

Fwd: Filling up the posts of Ministerial staff in NIA on deputation basis.**Shri Rajeev Verma** <csdelhi@nic.in >

Wed, 18 Mar 2026 5:47:58 PM +0530

To "A. Anbarasu"<secservices@nic.in>,"Santosh Vaidya"<pshome@nic.in>

===== Forwarded message =====

From: Duty Officer National Investigation Agency <do.nia@gov.in>

To: "dgp"<dgp@appolice.gov.in>, "dgpcamp"<dgpcamp@gmail.com>, "arpolice"<arpolice@rediffmail.com>, "DIRECTOR GENERAL OF POLICE"<dgp-polita-arn@nic.in>, "Harmeet Singh"<dgp@assampolice.gov.in>, "DGP Bihar"<dgp-bih@nic.in>, "dgp-phq.cg"<dgp-phq.cg@gov.in>, "ps.dgp-cg"<ps.dgp-cg@gov.in>, "Director General Of Police, Goa"<dgpgoa@goapolice.gov.in>, "dgp-gs"<dgp-gs@gujarat.gov.in>, "dgp-scr"<dgp-scr@gujarat.gov.in>, "Haryana Police"<police@hry.nic.in>, "Director General of Police"<dgp-hp@nic.in>, "dgp"<dgp@jhpolice.gov.in>, "dgpjharkhand"<dgpjharkhand@gmail.com>, "dgp-control"<dgp-control@jhpolice.gov.in>, "police"<police@ksp.gov.in>, "ksdgp"<ksdgp@bgl.vsnl.net.in>, "Ravada A Chandrasekhar IPS"<dgp@keralapolice.gov.in>, "Ravada A Chandrasekhar IPS"<dgp.pol@kerala.gov.in>, "dgpmp"<dgpmp@mppolice.gov.in>, "DGP Maharashtra"<dgpms.mumbai@mahapolice.gov.in>, "Snehal Sawant"<desk9.mum@mahapolice.gov.in>, "RAJIV IPS"<dgp-mnp@nic.in>, "Police Headquarters"<phq-meg@nic.in>, "Idashisha Nongrang"<dgp-meg@nic.in>, "Sharad IPS"<dgp-aiizawl@mizoram.gov.in>, "polmizo"<polmizo@rediffmail.com>, "Rupin Sharma"<dgp-ngl@nic.in>, "Vizovoto Richa"<scrb-ngl@nic.in>, "dgpngl"<dgp.ngl@mha.gov.in>, "DG Police Cuttack"<dgp.odpol@nic.in>, "dgpctrlroomodpol"<dgpctrlroom.odpol@gov.in>, "DGP Punjab"<dgp.punjab.police@punjab.gov.in>, "Rajeev Kumar Sharma"<dgp-rj@nic.in>, "dgp"<dgp@rajpolice.gov.in>, "Director General Of Police Sikkim"<dgp@sikkimpolice.nic.in>, "dgp"<dgp@tn.gov.in>, "Shivadhar Reddy, IPS"<dgp@tspolice.gov.in>, "ANURAG, IPS"<dgp@tripurapolice.nic.in>, "Police Dgc-police-ua"<dgc-police-ua@nic.in>, "Nityanand Rai"<police.up@nic.in>, "DGP UP"<dgp@up.nic.in>, "Controlroom Dgpoffice"<dgpcontrol-up@nic.in>, "dgpwestbengal"<dgpwestbengal@gmail.com>, "Shri S.N Gupta, IPS"<dgpwb@policewb.gov.in>, "policewb"<policewb@yahoo.com>, "Hargobinder Singh Dhaliwal"<dgp.and@nic.in>, "Sagar Preet Hooda"<dgp-chd@nic.in>, "PARDEEP SINGH"<police-chd@nic.in>, "Deputy Inspector General Of Police Daman And Diu"<dgp-daman-dd@nic.in>, "cpdelhi"<cpdelhi@delhipolice.gov.in>, "DGP Puducherry Police Department"<dgp.pon@nic.in>, "Praful Patel"<lk-admin@nic.in>, "SUPERINTENDENT OF POLICE"<lak-sop@nic.in>, "igpladakh"<igpladakh@gmail.com>, "phqjk"<phqjk@jkpolice.gov.in>, "phqjk"<phqjk@nic.in>, "dgp-chamber"<dgp-chamber@jkpolice.gov.in>, "G P Singh"<dg@crpf.gov.in>, "Ops Control Room FHQ SSB"<cr.ssbdel@nic.in>, "Sanjay Singhal"<dg-ssb@nic.in>, "DG CISF"<dg@cisf.gov.in>, "DG ITBP"<dg@itbp.gov.in>, "DG BSF"<dgbfsf@bsf.nic.in>, "EDP DTE"<edpdte@bsf.nic.in>, "Director CBI"<dcbi@cbi.gov.in>, "DGRPF RailwayBoard"<dgrpf@rb.railnet.gov.in>, "Director General"<dg@bprd.nic.in>, "Director NCRB"<director@ncrb.gov.in>, "Dg Ndrf"<dg.ndrf@nic.in>, "Director ED"<dir-enforcement@nic.in>, "chairman"<chairman@ntro.gov.in>, "DIB DIB"<dib@gov.in>, "SH Ravi Agrawal"<chairmancbdt@nic.in>, "Shri Vivek Chaturvedi"<chmn-cbic@gov.in>, "DG Secretariat"<dg-hqdgat@assamrifles.gov.in>, "G. Sai Prasad IAS"<cs@ap.gov.in>, "cs-arunachal"<cs-arunachal@nic.in>, "Dr Ravi Kota"<cs-assam@nic.in>, "cs-bihar"<cs-bihar@nic.in>, "csoffice.cg"<csoffice.cg@gov.in>, "cs-goat"<cs-goat@nic.in>, "chiefsecretary"<chiefsecretary@gujarat.gov.in>, "Anurag Rastogi"<cs@hry.nic.in>, "Chief Secretary"<cs-hp@nic.in>, "Avinash Kumar"<cs-jharkhand@nic.in>, "cs"<cs@karnataka.gov.in>, "DR A JAYATHILAK IAS"<chiefsecy@kerala.gov.in>, "cs"<cs@mp.nic.in>, "chiefsecretary"<chiefsecretary@maharashtra.gov.in>, "cs"

<cs@maharashtra.gov.in>, "cs-manipur" <cs-manipur@nic.in>, "dwahlang" <dwahlang@yahoo.com>, "cso-meg" <cso-meg@nic.in>, "cs-mizoram" <cs-mizoram@nic.in>, "cs_miz" <cs_miz@rediffmail.com>, "Nagaland.mygov Nagaland.mygov" <nagaland.mygov@gov.in>, "Sentianger Imchen" <csnigl@nic.in>, "csori" <csori@nic.in>, "Chief Secretary Punjab" <cs@punjab.gov.in>, "Chief Secretary, Punjab Chief Secretary, Punjab" <cs@punjabmail.gov.in>, "csraj" <csraj@rajasthan.gov.in>, "Chief Secretary, Rajasthan" <cs-rajasthan@nic.in>, "cs-skm" <cs-skm@nic.in>, "cs-skm" <cs-skm@hub.nic.in>, "cs" <cs@tn.gov.in>, "CS Telangana" <cs@telangana.gov.in>, "cs-tripura" <cs-tripura@nic.in>, "cstripura" <cstripura@gmail.com>, "Cs Chief Secretary" <cs-uttarakhand@nic.in>, "chiefsecyuk" <chiefsecyuk@gmail.com>, "Chief Secretary Uttar Pradesh" <csup@nic.in>, "cs-westbengal" <cs-westbengal@nic.in>, "Dr. Chandra Bhushan Kumar IAS" <cs-andaman@nic.in>, "adcgovpb" <adcgovpb@gmail.com>, "Administrator DNH DD" <administrator-dd-dnh@nic.in>, "Additional Secretary" <pers-dd@nic.in>, "Praful Patel" <administrator-dd@gov.in>, "csdelhi" <csdelhi@nic.in>, "Dr Sharat Chauhan" <cs.pon@nic.in>, "Advisor To The Administrator UTL" <lk-advisor@gov.in>, "pstocomsecutl" <pstocomsecutl@gmail.com>, "Sh. Umang Narula" <narulau@ias.nic.in>, "advisor-lg-ladakh" <advisor-lg-ladakh@gov.in>, "cs-jandk" <cs-jandk@nic.in>, "Shri Rajiv Manjhi" <dir-istm@nic.in>

Date: Wed, 18 Mar 2026 17:35:29 +0530

Subject: Filling up the posts of Ministerial staff in NIA on deputation basis.

===== Forwarded message =====

Sir,

Please see the attached file.

