No. I-21017/29/2013-IPS.III
भारत सरकार /Government of India
मुख्य मंत्रालय /Ministry of Home Affairs

North Block, New Delhi-1.
Dated, the 17th June, 2015

To

The Chief Secretary(s)
All State Governments
(Except Arunachal Pradesh, Goa, Mizoram & UTs)

Subject: Filling up the post of Joint Director (G) in Executive Cadre of ARC, DG(S), Cabinet Secretariat on deputation basis.

Sir,

I am directed to inform that post of Joint Director (G) in the Pay Scale of Rs. 37,400-67,000/- (PB-4) with Grade Pay of Rs. 10,000/- in Aviation Research Centre, Director General of Security is proposed to be filled up on deputation basis. The eligibility criteria for deputation are as under:

(a) Officer in the Central Government:
   (i) Holding analogous post on regular basis in parent cadre or department; or,
   (ii) In a post in the Pay Band-4 (Rs. 37,400-67,000/-) with Grade Pay of Rs. 8,700/- having three years regular service in the grade in the parent cadre or department; and

(b) Having two years experience of working in Intelligence or Police or Army set up including experience in establishment and administration.

2. The State Governments are, therefore, requested to sponsor the names of willing and eligible IPS officers for the post. Bio-data, No Objection certificate and DE/Vigilance Clearance Certificate be forwarded to this Ministry at an early date. While nominating the names of officers it may also please be confirmed that the officers have completed the required 'cooling off' period wherever applicable. The post has already been advertised in Employment News 09-15 May, 2015.

Yours faithfully,

(Mukesh Sawhney)
Under Secretary to the Govt. of India
Tel No. 23094038

Copy to:

1. The Under Secretary (UTS-I), MHA, New Delhi – for similar action.
2. ARC, DG(S), Cabinet Secretariat [Shri S. Balchandra Iyer, Deputy Director (Pers)], Block-V (East), R. K Puram, New Delhi.
3. SO (IT), MHA – for placing the same on the website of MHA.

(Mukesh Sawhney)
Under Secretary to the Govt. of India
No. 6/11/2015-EO(SM-I)
Government of India
Secretariat of the
Appointments Committee of the Cabinet
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

Chief Secretary

New Delhi, June, 2015

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

Subject:- Filling up the post of Advisor (Joint Secretary Level), National Disaster Management Authority (NDMA), Delhi under the Ministry of Home Affairs – reg.

Sir/Madam,

It is proposed to fill up the post of Advisor (Joint Secretary Level), National Disaster Management Authority (NDMA), Delhi under the Ministry of Home Affairs 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, 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, e-mail address, educational qualifications, complete experience/posting details etc. CR dossiers/ certified ACRs for the last five years, details of debarment & cooling off in respect of past central deputation. In case the officers are currently on Central deputation, their 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 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,

(Nandini Paliwal)
Deputy Secretary
Tel. No. 23092187

Copy to:
1. Ministry of Home Affairs (Shri L C Goyal, Secretary), New Delhi w.r.t. communication No.44-12/2013-NDM-II dated 18.05.2015.
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.
CIRCULAR

Subject: Filling up the post of Chief Vigilance Officer in Delhi Jal Board on deputation basis.

Applications are invited for filling up one post of Chief Vigilance Officer in Pay Band 4 Rs. 37400-67000 + Grade pay Rs.10000 in Delhi Jal Board on deputation basis from the Officers who are working under the Central/State Govts./UTs/(including their attached and subordinate offices) or Recognized Research Institutes/Universities/Public Sector Undertakings/Semi-Govt./Autonomous or Statutory Organization:-

(a) (i) Holding analogous post on regular basis in the present cadre/department:

OR

(ii) With two years regular service in the grade rendered after appointment thereto on a regular basis in the scale of pay of PB-4 Rs. 37,000-67,000 with Grade Pay of Rs. 8900/- OR equivalent in the parent cadre/department;

OR

(iii) With 03 years regular service in the grade rendered after appointment thereto on a regular basis in the scale of pay of PB-4 Rs. 37,000-67,000 with Grade Pay of Rs. 8700/- OR equivalent, and

(b) Possessing the following educational qualifications and experience:

(i) Degree of a recognized University.

(ii) 15 years experience in dealing with Service, Administrative, Finance Vigilance, Establishment matters

The period of deputation (ISTC) including period of training (ISTC) 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 3 years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of the receipt of applications. The terms and conditions of the deputation will be as usual issued by the Central Govt from time to time.

It is, therefore, requested that the names of suitable and willing officers fulfilling the above conditions, along with their application, bio-data, ACRs for
the preceding 05 years, Integrity Certificate, Vigilance Clearance and Cadre Clearance etc. may please be forwarded to the Director (Administration and Personnel), Delhi Jal Board, Varanayla Phase-II, Karol Bagh, New Delhi-110005, within 30 days of issue of this circular. The willing applicant may download the copy of format of application form from Delhi Jal Board website i.e. www.delhijalboard.nic.in.

(U.B. TRIPATHI)
DIRECTOR (ADMN. & PERSONNEL)

1. All Secretaries of Govt. of India
2. All Chief Secretaries, States/UTs
3. All Director General of Police, States/UTs
5. The Assistant Comptroller and Auditor General, Office of the Comptroller and Auditor General of India, 10, Bahadurshah Zafar Marg, New Delhi.
7. The Controller General of Accounts, Posts & Telegraphs Department, Patel Chowk, New Delhi.
8. Director (Lock Bodies), 9th Level, A-Wing, Delhi Secretariat, I.P. Estate, New Delhi.
9. The Special Secretary (Services), GNCTD, I.P. Estate, New Delhi-110002.
10. The Chief Executive Officer, Delhi Cantonment Board, Delhi Cantt – 110010.
11. The Registrar, Delhi High Court, New Delhi.
12. The District Judges, Tis Hazari Courts, Delhi
13. The Chairman, CBDT, Ministry of Finance, North Block, New Delhi.
14. The Chairman, DDA, Vikas Sadan, INA, New Delhi.
15. The Director General (Works), CPWD, Nirman Bhawan, New Delhi-110011.
16. Consultant (PR) with the direction to advertise the vacancy in the leading newspapers in the format being sent separately.
17. EE(EDP) along with an application format with the direction to upload the copy of circular and application format on the DJB website immediately.

DIRECTOR (ADMN. & PERSONNEL)
No. 24011/01/2015-Estt (B)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

North Block, New Delhi, 11th June, 2015

OFFICE MEMORANDUM

Subject:- Filling up of the post of Chairman, Staff Selection Commission,
New Delhi (Additional Secretary level) in the Pay Band/Scale HAG
Rs. 67,000/- (Annual increment @3%) - 79,000/- on deputation basis.

In partial modification of this Department’s O.M. of even number dated 14th
May, 2015 on the above subject (Copy enclosed for reference), the para 5, “Age
limit” in the Annexure I of the said O.M. dated 14th May, 2015, may be read as
below.

"The maximum age-limit for appointment by deputation shall not be
exceeding 59 years as on the closing date of receipt of applications."

2. It is informed all other provisions of the said OM dated 14th May, 2015, remain
same

(Mukesh Chaturvedi)
Director

To

(i) Secretaries all the Ministries/Departments of Government of India( By Name)
(ii) Chief Secretaries/ Union Territories of all States Governments (By Name)
(iii) All Cadre Authorities.
(iv) Technical Director, NIC, Department of Personnel and Training, North Block,
New Delhi, with the request for up-loading the circular under the heading –
“what is new’ this Department’s web-site, immediately.
No. 24011/01/2015-Estt (B)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel and Training)  

North Block, New Delhi, 14th May, 2015

OFFICE MEMORANDUM

Subject:- Filling up of the post of Chairman, Staff Selection Commission, New Delhi (Additional Secretary level) in the Pay Band/Scale HAG Rs. 67,000/(Annual increment @3%)-79,000/-on deputation basis.

