tr>
<tr>
<td><strong>3</strong> Scale of Pay Rs. 9300-34800+4600/- Grade Pay</td>
</tr>
<tr>
<td><strong>4</strong> Classification General Central Service, Group ‘B’ Gazetted, Non-Ministerial</td>
</tr>
<tr>
<td><strong>5</strong> Age Limit for direct recruitment Not Applicable</td>
</tr>
<tr>
<td>Age limit for departmental candidates Not more than 56 years as on the closing date of receipt of application</td>
</tr>
<tr>
<td><strong>6</strong> Educational Qualification Essential</td>
</tr>
</tbody>
</table>

(i) Master's Degree of a recognized University or equivalent in History or Sanskrit or Pali or Prakrit or Persian or Arabic or Archaeology or Anthropology or Fine Arts or History of Art; and

(b) Diploma in Museology of a recognized University or Institution or equivalent

Or

Master's Degree of a recognized University or equivalent in Museology with History as a subject at Bachelor's Degree level

(ii) Three year's experience in the relevant field in a Museum of National or Regional importance under the control of Central Govt. or State Govt. or Union Territories.

Desirable

M. Phil Degree in the relevant field from a recognized university or equivalent.

Note 1: Period of deputation (including short term contract including the period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization / department of the Central Govt. shall ordinarily not exceed three years.
| Method of recruitment | Note 2: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note 3: The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.

By promotion; failing which by deputation (including short term contract)

Deputation (including short term contract)

Officers of the Central Govt. or State Governments or Union Territories, or Universities or Recognized Research Institutions or Public Sector Undertakings or Semi Govt. or Statutory or autonomous organizations.

a) (i) holding analogous posts on regular basis in the parent cadre or Department

Or

(ii) With three years service in the grade rendered after appointment thereto on a regular basis in the Pay Band of Rs. 9300-34800+4200/- Grade Pay (pre-revised pay scale of Rs. 5500-9000/-) or equivalent in the parent cadre or Department; and

b) Possessing required educational qualifications and experience as per Col. 6 above. |
# BIO - DATA PROFORMA

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Essential</th>
<th>Desirable</th>
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5. Whether belong to SC/ST

6. Present post & Scale of pay (Including last drawn)

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/Organization</th>
<th>Post held</th>
<th>From</th>
<th>To</th>
<th>Scale of pay and</th>
<th>Nature of Duties</th>
</tr>
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<tbody>
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</tbody>
</table>

8. Nature of present employment i.e. ad-hoc or temporary or permanent

9. In case of present employment is held on deputation please state:
   a) The date of initial appointment
   b) Period Of appointment or deputation/contract
   c) Name of the parent office/organization to which you belong

10. Additional details about present employment please state whether working under
a) Central Govt.
b) State Govt.
c) Autonomous Organization
d) Government undertakings
e) Universities

Are you in revised scale of pay? If yes, give the date from which reservation took place and also indicate the pre-revised scale.

12 Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.

Signature of the candidate

Address:

Date:

(TO BE FILLED BY THE FORWARDING AUTHORITY)

1. Certified that the particulars furnished by the applicant have been checked from available records and found correct.
2. Certified that no disciplinary proceedings are either pending or contemplated against the officer.
3. Integrity certificate is attached
4. Statement of major / minor penalty imposed on the applicant in the last 10 years is attached
5. Photocopies of up to date CR Dossiers of the officer for the last five year, duly attested, attached.
6. In the event of selection, the officers will be relieved of their duties immediately.

Signature________________________

Name & Designation of the Forwarding Officer with Seai and Tei. No.