With regards,

Duty Officer, Control Room
National Investigation Agency
HQRs, New Delhi
011-24368800

1 Attachment(s)

3255_0001.pdf

5.3 MB



NATIONAL INVESTIGATION AGENCY
MINISTRY OF HOME AFFAIRS
GOVERNMENT OF INDIA
OPP. CGO COMPLEX LODHI ROAD
NEW DELHI – 110 003
TELE NO. 011-24368800 & FAX 24368801

No- E-74/001/Depn-MS/NIA/2026/3255

18/03/2026

To,

1. All Ministries/ Departments of Government of India
2. The Chief Secretaries to the Government of all States/ UTs
3. The Directors General of Police of all States/ Uts
4. The Directors General BSF, CRPF, CISF, SSB, ITBP, RPF, Assam Rifles, BPR&D, NCRB
5. The Director CBI, IB and ED.
6. The Joint Secretary (Pers), Cabinet Secretariat, New Delhi
7. The Chairman, CBDT & CBIT.
8. Director, ISTM, New Delhi

Sub: **Filling up the posts of Ministerial staff in NIA on deputation basis.**

Sir

Nominations are invited for the posts of ministerial staff on deputation basis in National Investigation Agency (NIA). Details of posts and vacancies are as under:-

SN	Name of post	Nos of vacancies	Place of posting
1	Section Officer/ Office Superintendent Level-7 in Pay Matrix (44,900-1,42,400/-)	03*	All India Based.
2	Assistant Level-6 in Pay Matrix (Rs 35,400 – 1,12,400)	03*	All India Based.
3	Stenographer Grade-I Pay scale – Pay Matrix Level– 6 (Rs 35,400 – 1,12,400)	14*	All India Based.
4	Upper Division Clerk (UDC) Pay scale – Pay Matrix Level – 4 (Rs 25-500 – 81,100)	03*	All India Based.
5	Lower Division Clerk (LDC) Pay scale – Pay Matrix Level – 2 (Rs 19,900 – 63,200)	06*	All India Based

* Subject to variation depending on vacancies.

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2. The eligibility criteria (educational qualification, experience etc.) are furnished in the enclosed **Annexure-I-A, I-B, I-C, I-D & I-E (available at NIA website www.nia.gov.in/recruitment-notice.htm)**. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

3. It is requested that the above requirement may kindly be circulated among all Departments/ Institutions/ Offices under your charge and also host on their website. The nominations of eligible officers along with following documents may be forwarded to the DIG (Admin), NIA Hqrs, CGO Complex, Lodhi Road, New Delhi - 110003 through proper channel at the earliest and in any case not later than **02 months from** the date of publications of this advertisement in the 'Employment News'.

- (i) Bio-data in the prescribed proforma (Annexure-II) **(available at NIA website www.nia.gov.in/recruitment-notice.htm)** duly countersigned by the competent authority.
- (ii) Photocopies of APARs dossier from the year 2020-2021 to 2024-25 duly attested.
- (iii) Departmental Enquiry/ Vigilance clearance certificate.
- (iv) Integrity Certificate.
- (v) The details of Major/ Minor penalties imposed on the official during the last 10 years.

4. Applications received after the last date of receipt or incomplete applications in any respect or those not accompanied by the documents/ information in para 3 above will not be considered. The Cadre Authority may ascertain that the particulars sent by the officer are correct as per the records.

5. The eligibility criteria and application form as well as Recruitment Rules are also available on the NIA website **(available at NIA website www.nia.gov.in/recruitment-notice.htm)**.

Encl : Annexure 'I-A, I-B, I-C, I-D, I-E & 'II'

Yours sincerely
Signed by Sreejith T
Date: 18-03-2026 14:55:48
Reason: Approved
(Sreejith T, IPS)
Dy. Inspector General (Admin)
NIA Hqrs, New Delhi

Copy forwarded for information to (through e-mail):-

- 1. The SP (IT), NIA Hqrs New Delhi for uploading the matter on NIA website.
- 2. All Branch Offices/ Sections & Divisions of NIA - for information and vide publicity.

Annexure-I-A**ELIGIBILITY CRITERIA FOR THE POST OF SECTION OFFICER/ OFFICE SUPERINTENDENT ON DEPUTATION BASIS**

SN.	Name of the post	Section Officer/ Office Superintendent
1	Nos. of post	* 03 posts for deputation (*subject to variation depending on vacancies)
2	Classification of the post	General Central Service, Group – 'B', Gazetted Ministerial.
3	Scale of pay	Level-7 in Pay Matrix (Rs 44,900 – 1,42,400)
4	DA, HRA, TPT & other allowance	As admissible under the Central Government orders from time to time.
5	Special Security Allowance	20% of basic pay and as amended by the Government from time to time.
6	Eligibility Criteria for deputation to NIA	Deputation: Officers under the Central Government/ State Government/ Union Territories: - (a) (i) Holding analogous posts on regular basis in the parent cadre/ department; or (ii) With the five years' service in the grade rendered after appointment thereto on regular basis in posts in level-6 (Rs. 35,400-1,12,400/-) in the pay matrix or equivalent in the parent cadre or department: and (b) Possessing following educational qualifications and experience as prescribed for direct recruits: Essential: - (i) Bachelors' Degree from a recognized University; and ii) Computer proficiency in word processing, spread sheet, slide generation to be certified by cadre controlling authority. NOTE- 1: 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 or absorption. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

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		NOTE- 2: The period of deputation including period of deputation in another <i>ex-cadre</i> post held immediately preceding this appointment in same or some other organization or department of the Central Government shall ordinarily not to exceed three years’. NOTE- 3: The maximum age limit for appointment by deputation shall not be exceeding 56 years’ as on the closing date of receipt of applications. NOTE- 4: Only officers of the Central Government or State Government or Union territories shall be eligible for consideration for appointment on absorption basis.
7	Nature of duties	• He/ She will supervise the work of the Account/ Audit/ Procurement and Crime & Legal Cell. • Preparation of draft of all nature and disposal of routine matters pertains to the office. • Management and co-ordination of the work. • Maintenance of order and discipline of the office staff. • Go through the dak received and to keep a watch on any hold up in the movement/ disposal. • Submit dak which should be seen by the higher officers at the dak stage. • To see that the draft letter is perfect i.e. all corrections have been made before it is marked for issue. • To indicate priority marking. • To indicate mode of dispatch. • He/ She will responsible for efficient and expeditious disposal of work and check the delays. • To ensure timely submission of arrear and other returns. • To ensure the cases are not held up at any stage. • To go through the list of periodical returns every week and take suitable action on items requiring attention duties week. • He/ She will take independent action for issue of reminders,

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		obtain or supplying factual information of a non-classified nature or any other action for which he authorities to take independently. • He/ She will perform the duties of recording and indexing files and their classification, review the recoded files before destruction, order and supervise periodic weeding of unwanted spare copies. • He/ She will ensure proper maintenance of files and register required to be maintained in the section. • Ensure proper maintenance of reference book, office order etc and keep them upto date. • Ensuring neatness and tidiness in the Section. • Dealing with important and complicated cases himself. • Ensure strict compliance with departmental security instructions.
8	Deputation	Deputation (ISTC): The other terms and conditions of deputation will be government as laid down in the Govt. of India, DoP&T OM No. 6/08/2009-Estt (Pay-II) dated 17.06.2010 and as amended from time to time.

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Annexure-I-B**ELIGIBILITY CRITERIA FOR THE POST OF ASSISTANT ON DEPUTATION BASIS**

SN.	Name of the post	Assistant
1	Nos. of post	03* Posts for deputation (*subject to variation depending on vacancies)
2	Classification of the post	General Central Service, Group – 'B', Non-Gazetted, Ministerial
3	Scale of pay	Pay scale – Pay Matrix Level – 06 (Rs 35,400 – 1,12,400)
4	DA, HRA, TPT & other allowance	As admissible under the Central Government orders from time to time.
5	Special Security Allowance	20% of basic pay and as amended by the Government from time to time.
6	Eligibility criteria for deputation to NIA	Officers of the Central Government or State Government or Union territories,- (a) (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) with six years' service in the grade rendered after appointment thereto on regular basis in level-5 (Rs. 29200-92300) in the pay matrix or equivalent in the parent cadre or department; and (b) possessing the following educational qualifications as prescribed for direct recruits under column (7) : i. Bachelor's Degree from a recognised University; and ii. Passed computer proficiency test as prescribed by the Staff Selection Commission. Note 1: 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 2: The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in same or some other organisation or department of the Central Government shall ordinarily not to exceed three years. Note 3: The maximum age-limit for appointment by deputation shall not be exceeding fifty-six years as on closing date of receipt of applications.

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		Note 4: Only officers of the Central Government or State Government or Union territories shall be eligible for consideration for appointment on absorption basis.
7	Nature of duties	• He will function as in-charge of a Section. • Preparation of draft of all nature and disposal of routine matters. • Maintain all files and correspondence records and carry out clerical duties. • Draw attention, where necessary to precedents or rules and regulations on the subject. • Put up the file and to bring out clearly the question under consideration. • Suggest a course of action, wherever possible. • Assistant the Section Officer and Administrative officer in all his matters. • Perform any other duties task as assigned by the superiors, such as File Movement, correction of reference books or drafts etc.
8	Deputation	The other terms and conditions of deputation will be government as laid down in the Govt. of India, DoP&T OM No. 6/08/2009-Estt (Pay-II) dated 17.06.2010 as amended from time to time.