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It is proposed to fill up the post of Chairman, Staff Selection Commission (SSC) Headquarters at New Delhi in the Pay Band (Scale HAG Rs. 67,000/(Annual increment @3%)-79,000/-(Additional Secretary level). The eligibility criterion is given in Annexure-I.

2. Application of only such officers will be considered as are routed through proper channel and are accompanied with (i) bio-data in the proforma at Annexure-II; (ii) clear photocopies of the up-to-date APAR dossier of the officer containing APARs of at least last five years, duly attested by a Group 'A' officer (if original APAR could not be sent); (iii) An attested Statement indicating the grading in the APAR during the last five years (iv) cadre clearance; (v) clearance from vigilance and disciplinary angle; and (vi) statement giving details of major or minor penalties, if any, imposed on the officer during the last ten years.

3. All Ministries/Departments and the State Governments/UTs are requested to forward the applications of willing and eligible officer in the prescribed proforma to:-- Smt. Manisha Bhatnagar, Under Secretary to the Government of India, Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training), Room. No. 222-D, North Block, New Delhi-110001, so as to reach this office latest by 15th July, 2015.

4. The applications of only those officers may be forwarded who, in the event of their selection, would immediately join the duties of the post, and whom the concerned authorities would be in a position to relieve immediately. The application once forwarded would not be allowed to be withdrawn. Applications received after the prescribed date or not accompanied with the required certificates/documents will not be entertained.

(G. Jayanthi)  
Director

To
(i) Secretaries all the Ministries/Departments of Government of India (By Name)
(ii) Chief Secretaries/ Union Territories of all States Governments (By Name)
(iii) All Cadre Authorities.
(iv) Technical Director, NIC, Department of Personnel and Training for up-loading the circular under the heading—“what is new’ this Department’s web-site, immediately.
ANNEXURE-I

Eligibility criterion of the post of Chairman, Staff Selection Commission, New Delhi.

1. Name of Post: Chairman, Staff Selection Commission, New Delhi.

2. Scale of pay/Pay Band/Scale: HAG Rs. 67,000/annual increment @3%-79,000/-.

3. Eligibility: Officers of the Central Government (including officers of All India Services and Central Group ‘A’ Services).

   (a) (i) Holding analogous posts on a regular basis in the parent cadre/Department;

   or

   (ii) with three years’ service in the grade rendered after appointment thereto on a regular basis in the scale of PB-4 Rs. 37,400-67,000/- with Grade Pay of Rs. 10,000/- or equivalent in the parent cadre or Department; and

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

   (i) Post Graduate Degree in any discipline from a recognized University or Institution.

   (ii) 15 years’ experience in dealing with Service, Administrative, Vigilance, Establishment and Financial matters.

4. Period of Deputation: The upper age limit at the time of appointment to the post of Chairman of Staff Selection Commission will be 59 years and he/she shall hold office for a period of five years or till he/she attains the age of 62 years, whichever is earlier, provided that in case a serving officer appointed as Chairman, Staff Selection Commission retires on superannuation before completing the tenure of five years, he/she shall be deemed to be on re-employment for the remaining period of tenure subject to the upper age limit of 62 years.

5. Age Limit: The maximum age limit for appointment by deputation shall be not be exceeding 55 years on 02.12.2015.
ANNEXURE-II

PROFORMA

1. Name and address (in block letters)

2. Service to which belongs:

3. Date of Birth:

4. Date of retirement under Central Government rules:

5. Educational Qualification - Graduate/Post-Graduate level:

6. Whether belong to SC/ST/Minority:

7. Please indicate the following particulars of the present post held:
   - (a) Present post held with date:
   - (b) Whether regular/ad-hoc:
   - (c) Scale of Pay:
   - (d) Present basic Pay:

8. Please specify how you meet the qualifications:

   (i) Whether you are holding analogous posts on a regular basis in the parent cadre/Department (Pl. specify yes or No; details to be indicated in the table below):

   (ii) Whether you possess three years’ service in the grade rendered after appointment on a regular basis in the scale of PB-4 Rs. 37,400-67,000/- with Grade Pay of Rs. 10,000/- or equivalent in the parent cadre or Department (pl. specify yes or no; details to be indicated in the table below):

   (iii) The details of positions held in the last 15 years should be indicated in the table below:

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Name of office/organization where employed</th>
<th>Post held</th>
<th>From</th>
<th>To</th>
<th>Pay scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
</tbody>
</table>
(iv) The details of experience in the last 15 years in dealing with Service, Administrative, Vigilance, Establishment and Financial matters should be furnished as per table under:

<table>
<thead>
<tr>
<th>Field of experience in the last 15 years</th>
<th>Nature of duties</th>
<th>Period of Experience</th>
<th>Organization in which the relevant experience was gained</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Administration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) Vigilance:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(c) Establishment:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(d) Financial Matters</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

9. Additional information, if any, which you like to mention in support of your application for the post.

(Signature of the candidate)

Telephone No (STD code)/Mobile No:
Office Address with office Telephone Number:
Residential Address:
Date:
(CHECK LIST)

(i) Certified that the particulars furnished by the applicant have been checked form available records and found correct.

(ii) Certified that no disciplinary proceeding/vigilance case is either pending or contemplated against the officer.

(iii) List of punishments awarded, if any, during the last 10 years attached.

(iv) Integrity is certified.

(v) APAR dossier or attested photocopies of up-to-date APAR dossier of the officer for the last five years, duly attested, attached.

(vi) Attested statement indicating gradings in the APAR during the last five years.

(vii) Certified that in the event of selection, the officer will be relieved of his duties immediately.

Signature............

Name and designation of the Forwarding officer with seal and Telephone Number (STD code) and Mobile Number:
OFFICE MEMORANDUM

Subject: Filling up of the post of Secretary, Tea Board, Kolkata in the pay scale of PB-3 (Rs.15,600-39,100 + GP Rs.7600/-) as per Sixth CPC on “Transfer on Deputation” basis.

The undersigned is directed to say that it is proposed to fill up one post of Secretary, Tea Board, Kolkata in the pay scale of PB-3 (Rs.15,600-39,100 + GP Rs.7600/-) as per Sixth CPC. The job requirements and experience required for 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 to this Ministry within 45 days:

(i) Complete and up-to-date confidential reports for the last five years, attested photostate 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 9 years. (If no penalties have been imposed, it should be stated)

(iv) Vigilance clearance.

Applications received after the last date or without the confidential reports and other relevant documents or otherwise found incomplete will not be considered.

3. The appointment will be on transfer on deputation basis. The period of deputation shall be 2 years which may be extended by one or more years. The selected officer will have the option to draw his/her grade pay plus deputation (duty) allowance, in accordance with Ministry of Finance O.M. No.10/24/E.II/60 dated 4th May, 1961 as amended from time to time.

4. Hindi version is enclosed.

(Anjali Anand)
Under Secretary to the Govt. of India
Tel: 011-23062510
To:-

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

(Anjali Anand)
Under Secretary to the Govt. of India
Tel: 011-23062510
<table>
<thead>
<tr>
<th><strong>ANNEXURE-I</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name of the Post</strong> : Secretary, Tea Board, Kolkata</td>
</tr>
<tr>
<td><strong>Scale of Pay</strong> : PB-3 Rs.15,600-39,100+GP Rs.7600/- (as per Sixth CPC)</td>
</tr>
<tr>
<td><strong>Method of Recruitment</strong> : Transfer on deputation: Officers of the IAS or any of the Central Services, Class-I or the State Services, Class-I with at least 9 years of service.</td>
</tr>
<tr>
<td><strong>Job Requirement</strong> : To exercise such of the functions as have been assigned in the Act and the rules and bye-laws made thereunder. He shall be responsible for the Secretariat work of the Tea Board and shall be in charge of the administration of the office of the Board under direction from Deputy Chairman or the Chairman.</td>
</tr>
</tbody>
</table>
ANNEXURE-II

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>
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<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.