Annexure-I-CELIGIBILITY CRITERIA FOR THE POST OF STENOGRAPHER GRADE-I ON DEPUTATION BASIS

SN.	Name of the post	Stenographer Grade-I
1	Nos. of post	14* Posts for deputation (*subject to variation depending on vacancies)
2	Classification of the post	General Central Service, Group – ‘B’, Non-Gazetted, Ministerial
3	Scale of pay	Pay scale – Pay Matrix Level – 6 (Rs 35,400 – 1,12,400)
4	DA, HRA, TPT & other allowance	As admissible under the Central Government orders from time to time.
5	Special Security Allowance	20% of basic pay and as amended by the Government from time to time.
6	Eligibility criteria for deputation to NIA	Officers of the Stenographer’s cadre under the Central Government or State Governments or Union territories,- (a) (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) with six years’ service in the grade rendered after appointment thereto on regular basis in level-5 (Rs. 29200-92300) in the pay matrix or equivalent in the parent cadre or department; or (iii) with ten years’ service in the grade rendered after appointment thereto on regular basis in posts in level-4 (Rs. 25500-81100) in the pay matrix or equivalent in the parent cadre or department; and (b) Possessing the following educational qualification prescribed for direct recruits under column (7) : (a) Graduate Degree from a recognised University; and (b) possessing computer proficiency. Skill test: (i) stenography speed: 10 minutes @ 100 words per minute; (ii) transcription: 40 minutes (English), 55 minutes (Hindi) on computer. Note 1: 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 or absorption. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

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		Note 2.: The 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 to exceed three years. Note 3: The maximum age-limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of the receipt of applications.
7	Nature of duties	• He/She will perform the duties as Personal Assistant to the Officers. • Preparation of draft of all nature and disposal of routine matters pertains to the officer. • Maintain files and correspondence records and carry out Stenographer duties. • Draw attention, where necessary to precedents or Rules and Regulations on the subject.
8	Deputation	The other terms and conditions of deputation will be government as laid down in the Govt. of India, DoP&T OM No. 6/08/2009-Estt (Pay-II) dated 17.06.2010 as amended from time to time.

Annexure-I-D**ELIGIBILITY CRITERIA FOR THE POST OF UDC ON DEPUTATION BASIS**

SN.	Name of the post	Upper Division Clerk
1	Nos. of post	03* Posts for deputation (*subject to variation depending on vacancies)
2	Classification of the post	General Central Service, Group – 'C', Non-Gazetted, Ministerial
3	Scale of pay	Pay scale – Pay Matrix Level – 4 (Rs 25,500 – 81,100)
4	DA, HRA, TPT & other allowance	As admissible under the Central Government orders from time to time.
5	Special Security Allowance	20% of basic pay and as amended by the Government from time to time.
6	Eligibility criteria for deputation to NIA	Officers of the Central Government or State Governments or Union territory Administrations; (a)(i) holding analogous posts on a regular basis in the parent cadre or department; or (ii) with eight years' service rendered after appointment to the post on a regular basis in level-2 in the pay matrix (Rs.19900–63200) or equivalent in the parent cadre or department; and (b) Possessing appropriate educational qualifications and experience-12th class pass from a recognised Board. Note 1 - 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, the deputationists shall not be eligible for consideration for appointment by promotion. Note 2- 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 organisation or department of the Central Government shall ordinarily not exceed three years. Note 3- The maximum age-limit for appointment by deputation shall not exceed fifty-six years on the closing date of the receipt of applications
7	Nature of duties	• He will assist the in-charge of a Section. • Preparation of draft of all nature and disposal of routine matters.

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		• Maintain all files and correspondence records and carry out clerical duties. • Draw attention, where necessary to precedents or rules and regulations on the subject. • Put up the file and to bring out clearly the question under consideration. • Suggest a course of action, wherever possible. • Perform any other duties task as assigned by the superiors, such as File Movement, correction of reference books or drafts etc.
8	Deputation	The other terms and conditions of deputation will be government as laid down in the Govt. of India, DoP&T OM No. 6/08/2009-Estt (Pay-II) dated 17.06.2010 as amended from time to time.

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Annexure-I-E**ELIGIBILITY CRITERIA FOR THE POST OF LDC ON DEPUTATION BASIS**

SN.	Name of the post	Lower Division Clerk
1	Nos. of post	06* Posts for deputation (*subject to variation depending on vacancies)
2	Classification of the post	General Central Service, Group – 'C', Non-Gazetted, Ministerial
3	Scale of pay	Pay scale – Pay Matrix Level – 2 (Rs 19,900 – 63,200)
4	DA, HRA, TPT & other allowance	As admissible under the Central Government orders from time to time.
5	Special Security Allowance	20% of basic pay and as amended by the Government from time to time.
6	Eligibility criteria for deputation to NIA	Deputation: Officers of the Central Government or State Governments or Union territory Administrations ; (a) holding analogous post on regular basis in the parent cadre or department; and (b) 12th class pass from a recognised Board or equivalent. Note 1.- The period of deputation including period of the 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 three years. Note 2.- The maximum age-limit for appointment by deputation shall not exceed fifty-six years on the closing date of the receipt of applications.
7	Nature of duties	• He will assist the in-charge of a Section. • Preparation of draft and disposal of routine matters. • Maintain all files and correspondence records and carry out clerical duties. • Draw attention, where necessary to precedents or rules and regulations on the subject. • Put up the file and to bring out clearly the question under consideration. • Suggest a course of action, wherever possible.

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		Perform any other duties task as assigned by the superiors, such as File Movement, correction of reference books or drafts etc.
8	Deputation	The other terms and conditions of deputation will be government as laid down in the Govt. of India, DoP&T OM No. 6/08/2009-Estt (Pay-II) dated 17.06.2010 as amended from time to time.

ANNEXURE – II

BIO-DATA/CURRICULUM VITAE PROFORMA
{DOP&T OM NO. AB.14017/28/2014-Est. (RR) dated 02.07.15}

Post applied for

1. Name and Permanent Address/Native place (in Block Letters)	
2. Date of birth (in Christian era)	
3. i) Date of entry into service	
ii) Date of retirement under Central/State Rules	Government
4. Educational Qualifications (with streams & Subject)	
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
Qualifications/Experience required as mentioned in the advertisement/vacancy circular	Qualifications/experience possessed by the officer
Essential	Essential
A. Qualification	A)
B. Experience	B)
Desirable	Desirable
A. Qualification	A)
B. Experience	B)
5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News. 5.2 In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
6.1 Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.	

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

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

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

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Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme	From	To
8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
9. In case the present employment is held on deputation/contract basis, please state-			
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs	d) Name of the post and pay of the post held in substantive capacity in the parent organisation
9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate. 9.2 Note: Information under column 9(c) and (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organisation but still maintaining a lien in his parent cadre/organisation			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details			
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a. Central Government b. State Government c. Autonomous Organisation d. Government Undertaking e. Universities f. Others			
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade			
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale			
14. Total emoluments per month now drawn			

File No.NIAHQR-ESTT0DEPU/7/2026-ESTABLISHMENT NIA-HQ

Basic Pay in the PB	Grade Pay	Total Emoluments
15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/other allowances etc., (with break-up details)	Total Emoluments
16.A Additional Information, if any, relevant to the post you applied for in support of your suitability for the post. This among other things may provide information with regard to i. Additional academic qualifications ii. Professional training & iii. Work experience over and above prescribed in the Vacancy Circular/Advertisement) iv. (Note: Enclose a separate sheet, if the space is insufficient)		
16.B Achievements: The candidates are requested to indicate information with regard to; i. Research publications and reports and special projects. ii. Awards/Scholarships/Official Appreciation iii. Affiliation with the professional bodies/institutions/societies and; iv. Patents registered in own name or achieved for the organization v. Any research/innovative measure involving official recognition vi. Any other information (Note: Enclose a separate sheet, if the space is insufficient)		
17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis. #(Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organisations are eligible only for Short Term Contract) # (The option of 'STC'/ 'Absorption'/ 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC"or "Absorption" or "Re-employment").		
18. Whether belongs to SC/ST		

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also

File No.NIAHQR-ESTT0DEPU/7/2026-ESTABLISHMENT NIA-HQ

be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

(Signature of the
candidate)

Address:

Date:

Contact No/Mb. No.....

Certification by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy circular. **If selected, he/she will be relieved immediately.**

2. Also certified that;

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.
- ii) His/ Her integrity is certified.
- iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/minor penalty has been imposed on him/her during the last 10 years Or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/Cadre Controlling
Authority with Seal)

Fwd: Sopa9m:Fwd: Filling up of the post of Director General in National Institute of rural Development & Panchayati Raj (NIRD&PR),Hyderabad-reg.

Shri Rajeev Verma <csdelhi@nic.in >

Mon, 16 Mar 2026 8:26:30 PM +0530

To "A. Anbarasu"<secservices@nic.in>

===== Forwarded message =====

From: trainingsection mord <trainingsection.mord@gmail.com>

To: "Chief Secretary Andamans" <cs-andaman@nic.in>, "IAS" <cs@ap.gov.in>, "Naresh Kumar" <cs-arunachal@nic.in>, "Jishnu Barua IAS" <cs-assam@nic.in>, "Chief Secretary Bihar" <cs-bihar@nic.in>, "Chief Secretary Office" <csoffice.cg@gov.in>, "Puneet Kumar Goel IAS Chief Secretary" <cs-goa@nic.in>, "Shri Naresh Kumar" <csdelhi@nic.in>, <chiefsecretary@gujarat.gov.in>, <cs-haryana@nic.in>, "Ram Subhag Singh" <cs-hp@nic.in>, "Shri Sukhdev Singh" <cs-jharkhand@nic.in>, "cs-jandk" <cs-jandk@nic.in>, <cs@karnataka.gov.in>, "Dr.V.P.Joy IAS" <chiefsecy@kerala.gov.in>, <cheifsecretary@ladakh.gov>, "Iqbal Singh Bains" <cs@mp.nic.in>, <cs@maharashtra.gov.in>, "cs-manipur" <cs-manipur@nic.in>, "cso-meg" <cso-meg@nic.in>, "cs-mizoram" <cs-mizoram@nic.in>, "Chief Secretary Nagaland" <csngl@nic.in>, "Suresh Chandra Mahapatra" <csori@nic.in>, <cs@py.gov>, "Chief Secretary Punjab" <cs@punjab.gov.in>, <csraj@rajasthan.gov.in>, "Mr S.C Gupta" <cs-skm@hub.nic.in>, <cs@tn.gov.in>, "CS Telangana" <cs@telangana.gov.in>, "cs-tripura" <cs-tripura@nic.in>, "CHIEF SECRETARY OFFCE GOVT OF UP" <csup@nic.in>, <csuttaranchal@nic.in>, "Shri H K Dwivedi" <cs-westbengal@nic.in>, <devcom-dd@nic.in>, <cs-chd@chd.gov.in>, <ik-advisor@gov.in>

Cc: "Pradeep Kumar" <pradeep.kr67@nic.in>, "Jayanti Kanojia"

<jayanti.kanojia35@gov.in>, "PAWAN KUMAR" <pkpawan.edu@gov.in>

Date: Mon, 16 Mar 2026 13:31:40 +0530

Subject: Sopa9m:Fwd: Filling up of the post of Director General in National Institute of rural Development & Panchayati Raj (NIRD&PR),Hyderabad-reg.

===== Forwarded message =====

Respected Sir/Madam,

Please find attached the letter dated 16th March, 2026 (with enclosure) on the above subject.

----- Forwarded message -----

From: **trainingsection mord** <trainingsection.mord@gmail.com>

Date: Mon, Mar 16, 2026 at 12:50 PM

Subject: Filling up of the post of Director General in National Institute of rural Development & Panchayati Raj (NIRD&PR),Hyderabad-reg.

To: Chief Secretary Andamans <cs-andaman@nic.in>, Dr. Sameer Sharma, IAS <cs@ap.gov.in>, Naresh Kumar <cs-arunachal@nic.in>, Jishnu Barua IAS <cs-assam@nic.in>, Chief Secretary Bihar <cs-bihar@nic.in>, Chief Secretary Office <csoffice.cg@gov.in>, Puneet Kumar Goel IAS Chief Secretary <cs-goa@nic.in>, Shri Naresh Kumar <csdelhi@nic.in>, <chiefsecretary@gujarat.gov.in>, <cs-haryana@nic.in>, Ram Subhag Singh <cs-hp@nic.in>, Shri Sukhdev Singh <cs-jharkhand@nic.in>, cs-jandk <cs-jandk@nic.in>, <cs@karnataka.gov.in>, Dr.V.P.Joy IAS <chiefsecy@kerala.gov.in>, <cheifsecretary@ladakh.gov>, Iqbal Singh Bains <cs@mp.nic.in>, <cs@maharashtra.gov.in>, cs-manipur <cs-manipur@nic.in>, cso-meg <cso-meg@nic.in>,

cs-mizoram <cs-mizoram@nic.in>, Jan e Alam, Chief Secretary Nagaland <csngl@nic.in>, Suresh Chandra Mahapatra <csori@nic.in>, <cs@py.gov>, Chief Secretary Punjab <cs@punjab.gov.in>, <csraj@rajasthan.gov.in>, Mr S.C Gupta <cs-skm@hub.nic.in>, <cs@tn.gov.in>, CS Telangana <cs@telangana.gov.in>, cs-tripura <cs-tripura@nic.in>, CHIEF SECRETARY OFFCE GOVT OF UP <csup@nic.in>, <csuttaranchal@nic.in>, Shri H K Dwivedi <cs-westbengal@nic.in>, <devcom-dd@nic.in>, <cs-chd@chd.gov.in>, <ik-advisor@gov.in>
Cc: Pradeep Kumar <pradeep.kr67@nic.in>, Jayanti Kanojia <jayanti.kanojia35@gov.in>, PAWAN KUMAR <pkpawan.edu@gov.in>

Sir,
Please find the attachment.

--

With Regards,

**Training Division,
Ministry of Rural Development,
Department of Rural Development,
New Delhi- 110003**

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With Regards,

**Training Division,
Ministry of Rural Development,
Department of Rural Development,
New Delhi- 110003**

2 Attachment(s)

Letter dated 16.03.2026_0001....
347.8 KB

Enclosure.pdf
3.9 MB

K-15017/01/2025-Trg.Part
Government of India
Ministry of Rural Development
Department of Rural Development
(Training Division)

Room No. 16, (5A) 2nd Floor,
India Habitat Centre,
Lodhi Road, New Delhi
Dated: 16th March, 2026

To,

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

Subject: Filling up of the post of Director General in National Institute of Rural Development & Panchayati Raj (NIRD&PR), Hyderabad – reg.

Sir/Madam,

It is proposed to fill up the post of Director General in National Institute of Rural Development & Panchayati Raj (NIRD&PR), Hyderabad, an autonomous organization under the Department of Rural Development, Gol in pay scale of Rs. 80,000/- (fixed pay scale as per 6th CPC- Pre-revised) on direct recruitment or on deputation basis.

2. In this connection, a copy of the advertisement along with norms & criteria for the post and the proforma of application are enclosed. The vacancy notice may also be visited in the official websites of this Department as well as NIRD&PR i.e. <https://rural.gov.in>, <https://dord.gov.in> and www.nird.org.in.

3. In this regard, it is requested that the vacancy notice may be given wide publicity and the same may be uploaded on the official website of the concerned Ministry/Department/Organization/State Government portal. It is also requested that the applications of eligible officers may be forwarded so as to reach this Department **on or before 20th April, 2026** (last date of receipt of applications). Applications in the prescribed format should be sent through the Cadre Controlling Authority/Department of the applicant to the undersigned.

Yours faithfully,


16.3.2026

Encl: As above

(Pradeep Kumar)
Deputy Secretary to the Govt. of India

Government of India
Ministry of Rural Development
Department of Rural Development
(Training Division)
Kartavya Bhavan-3, New Delhi-110001

RECRUITMENT NOTICE

National Institute of Rural Development & Panchayati Raj (NIRD&PR), Hyderabad is an autonomous organization under the administrative control of the Ministry of Rural Development. NIRD&PR undertakes training, research, action research and consultancy functions in rural development. It provides an inter-disciplinary academic environment, backed by an excellent infrastructure and state-of-art research and computer facilities.

The Ministry of Rural Development invites applications for the post of Director General in NIRD&PR, Hyderabad in the prescribed format. Brief details of the proposed post are given below:-

1	Pay Band and Grade Pay (6th CPC)	Rs. 80,000/- (fixed) (Pre- revised)
2	Method of Recruitment	Direct Recruitment or Deputation basis
3	Tenure	5 years or until he/she attains the age of 60 years, whichever is earlier
4	Age limit for Direct Recruits	Minimum 50 years and Maximum 53 years (relaxable up to 5 years for Govt. Servants)
5	Age limit for appointment by Deputation	58 years on closing date of receipt of the application.

Applications in the prescribed format should be sent through the Cadre Controlling Authority/ Department to the Deputy Secretary (Training), Ministry of Rural Development, Department of Rural Development, Room no. 16, Core 5A, India Habitat Centre, Lodhi Road, New Delhi-110001. Details regarding qualifications and experience along with application form may be downloaded from www.rural.nic.in or www.nird.org.in

LAST DATE: 45 days from the date of publication of the Advertisement in Employment News.