11. Additional details about present employment:

   Please state whether working under:
   (v) Central Govt.
   (vi) State Govt.
   (vii) Autonomous Organisation
   (viii) Government Undertakings
   (ix) 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 Belongs to SC/ST

Date: ____________________

Signature of the Candidate
सं0 टी-49015/4/2012/बागान(क)/खंड-II
भारत सरकार
वाणिज्य एवं उद्योग मंत्रालय
वाणिज्य विभाग

उद्योग भवन, नई दिल्ली
दिनांक : 17.06.2015

कार्यालय आपड़ा

विषय: चाय बोर्ड, कोलकाता में प्रतिनिधित्विति पर स्थानांतरण आधार पर छठे केंद्रीय वेतन आयोग के
अनुसार पी.बी-3 (15,600-39,100+7600 रुपये बेड वेतन) के वेतनवाण में संधिव के पद को प्राप्ति करना।

अपोहस्तातारी को यह कहने का निदेश हुआ है कि चाय बोर्ड, कोलकाता में छठे केंद्रीय वेतन
आयोग के अनुसार पी.बी-3 (15,600-39,100+7600 रुपये बेड वेतन) के वेतनवाण में संधिव के पद
tो प्राप्ति का प्रस्ताव है। इस पद के लिए आवश्यक कार्य अपेक्षित तथा अनुभव अवश्य प्राप्त है
दिये गए हैं।

2. अनुप्रेषित है कि संलग्न प्रोफार्स (अनुबंध-II) में ऐसे योग्य एवं इतिहास अधिकारियों के आवेदन
---पत्र (दो प्रतियों में), जिनके चयन होने के परामर्श भूमिका किए जा सके, नियुक्ति इतिहास दर्जा वस्तुओं के
साथ भेजें दिनों के भीतर इस मंत्रालय को भेजें दिये जाएं-

(i) पिछले पाँच वर्षों की सूची और अद्वितीय योग्यता रिपोर्ट, ऐसे अधिकारी द्वारा उनकी सत्यापित
खाताधर जो केंद्रीय सरकार के अवर संधिव से कम तरह का उन हो,
(ii) स्वतंत्रता प्रमाण ---पत्र,
(iii) पिछले 9 वर्षों के दौरान अधिकारी पर समग्र गए छोटे अध्ययन बड़े दंडों के व्यंजन (यदि कोई दंड


नामपक्ष के लिए आवेदन पता अध्ययन रिपोर्ट और अन्य संगठन दर्जहें जिनके विवेक
हुए अध्ययन अनुसार पता जाने पर विचार नहीं किया जाएगा।

3. यह नियुक्ति प्रतिनिधित्विति पर स्थानांतरण आधार पर होगी। प्रतिनिधित्विति की अवधि 2 वर्ष
की होगी जिसे एक अध्ययन अवधि के लिए बढ़ाया जा सकता है। चयनित अधिकारी के पास दिनवाली
संघर्ष के समय के समय-समय पर व्यवस्थापित दिनांक 4 नई, 1961 के काला. सं.10/24/ई.10/60 के अनुसार
अपने बेड का पालन जमा प्रतिनिधित्व (इंस्टीट्यूट) भारत लेने का विकल्प होगा।

(नाम प्रति संयुक्त)
(अंजली आमन्द)
अवर संधिय
दूरभाष :011-23062510
1. भारत सरकार, नई दिल्ली के सभी मंत्रालयों/विभागों
2. राज्य सरकारों/संघ सशस्त्र विभागों के सभी मुख्य सचिव
3. सामाजिक मंत्रालय के उप-सचिव/अधिकारी के सभी संदर्भ
4. कार्यक प्रशिक्षण विभाग, नई दिल्ली, नई दिल्ली
5. तकनीकी निदेशक, एन.आई.सी, सामाजिक मंत्रालय, इस विभाग की वीबसाइट में अपलोडिंग हेतु एक सॉफ्ट प्रति के संलग्न के साथ
6. वित्त प्रभाग, सामाजिक मंत्रालय
7. गाईड फाइल

(अंजली आनन्द)
अधिकारी सचिव
दूरभाष: 011-23062510
1. पद का नाम : सचिव, चाय बोर्ड, कोलकाता
2. वेतनमान : पीबी-3 15,600-39,100/- रुपए + जी पी 7600/- रुपए
   (VI केंद्रीय वेतन आयोग के अनुसार)
3. भर्ती का तरीका : प्रतिनियुक्ति पर स्थानांतरण :- कम से कम 9 वर्षों की लेखा वाले भारतीय प्रशासनिक सेवा तथा केंद्रीय सेवाओं, श्रेणी-I अथवा राज्य सेवाओं, श्रेणी-I में से किसी सेवा का अधिकारी।
4. कार्य अधिकारी : ऐसे कार्यों का नियंत्रण करना जो अधिनियम तथा उसके अंतर्गत बनाए गए नियमों तथा उप-विधियों में संपन्न गए हैं। वह चाय बोर्ड के सचिवालयी कार्य के लिए उत्तकायी बनेगा तथा उपाध्यक्ष अथवा अध्यक्ष के निर्देशों के अनुसार बोर्ड के कार्यालय के प्रशासन का प्रभावी होगा।
1. नाम और पता (साफ अंकरों में)
2. जन्म तिथि
3. कॉल/राज्य सरकार के नियमों के अंतर्गत सेवा सेवाकर्मी की तारीख
4. शैक्षिक योग्यताएँ
5. वर्तमान मूल वेतन
6. वेतनमान सहित नियमित आधार पर धारित पद और नियमित आधार पर उस पर नियुक्ति की तारीख
7. वेतनमान सहित वर्तमान में धारित पद और स्थायीकरण की तारीख
8. रेजर्वगार का वाक्य -क्रम के अनुसार विवरण (यदि नीचे की जगह पर्याप्त न हो तो एक अलग पृष्ठ जोड़े जो आपके हस्ताक्षरों से विविधता अविश्वसनीय हो)

| क्र. सं. | कार्यालय/संस्थान/संगठन | धारित पद | से | तक | वेतनमान और मूल वेतन | डलडों का संस्थापक
|--------|--------------------------|----------|----|-----|-------------------------|-------------------|

9. वर्तमान रेजर्वगार का स्वरूप जानकारी दी जाए  तदर्थ या अस्तित्व अथवा स्थाई नहीं है
10. अगर वर्तमान नियोजन प्रतिनिधित्व/अनुबंध 
आधार पर हैं तो कृपया बताएँ
 (क) आर्थिक नियुक्ति की तारीख
 (ख) प्रतिनिधित्व /अनुबंध आधार पर नियुक्ति की अवधि
 (ग) वर्तमान कार्यालय/संगठन का नाम जिसमें आप कार्यरत हैं 

11. वर्तमान नियोजन के बारे में अतिरिक्त व्योम 
कृपया बताएँ कि मिमांसित में से आप किसके अंतर्गत कार्य करते हैं 
 (क) केन्द्र सरकार
 (ख) राज्य सरकार
 (ग) स्वायत्तशासी संगठन
 (घ) सरकारी उपक्रम
 (ङ) विश्वविद्यालय

12. अतिरिक्त जानकारी,अगर कोई हो,
जिसका आप पद के लिए अपनी उपयुक्तता
के समर्थन में उल्लेख करना चाहते हैं 
(अगर जनगण पर्यावरण न हो तो एक अलग शीट जोड़े)

13. क्या आप अनु. जाति/अनु. जनजाति के हैं 

अध्यक्ष के हस्ताक्षर

दिनांक:
CORRIGENDUM

Sub.: Filling up the posts of Director in Junior Administrative Grade/Non Functional Selection Grade of Indian P&T Accounts and Finance Service Group ‘A’ on deputation basis.