Advt. No. 01/2025 (K-15017/01/2025-Trg)

(Pradeep Kumar)
Deputy Secretary to the Govt. of India

original

Annexure-II

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The norms and criteria for selection to the post of Director General, National Institute of Rural Development & Panchayati Raj (NIRD & PR)

- i) Name of the Post : Director General
- ii) Pay Band and grade pay or pay scale : Rs.80,000/- (fixed)
- (The post carries emoluments and perks & privileges as admissible to Secretary to the Government of India in otherwise exceptional cases except pensionary benefits in case of persons appointed through open market.)
- iii) Method of Recruitment : Direct Recruitment or Deputation
- iv) Tenure : The DG so appointed shall hold office for a term of 5 years from the date on which he assumes charge of the post or until he attains the age of 60 years, whichever is earlier.
- (v) Age limit for direct recruits : Minimum 50 years and maximum 53 years

Note: The maximum age limit relaxable upto 5 years for Government Servants or Departmental candidates. The closing date for receipt of applications will be the crucial date for determining the age limit

For Direct Recruitment

- (a) Educational qualifications : Ph.D in any Social Science
- Preferable : Specialization in any discipline of rural Development/ developmental administration from any recognized Institute/University/ Academy.
- (b) Experience : At least 20 years of experience at senior level in the Government/academics including International Institutions (Universities and Research & Policy Bodies in India and abroad) and knowledge based institutions like Universities, Training and Research Institutions and consulting
- Essential

organizations in India and abroad out of which 10 years minimum should be in handling assignments in the area of developmental administration including rural development, flagship programmes of Government of India/State Government or handling the administration of major institutions/ department related to rural development.

Desirable

Experience in administration of academic/training institutions working in the field of rural development policy and programmes.

Preferable

Field experience in rural areas in India and abroad, demonstrated achievement in implementing broad based programmes in rural development of an innovative kind

(c) Period of Probation

Two Years (for direct recruit)

For Deputation

(1) Eligibility

(i) Officers under the Central or State Governments or Public Sector Undertakings or Semi Governments or Autonomous Bodies including Universities and Deemed Universities or Statutory Organizations

(ii) Holding analogous post on regular basis in the parent cadre or Department or with 2 years regular service in posts carrying Higher Administrative Grade scale and possessing

(a) Qualification

Post Graduate in any discipline

(b) Experience

Essential

At least 20 years of experience at senior level in Central or State Governments or Public Sector Undertakings or Semi Governments or Autonomous Bodies including Universities and Deemed Universities or Statutory Organizations including International Institutions (Universities and Research and Policy Bodies in India and abroad) and knowledge

based institutions like Universities, Training and Research Institutions and consulting organizations in India and abroad out of which 10 years minimum should be in handling assignments in the area of developmental administration including rural development, flagship programmes of Government of India or State Government or handling the administration of major institutions or department related to rural development.

Desirable :

Experience in administration of academic or training institutions working in the field of rural development policy and programmes

Cooling off period :

As per GOI rules

Other Conditions:

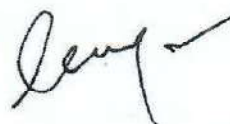
1. Period of deputation (including short-term contract) including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be 58 years on the closing date of the receipt of applications
2. For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1st January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation
3. **Disqualification.** - No person, -
 - (a) who has entered into or contracted a marriage with a person having a spouse living; or
 - (b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post.

Provided that the Central Government may if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.



- 202
4. **Power to relax** – Where the Central Government is of the opinion that it is necessary or expedient to do so, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules except condition 3 above with respect to any class or category of persons.
 5. **Saving** – Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, the Ex-serviceman and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.
 6. Pre-appointment formalities like verification of character antecedents etc is required in case of person appointed from open market before sending the proposal to ACC.
 7. The other instructions issued by the DoPT/ACC from time to time on the above subject may also be followed.

F.No.K-15017/10/2011-Trg



PROFORMA OF APPLICATION**POST APPLIED FOR: DIRECTOR GENERAL, NIRD & PR**Affix recent
passport size
photo

1. Name & Address of the applicant with e-mail address & contact No. :

2. Date of Birth:

3. Whether the application is for (1) Deputation or (2) Direct Recruitment or (3) both, please specify

4. Educational Qualifications/ Experience in accordance with the method of recruitment:
a. Whether educational & other qualifications required for the post as per the notification are satisfied (if any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)
Essential / desirable / preferable (As per RR):

S.No	State Qualifications / Experience required as per notification	State Qualifications / experience possessed by the officer
1		
2		
3		

5. Details of employment in chronological order. Enclose a separate sheet, duly authenticated with your signature, if the space below is insufficient:

S.No	Office / Institution / organisation	Post held	From	To	Scale of pay / pay band and Grade Pay	Whether regular / adhoc / deputation	Nature of Duties performed
1							
2							
3							
4							

6. Please state whether working under:

- Central Government
- State Government
- University
- Autonomous or Statutory Organisation
- Recognised Research Institution
- Private Organisation

7. In case the present employment is held on deputation / contract basis, please state:
 - a) The date of initial appointment
 - b) Period of appointment on deputation / contract:
 - c) Name of the parent office / organisation to which you belong:
8. Name of the post held substantively, if any and scale of pay thereof;
9. Present pay and date from which it is drawn (scale in which drawn also to be indicated)
10. Additional information if any which you would like to mention in support of your suitability for the post. Enclose a separate sheet, duly authenticated with your signature, if the space below is insufficient:
11. Please state clearly whether you fulfill all the requirements of the post viz. qualifications, experience and service in analogous post:
12. Remarks if any.
13. List of enclosures:

Certificate

Certified that the information furnished above is true and, correct to the best of my knowledge and belief. If any information is found to be wilfully suppressed or found not correct, I will forego my employment and abide by any disciplinary action by the competent Authority.

Date:

Signature of the Candidate

Place:

Certificate

(to be issued by the forwarding authority)

It is certified that the particulars furnished above are correct and no disciplinary case is either pending or contemplated against the officer and no penalty, major or minor, was imposed on the officer during the last 10 years and his integrity is beyond doubt.

Signature of the Employing
Authority with Stamp and date

APPLICATION PROFORMA FOR DEPUTATION

SL. No	Name of the Post	Director General, National Institute of Rural Development and Panchayati Raj
1	Name and Address (In Block Letters)	
2	Date of Birth (In Christian era)	
3.i)	Date of entry into service	
3.ii)	Date of retirement under Central/State Government Rules	
4.	Educational Qualifications	
5	Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
Qualifications/Experience required as mentioned in the advertisement/vacancy circular		Qualifications/experience possessed by the officer
Essential		Essential
A) Qualification		A) Qualification
B) Experience		B) Experience
Desirable		Desirable
A) Qualification		A) Qualification
B) Experience		B) Experience
Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs/norms & criteria by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News) In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.		
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post		
6.1 Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualifications/Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied		

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

Office/Institution	Post held on regular basis	From	To	* Pay Band and Grade Pay/ Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

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

Office/Institution	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme	From	To

8. Nature of present employment i.e., Ad-hoc or Temporary or Quasi-Permanent or Permanent	
9. In case the present employment is held on deputation/contract basis, please state:	

a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organisation to which the applicant belongs	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation

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

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

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.	
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others	
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.	

13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.		
14. Total emoluments per month now drawn		
Basis Pay in the PB	Grade Pay	Total Emoluments
15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc., (with break-up details)	Total Emoluments
16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)		
(Note: Enclose a separate sheet, if the space is insufficient)		
16.B Achievements: The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/innovative measure involving official recognition vi) any other information. (Note: Enclose a separate sheet if the space is insufficient)		
17. Whether belongs to SC/ST		

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

(Signature of the candidate)

Address _____

Date: _____

Certification by the Employer / Cadre Controlling Authority

The information / details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular, if selected, he/she will be relieved immediately.

2. Also certified that;

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. _____
- ii) His/Her integrity is certified.
- iii) His/Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/minor penalty has been imposed on him/her during the last 10 years Or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/Cadre Controlling Authority with Seal)

Fwd: Filling up of one post of Joint Industrial Advisor (General Central Service, Group-A Gazetted, Non-Ministerial) in Level 12 (Rs. 78,800-Rs. 2,09,200) in the DCPC by composite method (including short-term deputation plus promotion)

Shri Rajeev Verma <csdelhi@nic.in>

Mon, 23 Mar 2026 1:03:50 PM +0530

To "A. Anbarasu"<secservices@nic.in>

===== Forwarded message =====

From: EstablishmentSection <estt-cpc@gov.in>

To: "secy-goi"<secy-goi@ismgr.nic.in>, "Secy to the President"<secy.president@rb.nic.in>, "secyvp"<secyvp@nic.in>, "secy-agri"<secy-agri@nic.in>, "dgicar"<dg.icar@nic.in>, "Dr Abhilaksh Likhi"<secy-fisheries@nic.in>, "secyahd"<secyahd@nic.in>, "chairman"<chairman@dae.gov.in>, "secy-ayush"<secy-ayush@nic.in>, "Secretary Department of Pharmaceuticals"<secy-pharma@nic.in>, "fertsec"<fertsec@nic.in>, "secymoca"<secy.moca@nic.in>, "Mr Vikram Dev Dutt"<secy.moc@nic.in>, "secy-ipp"<secy-ipp@nic.in>, "Commerce Office"<csoffice@nic.in>, "secy-dot"<secy-dot@nic.in>, "VANDITA KAUL"<secretary-posts@indiapost.gov.in>, "Nidhi Khare"<secy-ca@nic.in>, "secy-food"<secy-food@nic.in>, "Dr. Ashish Kumar Bhutani"<secy-coop@gov.in>, "secymca"<secy.mca@nic.in>, "VIVEK AGGARWAL"<secy-culture@nic.in>, "sdpsns"<sdpsns@nic.in>, "secyesw"<secyesw@nic.in>, "defsecy"<defsecy@nic.in>, "CHANCHAL KUMAR"<secydoner@nic.in>, "secretary"<secretary@moes.gov.in>, "Sanjay Kumar"<secy.sel@nic.in>, "Vineet Joshi"<secy.dhe@nic.in>, "Secretary Meity"<secretary@meity.gov.in>, "Mr Tanmay Kumar"<secy-moef@nic.in>, "secyeast"<secyeast@mea.gov.in>, "secyer"<secyer@mea.gov.in>, "secywest"<secywest@mea.gov.in>, "secycpv"<secycpv@mea.gov.in>, "Ms Anuradha Thakur"<secy-dea@nic.in>, "V Vualnam"<secyexp@nic.in>, "Revenue Secretary"<rsecy@nic.in>, "Secretary DFS"<secy-fs@nic.in>, "Shri K. Moses Chalai"<secy-dpe@nic.in>, "secymofpi"<secy.mofpi@nic.in>, "PUNYA SALILA SRIVASTAVA"<secyhfw@nic.in>, "Office of Secretary DHR"<secy-dhr@gov.in>, "Shri Kamran Rizvi"<shioff@nic.in>, "Registrar General and Census Commissioner India"<rgi.rgi@nic.in>, "RAJENDRA KUMAR"<secybm@nic.in>, "Secretary OL"<secy-ol@nic.in>, "secy-iscs"<secy-iscs@nic.in>, "Govind Mohan"<hshso@nic.in>, "secyurban"<secyurban@nic.in>, "Sanjay Jaju"<secy.inb@nic.in>, "Arunish Chawla"<secydivest@nic.in>, "V.L Kantha Rao"<secy-mowr@nic.in>, "Ashok Kumar K Meena"<secydws@nic.in>, "Secretary Labour Employment"<secy-labour@nic.in>, "secy-jus"<secy-jus@gov.in>, "secylaw-dla"<secylaw-dla@nic.in>, "Dr Rajiv Mani"<secyoffice-ld@gov.in>, "secretary-msme"<secretary-msme@nic.in>, "Piyush Goyal"<secy-mines@nic.in>, "Chandra Shekhar Kumar"<secy-mma@nic.in>, "secy-mnre"<secy-mnre@nic.in>, "secy-mopr"<secy-mopr@nic.in>, "secympa"<secympa@nic.in>, "Office of Secretary Personnel"<secy_mop@nic.in>, "Ms. Rachna Shah"<secy-arpg@nic.in>, "secpng"<sec.png@nic.in>, "secyship"<secyship@nic.in>, "Pankaj Agarwal"<secy-power@nic.in>, "Secretary MoRTH"<secy-road@nic.in>, "secyrd"<secyrd@nic.in>, "secy-dolr"<secy-dolr@nic.in>, "tirkeyaj"<tirkeyaj@ias.nic.in>, "dstsec"<dstsec@nic.in>, "Dr Rajesh S Gokhale"<secy@dbt.nic.in>, "dg"<dg@csir.res.in>, "dgcsir"<dgcsir@csir.res.in>, "Debashree Mukherjee"<secy-msde@nic.in>, "Sudhansh Pant"<secywel@nic.in>, "V. VIDYAVATHI"<secretaryda-msje@nic.in>, "secretary-ncsc"<secretary-ncsc@nic.in>, "chairman"<chairman@isro.gov.in>, "Dr IAS"<secretary@mospi.gov.in>, "secy-steel"<secy-steel@nic.in>, "Neelam Rao"<secy-textiles@nic.in>, "Dr Srivatsa Krishna"<sectour@nic.in>, "secy-tribal"<secy-tribal@nic.in>, "secywcd"<secy.wcd@nic.in>, "Hari Ranjan Rao"<secy-sports@nic.in>, "Pallavi Jain Govil"<secy-ya@nic.in>, "Nivedita Shukla Verma"<sec.cpc@nic.in>, "K.P BALAJI"<kp.balaji@nic.in>, "Manoj Sethi"<manoj.sethi@nic.in>, "Deepankar Aron"<jschem-cpc@gov.in>, "Deepak Mishra"<jspc-cpc@nic.in>, "Ganga Kumar"<kumar.ganga@nic.in>, "divya parmar"<divya.parmar@gov.in>, "director"<director@iitkgp.ac.in>, "director"<director@iitb.ac.in>, "director"<director@iitm.ac.in>, "director"<director@iitk.ac.in>, "director"<director@admin.iitd.ac.in>, "director"<director@iitg.ac.in>, "director"<director@iitr.ac.in>, "director"<director@iitbbs.ac.in>, "director"<director@iith.ac.in>, "director"<director@iitp.ac.in>, "director"

<director@iitgn.ac.in>, "director"<director@iitj.ac.in>, "director"<director@iitrpr.ac.in>, "director"<director@iiti.ac.in>, "director"<director@iitmandi.ac.in>, "director"<director@iitbhu.ac.in>, "director"<director@iitpkd.ac.in>, "director"<director@iittp.ac.in>, "director"<director@iitism.ac.in>, "director"<director@iitbhillai.ac.in>, "director"<director@iitgoa.ac.in>, "director"<director@iitjammu.ac.in>, "director"<director@iitdh.ac.in>, "cs"<cs@ap.gov.in>, "cs-arunachal"<cs-arunachal@nic.in>, "cs-assam"<cs-assam@nic.in>, "cs-bihar"<cs-bihar@nic.in>, "csoffice.cg"<csoffice.cg@gov.in>, "csdelhi"<csdelhi@nic.in>, "cs-goa"<cs-goa@nic.in>, "chiefsecretary"<chiefsecretary@gujarat.gov.in>, "cs"<cs@hry.nic.in>, "Chief Secretary"<cs-hp@nic.in>, "cs-jandk"<cs-jandk@nic.in>, "cs-jharkhand"<cs-jharkhand@nic.in>, "cs"<cs@karnataka.gov.in>, "chiefsecy"<chiefsecy@kerala.gov.in>, "cs"<cs@mp.nic.in>, "cs"<cs@maharashtra.gov.in>, "cs-manipur"<cs-manipur@nic.in>, "cso-meg"<cso-meg@nic.in>, "cs-mizoram"<cs-mizoram@nic.in>, "Sentiyanger Imchen"<csngl@nic.in>, "csori"<csori@nic.in>, "cs-ori"<cs-ori@nic.in>, "cspon"<cs.pon@nic.in>, "cspondicherry"<cs.pondicherry@nic.in>, "cs"<cs@punjab.gov.in>, "csraj"<csraj@rajasthan.gov.in>, "cs-skm"<cs-skm@hub.nic.in>, "cs"<cs@tn.gov.in>, "cs"<cs@telangana.gov.in>, "cs-tripura"<cs-tripura@nic.in>, "csup"<csup@nic.in>, "cs-uttarakhand"<cs-uttarakhand@nic.in>, "chiefsecyuk"<chiefsecyuk@gmail.com>, "cs-westbengal"<cs-westbengal@nic.in>, "cs-andaman"<cs-andaman@nic.in>, "director"<director@nita.ac.in>, "nitadirector"<nita.director@gmail.com>, "director"<director@nitmz.ac.in>, "director"<director@mnnit.ac.in>, "director"<director@manit.ac.in>, "director"<director@nitc.ac.in>, "dierctor"<dierctor@nitdelhi.ac.in>, "director"<director@nitnagaland.ac.in>, "director"<director@admin.nitdgp.ac.in>, "directoroffice"<directoroffice@nituk.ac.in>, "director"<director@nith.ac.in>, "director"<director@nitgoa.ac.in>, "director"<director@nitmanipur.ac.in>, "director"<director@mnnit.ac.in>, "director"<director@nitj.ac.in>, "director"<director@nitjsr.ac.in>, "director"<director@nitpy.ac.in>, "director"<director@nitkkar.ac.in>, "director"<director@nitk.ac.in>, "dr_acd"<dr_acd@vnit.ac.in>, "director"<director@nitp.ac.in>, "director"<director@nitrr.ac.in>, "director"<director@nitrrkl.ac.in>, "director"<director@nitm.ac.in>, "director"<director@nits.ac.in>, "director"<director@nitsikkim.ac.in>, "director"<director@nitsri.ac.in>, "director"<director@svnit.ac.in>, "director"<director@nitandhra.ac.in>, "director"<director@nitt.edu>, "director"<director@nitw.ac.in>, "director"<director@nitap.ac.in>, "principal"<principal@ecajmer.ac.in>, "info"<info@gcoea.ac.in>, "principal503"<principal503@gmail.com>, "principalgcedpi"<principalgcedpi@gmail.com>, "info"<info@gecidukki.ac.in>, "prinjecjbp"<prinjec.jbp@mp.gov.in>, "cbpgecj"<cbpgecj@gmail.com>, "principal"<principal@gcek.ac.in>, "principal"<principal@gcekarad.ac.in>, "principal"<principal@gcekjr.ac.in>, "principalmungerengg"<principalmungerengg@gmail.com>, "principalrecrewa"<principalrecrewa@rediffmail.com>, "principal"<principal@gcesalem.edu.in>, "principal"<principal@gceskp.ac.in>, "info"<info@gectcr.ac.in>, "principal"<principal@gcetly.ac.in>, "principal"<principal@gecbh.ac.in>, "contact"<contact@kgec.edu.in>, "directorgecnilokheri"<directorgecnilokheri@gmail.com>, "WB Santhosh"<wb.santhosh@gov.in>, "Vandana ."<dir.pc1@gov.in>, "Gyanendra Pratap singh"<singh.gp@gov.in>, "Anurag Chandra"<anurag.chandra28@gov.in>, "Khurshid Rabbani"<sk.rabbani@nic.in>, "SUDHIR TEVATIA"<sudhirkumar.tevatia@gov.in>, "Satender Prasad"<satender.p@nic.in>, "Manju Singh"<singh.manju@gov.in>, "Shibu Das"<shibu.das@gov.in>, "Naveen Kumar Rajan"<naveen.kumar@nic.in>, "Rohit Misra Advisor"<rohit.misra@nic.in>, "Satyapal"<satyapal.66@gov.in>, "CHITVAN SINGH"<chitvan.dhillon@gov.in>, "Mohana Mudiam"<director@ipft.gov.in>, "Admin Section"<admin.ipft@gov.in>, "head office"<dgoffice@cipet.gov.in>, "Director General"<dg@cipet.gov.in>, "CMD HOCL"<cmd@hoclindia.com>, "CMD HOCL"<cmd@hocl.gov.in>, "CMD Office"<cmd.office@hoclindia.com>, "cmd hil"<cmd.hil@gov.in>, "EDP HIL"<hq@hil.gov.in>, "hilheadofficeadmndeptt"<hilheadofficeadmndeptt@gmail.com>, "Ganesh Singh"<ganesh.singh30@gov.in>, "Mrinal Chawla"<dir-pc@gov.in>, "CHANDAN KUMAR"<chandan.kumar39@nic.in>, "Hindi Section"<hindi-cpc@gov.in>