In continuation to the letter No.02-02/2014-SEA-I dated 09/04/2015 on the subject cited above, the following amendment is made:

“The last date of receipt of applications has been extended to 30/06/2015 instead of 25/05/2015.”

(Rajeev Kandpal)
Director (SEA)

1. The Controller General of Accounts, Ministry of Finance, Lok Nayak Bhawan, Khan Market, New Delhi (For officers of ICAS).
2. The Comptroller and Auditor General of India, New Delhi (For Officers of Indian Audit and Accounts Service).
4. Finance Commissioner, Ministry of Railways, Railway Board, New Delhi (For officers of Indian Railways and Accounts Service.)
5. Do P&T (Cadre Controlling Authority of Central Secretariat Service), North Block, New Delhi.
6. All Chief Secretaries of all State Governments/ Union Territories of India. They are requested to forward applications of eligible officers to this office through the O/o Pr. Controller of Communication Accounts/ Controller of Communication Accounts of the respective Telecom Circle. List of these CCA offices alongwith their addresses are at Annexure-III.
7. CMD, BSNL/MTNL.
8. All Pr.CSCA/CsCA with a request to liase with the respective State Government and forward the applications received from eligible officers of State Government to this office for further necessary action.
9. Director (IT), DOT Hqrs for posting the O.M on DOT Website.
10. Guard Jite.
No 4/1/2014-EO(MM-II)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

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

Subject: Filling up the post of the Registrar of Copyrights, Copyright Office under the Ministry of Human Resource Development.

Sirs/Madam,

It is proposed to fill up the post of Registrar of Copyrights, Copyright office, under the Ministry of Human Resource Development on deputation basis. The post is a non-CSS post to be filled through Civil Services Board procedure.

2. The Registrar of Copyrights is the head of the Copyright Office and all copyright registrations are issued under his superintendence and direction. He exercises the powers of a Civil Court for disposing copyright applications and act as competent authority to allow changes as per law. He gives effect to the orders of Copyright Board and registers/monitors functioning of Copyright societies. He will have to coordinate with various Ministries/Departments, liaison with various higher education institutions and all the stakeholders from various fields and strata of the society. He is also required to participate in negotiations for drafting the legal text for various proposed treaties related to copyright matters in WIPO.

3. 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 Dy. Secretary/Director respectively.

4. 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 along with cadre clearance, vigilance clearance, detailed bio-data in the enclosed Performa and CR Dossier. For officers working in the cadre, it may also be ensured that the ‘Cooling off’, after a previous stint on deputation, if any, is completed and the officer is eligible to be appointment on Central Deputation as per instructions.

5. It is requested that the application(s) of the eligible candidate(s) may please be forwarded so as to reach this Department not later than 16.07.2015.

Yours faithfully

(Jagannath Sinha Das)
Deputy Secretary (MM)
Pte 23092842

Copy to:
2. NIC Cell, DOPT for placing on Department’s website.
3. PS to DS(MM) for uploading through bulk e mail system.
# Bio-Data

<table>
<thead>
<tr>
<th>No.</th>
<th>Details</th>
<th>Details</th>
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<tbody>
<tr>
<td>1</td>
<td>Name</td>
<td></td>
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<tr>
<td>2</td>
<td>Date of Birth</td>
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<td>3</td>
<td>Service</td>
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<tr>
<td>4</td>
<td>Batch</td>
<td></td>
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</tr>
<tr>
<td>5</td>
<td>Contact Telephone No.</td>
<td>(R)</td>
<td>(M)</td>
</tr>
<tr>
<td>6</td>
<td>Educational Qualifications</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Complete Experience/Posting Profile</td>
<td>Place of Posting</td>
<td>Brief Job description</td>
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<tr>
<td></td>
<td>Sl. No.</td>
<td>Period</td>
<td>Post held/Organization</td>
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<tr>
<td>8</td>
<td>Whether clear from Vigilance angle?</td>
<td>YES / NO</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Whether the officer had been on deputation earlier. If so please provide details of organization, nature of deputation and period (dates) of deputation.</td>
<td></td>
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<tr>
<td>10</td>
<td>Whether the officer is debarred from deputation under the Central Staffing Scheme.</td>
<td>YES / NO</td>
<td></td>
</tr>
</tbody>
</table>

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 Cadre Controlling Authority.
Subject: Filling up the post of Dy. Chairman, Haldia Dock Complex- Calling for Applications- -reg.

The Ministry of Shipping invites applications from the from All India Service/Central Civil Services Group ‘A’ officers and also from eligible Port Officers working in Major Port Trusts for the post of Deputy Chairman in Haldia Dock Complex (under Administrative Control of Kolkata Port Trust) in the pay scale of Rs. 75,000-90,000/- (in industrial DA pattern). Apart from the salary, the post also carries the perquisites such as dedicated accommodation, transport, medical attendance, LTC etc. The Port Trust is an autonomous body governed under the Major Port Trusts Act, 1963. Appointment to the post is made by the Central Govt. under section 3(1) (b) of the Major Port Trusts Act, 1963.

2. The Deputy Chairman of the Port is one of the trustees of the Board. He is the Deputy Chief Executive of the Organisation and assists the Chairman in all aspects of Port functioning. He is required to exercise administrative and financial powers and also to supervise the functioning of various departments with the ports. The job requirements, therefore, are the following:

(i) Wide administrative experience and General Managerial ability;
(ii) Experience and talent in man-management in highly unionized environment;
(iii) Experience and ability in Financial Management;
(iv) Ability to formulate and implement development plans and also to prepare broad perspective plan for development of a port;
(v) Ability to co-ordinate with various agencies such as State Governments, the Law and order authorities, different agencies of Central Government such as customs, Railway, Ministry of Labour, etc.;
(vi) Experience and ability in personnel management and understanding of establishment matters.

3. Eligibility criteria for AIS/ Central Civil Service Group ‘A’ officers:

(i) The officers belonging to All India Services/Central Group ‘A’ Civil Services who have put not less than 13 years of service in Group ‘A’ are eligible to be considered for the post. Preference may be given to those having experience of working in Port and Shipping sectors. The terms and conditions of appointment of the officers selected shall be as per the rules and instructions of Central Government.
(iii) The post is not a part of the Central Staffing Scheme. The appointment will be made on deputation basis for a period of 5 years or as may be decided by the Competent Authority.

(iii) The Cadre Controlling Authority/the State Government is requested to give wide publicity to the vacancy and forward names of suitable and willing officers for consideration for the post. The ACRs (only attested photocopies) of the officer for the last five years (2009-10 to 2013-14) along with the bio-data in the enclosed format, and clearance from administrative/vigilance angles and Integrity Certificate may also be sent. The vigilance clearance of the officer may be sent in the prescribed proforma attached with the application form.

4. **Eligibility criteria for Port Officers:**

(i) Officers holding the posts of Deputy Chairman in Category II ports with minimum 2 years of regular service **falling which** from officers holding the posts of Dy. Chairman in Category II ports with less than 2 years of regular service but combined regular service of at least 6 years in the posts of Dy. Chairman of Category II ports and HODs of category I ports or officers holding the posts of Dy. Chairman in Category II ports with less than 2 years of regular service but combined regular service of at least 7 years in the posts of Dy. Chairman of category II ports and HOD of Category II ports.

Provided that incumbents of highly specialised posts of HODs such as Chief Medical Officers and Chief Law Officers shall not be eligible for consideration.

(ii) Port Officers working in Major Port Trusts who are eligible to be considered for the post as per para 4 (i) above should send their **applications through proper channel.**

(iii) While forwarding the applications the Chairman of the concerned Port may please ensure the following documents are sent along with the application form:

(i) ACRs of last 5 years (2009-10 to 2013-14)
(ii) A certificate on adverse entries in the ACRs, if any.
(iii) If the ACRs of a particular years between 2009-10 to 2013-14 is pending/not available, “No Report Certificate” may be furnished.
(iv) A statement showing ACRs gradings should also be furnished.
(v) The details regarding officers holding higher posts on ad-hoc/temporary basis should be clearly specified.
(vi) The Vigilance status of the candidate in the prescribed proforma duly filled in column-wise and signed by CVOs of the concerned Port (with details of last ten years)
6. The applications which are received after due date/not sent through proper channel will not be considered. The last date for receipt of applications in this Ministry is 27.07.2015. The applications may be sent to the undersigned at the following address.

Under Secretary (PE),
Ministry of Shipping,
Room No. 438
Transport Bhawan
1, Parliament Street
New Delhi-110001.

(ANURAG SHARMA)
UNDER SECRETARY TO THE GOVT. OF INDIA
Tele/Fax No: 011-23719492

To
(i) All Chairmen/Dy. Chairmen of the Major Port Trusts w/r.t. Port Officers
(ii)
2. Secretary, Department of Personnel & Training.
3. Secretary, Ministry of Home Affairs
4. Secretary, Ministry of Environment and Forest
5. Secretaries of All Ministries and Departments under Govt. of India

Copy to:
1. Senior Technical Director, NIC, M/o Shipping for posting a copy of the Circular in website of the Ministry of Shipping. It is also requested to send a scanned copy of the vacancy circular to DOPT for posting it on their website. The e-mail address of DOPT is persinfotech@nic.in with a copy to diract@nic.in. The subject of the e-mail should be "Vacancies in Autonomous Organisations"
2. Technical Director, NIC, DOPT, Room No. 11/A, North Block, New Delhi.
3. Nodal Officer, Ministry of Shipping
4. Guard File
BIO DATA PROFORMA

1. Name, Designation and Address:
   (a) Service and Batch:

2. Date of Birth (in Christian era) & age:

3. Date of retirement:

4. Educational Qualifications:

5. Whether qualifications, experience and job requirements for the post are satisfied

   Qualifications/Experience
   Requirements for the post
   possessed

   Essential
   (1)
   (2)
   (3)

   Desired: Should preferably have at least four years of left out service period.

6. Please state clearly whether in the light of entries made by you above, you meet requirements of the post

7. Total service rendered in Group ‘A’ post:

8. Total experience in Port & Shipping sectors, if any:

9. Dates of the employment in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

   Office/Instit Post held From To Scale of Pay and basic pay
   Nature of duties /
   /Orgn

10. Nature of present employment

11. In case the present employment is held on deputation/please state-
   (a) The date of initial appointment
   (b) Period of appointment on deputation
   (c) Name of the parent office/organization to which you belong
12 Additional details about present employments

Please state whether working under
(a) Central Govt.
(b) State Govt.
(c) Autonomous Organisations
(d) Government Undertakings

13. Two separate write-ups (not exceeding 300 words each) may be attached as follows:

(i) Write-up on the professional experience and core-competence of the officer in handling the assignment applied for:

(ii) Write-up on how the applicant can fulfil and advance the mission and objectives of the organisation that he seeks to join:

14. Scale of Pay and Grade Pay and also indicate:
the date from which in this scale of Pay & GP

15 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

16 Whether belongs to SC/ST

Remarks

In the event of selection to the post, I will not withdraw my candidature for the post and undertake to accept the posting.

Signature of the candidate

Address----------------------

Date----------------------

E-mail:----------------------

Countersigned----------------------

(Employer)
PARTICULARS OF THE OFFICERS FOR WHOM VIGILANCE
COMMENTS/CLEARANCE BEING SOUGHT
[To be furnished and signed by the CVO or HOD]

1. Name of the Officer (in full) :

2. Father's Name :

3. Date of Birth :

4. Date of Retirement :

5. Date of Entry into Service :

6. Service to which the officer belongs including batch/year cadre-etc. wherever applicable :

7. Positions held (during the ten preceding years) :

<table>
<thead>
<tr>
<th>S.No</th>
<th>Organization (Name in full)</th>
<th>Designation &amp; Place of posting</th>
<th>Administrative/nodal Ministry/Deptt. Concerned (in case of officers of PSUs etc.)</th>
<th>From</th>
<th>To</th>
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<td>2.</td>
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</table>

8. Whether the officer has been placed on the “Agreed List” or “List of Officers of Doubtful Integrity” [if yes details to be given]

9. Whether any allegation of misconduct involving vigilance angle was examined against the officer during the last 10 years and if so with what result (*)

10. Whether any punishment was awarded to the officer during the last 10 years and if so the date of imposition and details of the penalty (*)

11. Is any disciplinary/criminal proceedings or charge sheet pending against the officer as on date [if so, details to be furnished; including reference no. if any of the Commission]
12. Is any action contemplated against the Officer as on date [if so, details to be Furnished] (*)

DATE: (NAME AND SIGNATURE)

(*) If vigilance clearance had been obtained from the Commission in the past, the information may be provided for the period thereafter.
Sub: Seeking Officer on Deputation to the post of Executive Director in REC Ltd, Delhi.

Rural Electrification Corporation (REC), a Navratna Central Public Sector Enterprise under the Ministry of Power, incorporated on July, 1969 under the Companies Act 1956, is a premier financial institution engaged in the business of financing power projects in the field of generation, transmission and distribution. The Company has a consistent record of excellent all round performance, growth and profitability over the last decade. The Company got listed on the Stock Exchange in Feb, 2008. As on 31.03.2015, the Company has a net worth of Rs. 24,857 Crores with Net Profit to the tune of Rs. 5,259 Crores.

REC has been appointed as nodal agency for implementing flagship scheme of the GoI called Deendayal Upadhyaya Gram Jyoti Yojana (DDUGJY) which subsumes the erstwhile Rajiv Gandhi Grameen Vidyutikaran Yojana (RGGVY) which was a flagship programme of the GoI encompassing sanctioning and monitoring of the RGGVY projects in the country. DDUGJY also encompasses feeder separation programme to facilitate states to achieve an ambitious target of providing round-the-clock power supply to rural households by segregating rural domestic load from agricultural load. The programme has a capital outlay of Rs. 43033 Crores approx.

In order to ensure effective implementation of these Schemes, REC is looking for Officers from the Indian Administrative Service for appointment on deputation basis to the post of Executive Director. The Officer should be well versed in the area of development, planning and implementation, having a minimum of 16 years of service in the IAS and should be holding at least the position of Director. The terms and conditions of deputation in REC is enclosed at Annexure – 1.

I shall be grateful if you could kindly recommend candidature of suitable Officers for deputation to REC latest by 30th June 2015 along with their dossiers, ACRs for the last 5 years and vigilance clearance.

With warm regards,

Yours sincerely,

Shri Jiji Thomson
Chief Secretary,
Government of Kerala,
Thiruvananthapuram-695001
Kerala

Encl: as above
TERMS & CONDITIONS OF DEPUTATION

1. During the period of deputation, the Government's officers on deputation to CPSE will continue to draw the salary including pay, perks & benefits as per their entitlement in the parent Department.