Cc: "Shibu Das"<shibu.das@gov.in>, "Sachin Poria"<sachin.poria@gov.in>, "Meghraj Meena"<meghraj.meena92@gov.in>, "Ganesh Singh"<ganesh.singh30@gov.in>

Date: Mon, 23 Mar 2026 12:50:05 +0530

Subject: Filling up of one post of Joint Industrial Advisor (General Central Service, Group-A Gazetted, Non-Ministerial) in Level 12 (Rs. 78,800-Rs. 2,09,200) in the DCPC by composite method (including short-term deputation plus promotion)

===== Forwarded message =====

Sir/Ma'am,

Please find attachment.

Regards

Estt. Section
Department of Chemicals and Petrochemicals
Govt. of India
Shastri Bhawan, New Delhi
Ph No.- 01123387208

1 Attachment(s)

filling up of one post.pdf
3 MB

A-12011/3/2019-ESTT.-CPC.
Government of India
Ministry of Chemicals and Fertilizers
Department of Chemicals and Petrochemicals

Shastri Bhawan, New Delhi.
Dated the 18 March 2026

Vacancy Circular

Subject: Filling up of one post of Joint Industrial Advisor (General Central Service, Group-A' Gazetted, Non- ministerial) in Level 12 (Rs.78,800-Rs.2,09,200) in the Department Chemicals and Petrochemicals by composite method (including short-term deputation plus promotion)

Department of Chemicals and Petrochemicals proposes to fill up one post of Joint Industrial Advisor (General Central Service, Group-A' Gazetted, Non- ministerial) in Level 12 (Rs.78,800-Rs.2,09,200) on by composite method (including short-term deputation plus promotion).

2. Eligibility Conditions for the post of Joint Industrial Adviser

Officers under the Central Government or State Governments or Union Territory administrations or Public Sector Undertakings or universities or recognised research institutions or statutory bodies or autonomous bodies or semi-Government organisation:

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

or

(ii) with five years' service in the grade rendered after appointment thereto on regular basis in posts in Level-11 (Rs.67,700 -2,08,700) in the Pay Matrix or equivalent in the parent cadre or department; However, in terms of provision contained in clause 5 of recruitment rules, the competent authority has conveyed the approval in relaxation in eligibility service by 2 years and 6 months as against the prescribed 5 years eligibility service for the officers holding the post in level-11 in the pay matrix including the departmental candidate

And

(b) Possessing the following educational qualifications and experience:

(i) Master's degree in any branch of Chemistry (but excluding bio-chemistry) from a recognized University or Institution and **eight** years' experience in chemical or petrochemical in a Central Government or State Governments or Union territory Administrations or public sector undertakings or universities or recognized research institutions or semi-Government or autonomous bodies or statutory organizations dealing with chemicals or petrochemicals; or

(ii) Bachelor's degree in chemical engineering or chemical technology from a recognised University or Institute and **nine** years' of experience in chemical or petrochemical in a Central Government or State Governments or Union territory Administrations or public sector undertakings or universities or recognised research institutions or Semi Government or autonomous bodies or statutory organizations dealing with chemicals or petrochemicals.

Note 1:- The departmental Deputy Industrial Advisers in Level-11 (Rs.67,700 - 2,08,700) in the pay matrix with five years regular service rendered after appointment thereto in the grade will also be considered along with outsiders and in event of his

selection to the post, the post shall be deemed to have been filled by promotion. The Competent Authority has conveyed the approval in relaxation in eligibility service by 2 years and 6 months as against the prescribed 5 years eligibility service for the officers holding the post in level-11 in the pay matrix including the departmental candidate.

Note 2:- Period of deputation (including short term contract) including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed four years.

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

3. Job Profile:

A) Rendering advice on technical matters relating to growth of Chemicals & Petrochemicals covering examination of Industrial License approvals, 100% Export oriented cases, Proposal for foreign collaborations and FDI cases, trade related issues both at National & International levels, Concessional Rate of Customs Duty under Project Imports, Input-Output norms related to Chemicals and Petrochemicals Sectors, All policy issues on licensing and trade relating to Plastics Waste, Environment, Health and Safety.

B) Examination of issues relating to Preferential Trade Agreements / Free Trade Agreements with different countries. Work related to Good Laboratory Practices (GLP), R&D Recognition applications, and visit to factories to carry out on the spot assessment on various problems, Inter Governmental deliberations with various countries for economic trade, scientific exchange, Joint Working Groups on technical cooperation with other countries and for promotion of foreign investment. Examination of Budget proposals covering Customs Duty aspects etc. for Chemicals & Petrochemicals Sectors, Issues relating to Molasses and Alcohol including Ethanol Blending programme etc. Assist the Department in developing long term Perspective Plan for Chemicals and Petrochemicals. Identify constraints for the growth. Knowledge and understanding of various sub sectors of the Chemicals and Petrochemicals Industry.

C) International Conventions such as Chemical Weapons Convention, Rotterdam Convention, Stockholm Convention, Montreal Protocol, Kyoto Protocol, issues of Responsible Care etc. Issues concerning EU legislation on REACH.

4. Regulation of pay and other terms of deputation: - The pay of the selected candidate will be regulated under the provisions contained in the DoP&T OM No. 6/8/2009-Estt.(Pay II) dated 17th June, 2010 as amended from time to time.

5. Age-limit:- 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.

6. Period of deputation: - Period of deputation (including short term contract) including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed four years.

7. Application of eligible candidates whose services can be spared immediately on selection, may be forwarded in duplicate as per the prescribed proforma (Annexure-I), together with the certificate from the Forwarding Authority as per (Annexure-II) along with the following documents:

- (i) Cadre clearance;

(ii) Integrity certificate

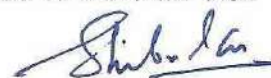
(iii) List of major/ minor penalties imposed if any, on the official during the last 10 years; (if no penalty has been imposed, a 'Nil' certificate should be enclosed).

(iv) Vigilance clearance certificate.

(v) Photocopy of the ACARs for the last five years attested on each page by an officer not below the rank of an Under Secretary to the Government of India).

8. Application along with required documents may be forwarded to Shri Ganesh Singh, Deputy Secretary (Admn.), Department of Chemicals and Petrochemicals, Room No. 231 A, Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001 within **30 days** of publication of the advertisement in the Employment News/ Rozgar Samachar. Application not forwarded through proper channel or those received without the requisite certificates and necessary documents will not be entertained.

9. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.



(Shibu Das)
Under Secretary
Tel. No. 23386013

Encl: As above.

To :-

1. All Ministries/ Departments of Government of India. It is requested that the vacancy may be given wide publicity in their Office and subordinate and attached offices, public sector undertakings, research institutions, statutory bodies, autonomous bodies and semi-Government organizations under their administrative control.
2. Chief Secretaries of all State Governments.
3. Administrators of all Union Territories.
4. Chief Managing Directors / Managing Directors of all Public Sector Undertakings.
5. Directors of all IITs/NITs/State Technical Institutions
6. Vice-Chancellors of all Universities
7. Heads of all Semi Government/ Autonomous and Statutory Organizations/ Recognized Research Institutions.
8. PSO to Secretary (C&PC)
9. JS & FA , M/o C&F
10. JS (Chem.)/JS (Admn)/JS (PC)/ DDG/EA, C&PC
11. All Divisions/Section and autonomous organizations / PSUs under the Department of C&PC
12. NIC, DCPC – for uploading this vacancy circular on the Department's web site.
13. Facilitation Centre.