2. The period of deputation initially shall be for a period of two years, which may further be extended for a maximum period of three years on mutual consent of company and the lending organization. Total period of deputation shall not exceed five years in any case.

3. The contribution on account of leave salary and pension will be paid by the Corporation at the rates as intimated by the Lending Department and accepted by the Corporation, as per rules. In case of deputationists governed by the Contributory Provident Fund rules, the employer contribution to CP fund in lieu of Pension Contribution will be remitted by the Corporation, as per rates intimated by the lending department and accepted by the Corporation as per rules. While remitting the leave salary contribution, the amount of leave salary, if any, to be paid by the parent department of the deputationist, will be adjusted and net amount remitted.

4. Contribution towards the provident fund to which he/she contributes may be recovered from him/her and remitted to the Accounts Officer of the lending department by demand draft every month.

5. For journeys in connection with his/her duties in the Corporation, the traveling allowance rules of the Corporation will apply to him/her.

6. He/she will be entitled to medical concession as applicable in his parent department.

7. He/she will be entitled to TA and joining time both at joining the post on deputation and on reversion there from to the parent department under the rules of the Corporation. The expenditure on this account will be borne by the Corporation.

8. He/she will remain subject to the Leave Rules of his/her parent department or as applicable to the service of which he/she is a member. The REC shall pay to his department towards leave contribution according to the rates applicable.

9. The period of deputation will begin from the date of relieving in the parent organization/department and end on the date of taking over charge in the parent organization/department after reversion from deputation.

10. As and when a situation arises for premature reversal to the Parent organization of the deputationist, his services could be so returned after giving one month's notice to the lending organization and the employee concerned.

11. He/she will be entitled to Leave Travel Concession from the REC on the scale and conditions as applicable under the LTC rules of his parent department.

12. The whole expenditure except leave salary, in respect of any compensatory allowances for the period of leave during or at the end of Foreign Service shall be borne by the Corporation.

13. He/she will be entitled to claim (i) children's education allowance (ii) reimbursement of tuition fees in respect of his/her children from the Corporation, as per rules, applicable in his parent department. Both the above concessions will not payable in respect of the same child.

14. Over payment if any made by the Corporation will be recovered from him/her even after expiry of the term of Foreign Service.

15. He/she will be liable to be posted in the Headquarters office at Delhi or any of the offices of Rural Electrification Corporation in any part of the country.

16. Pay fixation on deputation to REC will be as per REC pay fixation rules. Employees on deputation will be eligible for deputation allowance as per REC pay fixation rules as also notified from time to time.

17. Other terms & conditions of Deputation will be as per REC Recruitment rules (as amended from time to time).
### NAME OF THE POST:

<table>
<thead>
<tr>
<th>1. Name of the applicant</th>
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<tbody>
<tr>
<td>2. Father's/Husband's name</td>
<td></td>
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<tr>
<td>3. Nationality</td>
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<td>4. Marital Status</td>
<td></td>
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<td>5. Gender (Male/Female)</td>
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<td>6. Contact No. with STD Code</td>
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<tr>
<td>7. E-mail ID</td>
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<tr>
<td>8. Nearest Railway Station</td>
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<tr>
<td>9. Address for communication</td>
<td></td>
</tr>
</tbody>
</table>

### APPLICATION FORMAT:

<table>
<thead>
<tr>
<th>1. Category (General SC ST OBC-NCL)</th>
<th></th>
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<tbody>
<tr>
<td>2. Whether belonging to Minority Community (If yes, please specify)</td>
<td></td>
</tr>
<tr>
<td>3. Are you a Domicile of J&amp;K during 1.1.1980 to 31.12.1989 (Yes/No)</td>
<td></td>
</tr>
<tr>
<td>4. Whether Ex-Serviceman (Yes/No)</td>
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<tr>
<td>5. Total number of years of service</td>
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<tr>
<td>6. Whether Person with Disabilities/PWD (Yes/No)</td>
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<tr>
<td>7. Date of Birth (dd/mm/yyyy)</td>
<td></td>
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<tr>
<td>8. Whether REG employee (Yes/No)</td>
<td></td>
</tr>
</tbody>
</table>
## 1. Demand Draft Details

1. Name of the Bank
2. Place and branch
3. DD No.
4. DD date
5. Amount

## 2. Educational Qualification

<table>
<thead>
<tr>
<th>Organization</th>
<th>Month &amp; Year of passing (mm/yyyy)</th>
<th>Board/University/Institute</th>
<th>Main Specialization</th>
<th>Subjects</th>
<th>Percentage of marks/CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

## 3. Previous Work Experience

<table>
<thead>
<tr>
<th>Name of the Organization</th>
<th>Position Held</th>
<th>Pay Scale in case of Govt/PSU employees/CTC (in ₹)</th>
<th>Duration (From To)</th>
<th>Nature of duties/responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Type of the present employer (Govt/PSU/Privat/ JV/ MNC/ NGO/Academic/ Others)
Nature of the business of the present employer
Present Basic Pay in case of Govt and PSU employee (in ₹)
<table>
<thead>
<tr>
<th>Turnover of the Company during 2014-15 (for other than Govt. and PSU)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total experience required (as per advertisement in years)</td>
</tr>
<tr>
<td>Total post qualification executive experience (excluding induction training/teaching period) in years, months and days.</td>
</tr>
</tbody>
</table>

### WEATHER DETAILS

1. Academic achievements in not more than 20 words (optional)

2. Professional achievements in not more than 20 words (optional)

3. Date of next increment in case of PSU & Govt. employees

4. Details of outstanding loans with the present employer

5. No. of days required for joining, if offered, for joining before notice period

6. Due date for next promotion

7. Notice period required

8. Languages known

9. Extra-Curricular activities, if any (optional)

---

Declaration:

I hereby declare that I have verified the details indicated above and also confirm that all the information submitted is true to the best of my knowledge. At any stage, if it is found that any of the above information is incorrect and/or suppressed, the management of REC shall have the right to take any action as deemed fit as per extant rules.

Place:

Date: (Signature) (In the printout of the application)
F. No. A-12022/9/2015-PE.I
GOVERNMENT OF INDIA
MINISTRY OF SHIPPING
(PORTS WING) Transport Bhawan
1, Parliament Street
New Delhi-110001
Dated the 24th June, 2015

VACANCY CIRCULAR

Subject: Filling up the post of Chairman, Cochin Port Trust- Calling for Applications- -reg.

The Ministry of Shipping invites applications from the from All India Service/Central Civil Services Group ‘A’ officers and also from eligible Port Officers working in Major Port Trusts for the post of Chairman in Cochin Port in the pay scale of Rs.75,000-90,000/- (Industrial DA pattern) on deputation basis. Apart from the salary, the post also carries the perquisites such as dedicated accommodation, transport, medical attendance, LTC etc. The Port Trust is an autonomous body governed under the Major Port Trusts Act, 1963. Appointment to the post is made by the Central Govt. under section 3 (1) (a) of the Major Port Trusts Act, 1963.

2. The Chairman of the Port is the Chairman of the Port Trust Board. He is the Chief Executive of the Organisation and is responsible for all aspects of Port functioning. He is required to exercise administrative and financial powers and also to supervise the functioning of various departments with the ports. The job requirements, therefore, are the following:

(a) General Managerial ability;
(b) Experience and talent in man-management in highly unionized environment.
(c) Experience and ability in Financial Management.
(d) Ability to formulate and implement development plans and also to prepare broad perspective plan for development of a port;
(e) Ability to co-ordinate with various agencies such as State Governments, the Law and Order authorities, different agencies of Central Government such as customs, Railway, Ministry of Labour etc.
(f) Experience and ability in personnel management and understanding of establishment matters.
Eligibility criteria for AIS/Central Civil Service Group ‘A’ officers:

(i) The officers belonging to All India Services/Central Civil Services Group ‘A’ officers who have put in not less than 16 years of service in Group ‘A’ are eligible to be considered for the post. Preference may be given to those having experience of working in Port and Shipping sectors. The terms and conditions of appointment of the officers selected shall be as per the rules and instructions of Central Government.

(ii) The post is not a part of the Central Staffing Scheme. The appointment will be made on deputation basis for a period of 5 years or as may be decided by the Competent Authority.

(iii) The Cadre Controlling Authority/the State Government is requested to give wide publicity to the vacancy and forward names of suitable and willing officers for consideration for the post. The ACRs (only attested photocopies) of the officer for the last five years (2009-10 to 2013-14) along with the bio-data in the enclosed format, and clearance from administrative/vigilance angles and Integrity Certificate may also be sent. The vigilance clearance of the officer may be sent in the prescribed proforma attached with the application form.

4. Eligibility criteria for Port Officers:

(i) Eligible Officers belonging to the Major Port Trusts are to be considered for this post. Officers holding the posts of Deputy Chairman in category I Ports with minimum 2 years of regular service in the post failing which from officers holding the post of Deputy Chairman in category I Ports with less than 2 years of regular service but combined regular service of at least 5 years as Deputy Chairman of category I Ports and Deputy Chairman of category II Ports or from officers with minimum 5 years of regular service in the post of Deputy Chairman in category II Ports

(ii) Port Officers working in Major Port Trusts who are eligible to be considered for the post as per para 4 (i) above may send their applications through proper channel.

(iii) While forwarding the applications the Chairman of the concerned Port may please ensure the following documents are sent along with the application form:

(i) ACRs of last 5 years (2009-10 to 2013-14).
(ii) A certificate on adverse entries in the ACRs, if any.
(iii) If the ACRs of a particular years between 2009-10 to 2013-14 is pending/not available, “No Report Certificate” may be furnished.
(iv) A statement showing ACRs gradings should also be furnished.
(v) The details regarding officers holding higher posts on ad-hoc/temporary basis should be clearly specified.
(vi) The Vigilance status of the candidate in the prescribed proforma duly filled in column-wise and signed by CVOs of the concerned Port (with details of last ten years)
The applications which are received after due date/not sent through proper channel will not be considered. The last date for receipt of applications in this Ministry is 10.08.2015. The applications may be sent to the undersigned at the following address.

Under Secretary (PE),
Ministry of Shipping,
Room No. 427
Transport Bhawan
1, Parliament Street
New Delhi-110001.

(Anurag Sharma)
UNDER SECRETARY TO THE GOVT. OF INDIA
Tele/Fax No: 011-23719492

To
2. Secretary, Department of Personnel & Training.
3. Secretary, Ministry of Home Affairs
4. Secretary, Ministry of Environment and Forests
5. Secretaries of All Ministries and Departments under Govt. of India

Copy to:
1. Senior Technical Director, NIC, M/o Shipping for posting a copy of the Circular in website of the Department of Shipping. It is also requested to send a scanned copy of the vacancy circular to DOPT for posting it on their website. The e-mail address of DOPT is persinfotech@nic.in with a copy to diracc@nic.in. The subject of the e-mail should be “Vacancies in Autonomous Organisations”
2. Technical Director, NIC, DOPT, Room No. 11/A, North Block, New Delhi.
3. Guard File
**BIO DATA PROFORMA**

1. Name, Designation and Address:

   (a) Service and Batch:

2. Date of Birth (in Christian era) & age:

3. Date of retirement:

4. Educational Qualifications:

5. Whether qualifications, experience and job requirements for the post are satisfied

<table>
<thead>
<tr>
<th>Qualifications/ experience/Job</th>
<th>Qualifications/ Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>possessed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Requirements for the post</td>
</tr>
</tbody>
</table>

   Essential
   (1)
   (2)
   (3)

   Desired: Should preferably have at least four year of left out service period.

6. Please state clearly whether in the light of entries made by you above, you meet requirements of the post

7. Total service rendered in Group 'A' post:

8. Total experience in Port & Shipping sectors, if any:

9. Dates of the employment in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

   Office/Instit. Post held From To Scale of Pay and basic pay Nature of duties ./Orgn

10. Nature of present employment

11. In case the present employment is held on deputation/please state-
   (a) The date of initial appointment
(b) Period of appointment on deputation
(c) Name of the parent office/organization to which you belong

12 Additional details about present employments

Please state whether working under
(a) Central Govt.
(b) State Govt.
(c) Autonomous Organisations
(d) Government Undertakings

13. Two separate write-ups (not exceeding 300 words each) may be attached as follows:

(i) Write-up on the professional experience and core-competence of the officer in handling the assignment applied for:

(ii) Write-up on how the applicant can fulfil and advance the mission and objectives of the organisation that he seeks to join:

14. Scale of Pay and Grade Pay and also indicate:
   the date from which in this scale of Pay & GP

15 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

16 Whether belongs to SC/ST

Remarks

In the event of selection to the post, I will not withdraw my candidature for the post and undertake to accept the posting.

Signature of the candidate

Address------------------

----------------------

Date------------------

Countersigned------------------

(Employer)
PARTICULARS OF THE OFFICERS FOR WHOM VIGILANCE COMMENTS/CLEARANCE BEING SOUGHT
[To be furnished and signed by the CVO or HOD]

1. Name of the Officer (in full) :

2. Father's Name :

3. Date of Birth :

4. Date of Retirement :

5. Date of Entry into Service :

6. Service to which the officer belongs including batch/year cadre etc.
   wherever applicable :

7. Positions held (during the ten preceding years) :

<table>
<thead>
<tr>
<th>S.No</th>
<th>Organization (Name in full)</th>
<th>Designation &amp; Place of posting</th>
<th>Administrative/nodal Ministry/Deptt. Concerned (in case of officers of PSUs etc.)</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<tr>
<td>2.</td>
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<td></td>
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</tr>
</tbody>
</table>

8. Whether the officer has been placed on the “Agreed List” or “List of Officers of Doubtful Integrity” [if yes details to be given] :

9. Whether any allegation of misconduct involving vigilance angle was examined against the officer during the last 10 years and if so with what result (*) :

10. Whether any punishment was awarded to the officer during the last 10 years and if so the date of imposition and details of the penalty (*) :

11. Is any disciplinary/criminal proceedings or charge sheet pending against the officer as on date [if so, details to be furnished; including reference no. if any of the Commission] :
12. Is any action contemplated against the Officer as on date [if so, details to be Furnished] (*)

DATE: ___________________________ (NAME AND SIGNATURE)

(*) If vigilance clearance had been obtained from the Commission in the past, the information may be provided for the period thereafter.
F - Wing, 2nd Floor, Nirman Bhawan, New Delhi, the 22nd June, 2015

To

The Chief Secretaries of all the States

Sub: Appointment of Secretary in the Bureau of Energy Efficiency on deputation basis – Application for – regarding.

Sir,

I am directed to state that it is proposed to fill up the post of Secretary in the Bureau of Energy Efficiency on deputation basis from the officers of Central or State Government holding a post not below the rank of Deputy Secretary to the Government of India in the parent cadre.

2. The post of Secretary in the Bureau of Energy Efficiency (BEE) carries the scale of pay of PB-4 Rs. 37400-67000 + Grade Pay of Rs. 8,700 (pre-revised Rs. 14,300-18,300). The officer selected for appointment will be entitled to draw pay/deputation allowance + other allowances as per Central Government Rules.

3. The appointment to the post of Secretary shall be made on deputation from amongst officers of the Central/State Government holding a post not below the rank of Deputy Secretary to the Government of India. The desirable experience for the post are:- (i) 5 years experience in the field of generation, transmission, distribution of power or energy conservation; (ii) 5 years experience in administrative, financial and budgetary matters.

4. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization or Department of the Central Government shall ordinarily not exceed five years. The maximum age limit for appointment by deputation shall not exceed fifty six years as on the closing date of receipt of applications.

5. The Secretary shall hold office for a term of three years, from the date on which he/she enters upon his/her office or, the date of his/her superannuation in his/her parent cadre, whichever is earlier. The term of deputation can be extended where considered necessary up to a period of five years. The selected candidate would be posted in Delhi. He/She can however be posted anywhere in India.
6. It is requested that the above vacancy may be given wide publicity amongst the eligible officers and the particulars of the suitable and eligible officers who are willing to be considered and whose services can be spared, may please be sent in the enclosed proforma (Annexure) (in quadruplicate) together with the following documents/information and two passport size photographs to the Under Secretary (EC), Ministry of Power, ‘F’ Wing, 2nd floor, Energy Conservation Division, Nirman Bhawan, New Delhi -110011 within 45 days from the date of issue of this circular:

(i) Annual Confidential Reports (in original or attested photocopies) for the last 5 years.
(ii) Vigilance Clearance Certificate.
(iii) (a) Statement of major/minor penalty imposed on the applicant in the past ten years; and
(b) if so, give details.
(c) Indicate if any penalty is in operation against the applicant as on date.

Yours faithfully,

(P. T. Bhutia)
Director
Tel: 23063497

Copy alongwith annexure also forwarded for necessary action to:

1. All Ministries/Departments of the Central Government of India (including NITI Aayog, New Delhi).
2. The Estt. Officer, DOP&T, New Delhi with a request for posting on the website of the DOP&T.
3. The Secretary, Bureau of Energy Efficiency, 4th Floor, Sewa Bhawan, R. K. Puram, New Delhi – 110066 with a request for posting on the website of the BEE.
4. Shri C.K. Shukla, Technical Director, NIC, Ministry of Power – with a request for posting on the website of the Ministry of Power.

Yours faithfully,

(P. T. Bhutia)
Director
Tel: 23063497
## CURRICULUM VITAE PERFORMA

<table>
<thead>
<tr>
<th>1.</th>
<th>Name and Address (in Block Letters)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Date of Birth (in Christian era)</td>
</tr>
<tr>
<td>3.</td>
<td>Date of retirement under Central/State Government Rules</td>
</tr>
<tr>
<td>4.</td>
<td>Educational Qualifications</td>
</tr>
<tr>
<td>5.</td>
<td>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>
</tr>
<tr>
<td></td>
<td>Essential:</td>
</tr>
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<td></td>
<td>(2)</td>
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<td></td>
<td>(3)</td>
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<td></td>
<td>Desired:</td>
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<td></td>
<td>(1)</td>
</tr>
<tr>
<td></td>
<td>(2)</td>
</tr>
<tr>
<td>6.</td>
<td>Please state clearly whether in the light of entries made by you above, you meet the requirement of the post</td>
</tr>
<tr>
<td>7.</td>
<td>Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Office/Institution</th>
<th>Post held</th>
<th>From</th>
<th>To</th>
<th>Scale of Pay and Basic Pay</th>
<th>Nature of duties (in detail)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>
8. Nature of present employment [i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent]

9. In case the present employment is held on deputation/contract basis, please state:-
   i. The date of initial appointment
   ii. Period of appointment on deputation/contract
   iii. Name of the parent office/organization to which you belong

10. 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

11. Please state whether you are working in the same Department and are in the
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>12. 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</td>
<td></td>
</tr>
<tr>
<td>13. Total emoluments per month now drawn</td>
<td></td>
</tr>
<tr>
<td>14. Additional information, if any, which you would like to mentioned in support of your suitability for the post</td>
<td>(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)</td>
</tr>
<tr>
<td>15. Please state whether you are applying for deputation (ISTC)/ Absorption/Re-employment basis. (Officers under Central/State Government are only eligible for &quot;Absorption&quot;. Candidates of Non-Government Organizations are eligible only of short Term Contract)</td>
<td></td>
</tr>
<tr>
<td>16. Whether belongs to SC/ST</td>
<td></td>
</tr>
</tbody>
</table>
### Remarks

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

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

---

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.

<table>
<thead>
<tr>
<th>Date of the candidate</th>
<th>Signature</th>
</tr>
</thead>
</table>

Address

Countersigned

(Employer with Seal)
No. 13/2/2015-EO(SM-I)
Government of India
Secretariat of the
Appointment Committee of the Cabinet
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

22nd

New Delhi, 18th June, 2015

To

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

Subject:- Filling up the post of Financial Adviser (Joint Secretary Level), Khadi & Village Industries Commission (KVIC), Mumbai under the Ministry of Micro, Small & Medium Enterprises – reg.

Sir/Madam,

It is proposed to fill up the Non-CSS post of Financial Adviser (Joint Secretary Level), Khadi & Village Industries Commission (KVIC), Mumbai under the Ministry of Micro, Small & Medium Enterprises 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. It is requested that the applications of eligible officers may be forwarded so as to reach this Department within one month from the date of issue of this circular.

Yours faithfully,

[Signature]

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

Copy to:

1. Ministry of Micro, Small & Medium Enterprises (Shri Surendra Nath Tripathi, Joint Secretary), New Delhi
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.
File No. 16/1/2015-EO(SM-I)
Government of India
Secretariat of the
Appointment Committee of the Cabinet
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

New Delhi, 23rd June, 2015

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 Representative of India in the Council of International Civil Aviation Organization, Montreal, Canada (Joint Secretary level), under the Ministry of Civil Aviation.

Sir/Madam,

It is proposed to fill up the post of Representative of India in the Council of International Civil Aviation Organization, Montreal, Canada (Joint Secretary level), under the Ministry of Civil Aviation. The following eligibility criteria have been laid down for making selection to the post:

Mandatory Qualifications:

(i) The officer must have been empanelled to hold Joint Secretary or equivalent posts at the Centre.
(ii) The officer must be at least three batches below the batch next to be considered for empanelment at the Additional Secretary level.
(iii) The officer must have worked for at least two years at the Centre under Central Staffing Scheme.
(iv) The selected officer will not be permitted to take up foreign assignment, or study leave, or training till the expiry of the assignment.
(v) The officer must be below 54 years as on the date of vacancy.
(vi) The officer should not have been on an assignment to foreign/captive post of Government of India earlier.
(vii) The officer should not be under debarment from Central Deputation.
(viii) The officer should be clear from Vigilance angle and their integrity certified.
(ix) The officer should have experience of working for atleast 24 months in the field of civil aviation.

Desirable qualifications

(i) Experience in dealing with UN bodies and multilateral organizations.
(ii) Familiarity with developments and policies in global as well as Indian Civil Aviation sector.
(iii) Experience in dealing with international conventions relating to Civil Aviation.

2. It is requested that the names of the officers, who possess the mandatory qualification/experience, as stated above, may be sent to this Department along with their detailed biodata, CR dossiers of the officers, their vigilance clearance and integrity certificate, within a period of four weeks of issue of this letter.

Yours faithfully,

[Nandini Paliwal]
Deputy Secretary to the Government of India
Tel: 23092187

Copy to:
1. Ministry of Civil Aviation (Shri R.N. Choubey, Secretary), New Delhi.
2. Technical Director, NIC, Computer Cell, DOPT, North Block, N. 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.