Annexure-I

Application proforma for the post of Joint Industrial Advisor in the Department of Chemicals and Petrochemicals, Ministry of Chemicals and Fertilizers.

BIO-DATA/ CURRICULUM VITAE PROFORMA

Self-attested passport size photograph

1.	Name and Address (in Block Letters) with telephone number and e-mail address.	
2.	Date of Birth (in Christian era)	
3.	Date of entry into service	
4.	Date of retirement under central/state Government Rules.	
5.	Education qualifications	
6.	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.	
7.	Eligibility Conditions	
	Qualifications/ Experience required	Qualification/ experience possessed by the officer
a.	(i) Holding analogous post on regular basis in the parent cadre or department; or (ii) with five years' service in the grade rendered after appointment thereto on regular basis in posts in Level-11 (Rs.67,700 -2,08,700) in the Pay Matrix or equivalent in the parent cadre or department. However, in terms of provision contained in clause 5 of recruitment rules, the competent authority has conveyed the approval in relaxation in eligibility service by 2 years and 6 months as against the prescribed 5 years eligibility service for the officers holding the post in level-11 in the pay matrix including the departmental candidate	
b.	Possessing the following educational qualifications and experience:	

	(i) Master's degree in any branch of Chemistry (but excluding bio-chemistry) from a recognized University or Institution and eight years' experience in chemical or petrochemical in a Central Government or State Governments or Union territory Administrations or public sector undertakings or universities or recognised research institutions or semi-Government or autonomous bodies or statutory organizations dealing with chemicals or petrochemicals; or (ii) Bachelor's degree in chemical engineering or chemical technology from a recognised University or Institute and nine years of experience in chemical or petrochemical in a Central Government or State Governments or Union territory Administrations or public sector undertakings or universities or recognised research institutions or Semi Government or autonomous bodies or statutory organizations dealing with chemicals or petrochemicals.	
8.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and experience of the post.	
9.	Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.	

Office/ Organization	Post Held on regular basis	Period of service		*Pay Band and Grade pay/pay scale of the post held on regular basis			Nature of appointment whether regular/adhoc/ deputation	Nature of duties (in detail)
		From	To	Pay in Pay Band	Grade Pay	Basic pay		

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

Office/ Organization	Pay, Pay Band and Grade by drawn under ACP/MACP scheme	From	To

10.	Nature of present employment i.e. adhoc or Temporary or Quasi-permanent or permanent		
11.	In case the present employment is held on deputation/contract basis, please state		
The date of initial appointment	Period of appointment on deputation/contract	Name of the parent office/ organization to which the applicant belongs.	Name of the post and pay of the post held in substantive capacity in the parent organization
Note: In case of officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with cadre Clearance, Vigilance Clearance and Integrity certificate. Note: Information under in all columns above must be given in cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organization			
12.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
13.	Please state whether working under (indicate the name of your employer against the relevant column.) a) Central Government b) State Government c) UT Administrations d) Public Sector Undertakings e) Universities f) Recognised research institutions		

	g) Semi Government Organisations h) Autonomous Organization i) Government Undertaking j) Statutory organisations	
14.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.	
15.	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.	
16.	Total emoluments per month now drawn.	
Basis pay in the Pay Matrix	Level of pay in the Pay Matrix.	Total Emoluments
17.	In case the applicant belongs to an organization which is not following the central Government Pay-Scales, the latest salary slip issued by the organization showing the following details may be enclosed.	
Basic pay with scale of pay and rate increment	Dearness pay/interim relief/other Allowances etc., (with break-up details)	Total Emoluments
18.	Additional information, if any, relevant to the post you applied for, in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement (Note: Enclose a separate sheet, if the space is insufficient)	
19.	Achievements: The candidates are requested to indicate information with regard to;	

	(i) Research publications and reports and special Projects (ii) Awards / Scholarships / Official Appreciation (iii) Affiliation with the professional bodies / institutions / societies and; (iv) patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition (vi) any other information. (Note: Enclose a separate sheet if the space is insufficient)	
20.	Please state whether you are applying for deputation or short-term contract basis (Officers under Central Government/State Governments/ Union territory Administration are only eligible for "deputation". Candidates of Non-Government Organizations are eligible only for Short Term Contract)	
21.	Whether the applicant belongs to SC/ST/OBC	

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

(Signature of the candidate)
Address _____

Date _____

(Forwarding by the employer)
 Name of officer:
 Designation:
 Date:
 Ph. No.
 Seal

Annexure-II**Certification by the Employer/Cadre Controlling Authority**

The information provided in the above application by the applicant Shri/Smt./Ms. _____ are true and correct as per the details available on records. He/she possesses the educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. It is also certified that;

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

ii) His/ Her integrity is certified.

iii) His/ Her APAR Dossier in original is enclosed/photocopy of the APARs for the last 5 years duly attested by an officer not below the rank of Under Secretary to the Government of India or above are enclosed.

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

Countersigned

(Employer/ Cadre Controlling Authority with Seal)

Place:

Dated:

Name & Designation:

Telephone No:

Fax no.:

Office seal

Fwd: Inviting applications for filling up post of Superintendent Govt ITI on deputation basis in Technical Education and Skill Development, Union Territory of Ladakh

Shri Rajeev Verma <csdelhi@nic.in>

Tue, 24 Mar 2026 7:33:15 PM +0530

To "A. Anbarasu"<secservices@nic.in>

===== Forwarded message =====

From: secretary technical education <secy.techeduc@gmail.com>

To: "ps to Pr. secy IT Dept"<pr.sec@ladakh.gov.in>, <secy.yss@gmail.com>, "secretaryelection"<secy.fcsc@gmail.com>, <secy.transport@ladakh.gov.in>, <secy.agriculture@ladakh.gov.in>, "Secy IT Amit Sir"<admsecyutl@gmail.com>, <agrimin.india@gmail.com>, <mos-mocf@nic.in>, <secy.moca@nic.in>, "secy.moc@nic.in" <secy.moc@nic.in>, <piyush.goyal@gov.in>, <moc-office@gov.in>, "secy-coop@gov.in" <secy-coop@gov.in>, <secy.mca@nic.in>, <secy-culture@nic.in>, <mos-defence@gov.in>, <secydoner@nic.in>, <mos-stes@gov.in>, <minister.sm@gov.in>, <moeit@gov.in>, <mefcc@gov.in>, <mosvmo@mea.gov.in>, <secyexp@nic.in>, <mos-fahd@dahd.nic.in>, <mos-fpi@nic.in>, <mos-health@gov.in>, <shioff@nic.in>, <secyurban@nic.in>, <secy.inb@nic.in>, <egov-mowr@nic.in>, <secy-labour@nic.in>, <mljoffice@gov.in>, <secretary-msme@nic.in>, <secy-mines@nic.in>, <secy-mma@nic.in>, <secy-mnre@nic.in>, <secy-mopr@nic.in>, <secympa@nic.in>, <mos-pp@nic.in>, <sec.png@nic.in>, <niti@gov.in>, <secyship@nic.in>, <secy-power@nic.in>, <officeofmr@gov.in>, <secy-road@nic.in>, <minister.rd@gov.in>, "ws-dst@gov.in" <ws-dst@gov.in>, <secy-msde@nic.in>, <mos3-msje@gov.in>, <secretary@mospi.gov.in>, "secy-steel@nic.in" <secy-steel@nic.in>, <secy-textiles@nic.in>, <sectour@nic.in>, <secy-tribal@nic.in>, <secy.wcd@nic.in>, <mos-yas21@gov.in>, <min.png@nic.in>, <cs-andamannicobar@gov.in>, <devcom-dd@nic.in>, <csdelhi@nic.in>, <lk-admin@nic.in>, <pyportal@py.gov.in>, <admr-chd@nic.in>, <cs-jandk@nic.in>, "Pa Advisor" <ps.advisor@ladakh.gov.in>, <home.ladakh@ladakh.gov.in>, "Secy Franklin sir" <pstocomsecy123@gmail.com>, <secy-home@gov.in>, "Secy GAD, UT Ladakh" <pstosecretarygadutl@gmail.com>, "Comm/Secy Vasanthakumar Sir" <admsecyutl.hfee@gmail.com>, <secyrrdutl@ladakh.gov.in>, <secyitutl@ladakh.gov.in>, <secystwutl@ladakh.gov.in>, <secydmrrrutl@ladakh.gov.in>

Cc: "DIO NIC LEH" <leh@nic.in>, <kargil@nic.in>, "DIO NIC LEH" <dio-ild@nic.in>, "Bhanu Prabha" <secy-tesdd@ladakh.gov.in>

Date: Tue, 24 Mar 2026 18:54:12 +0530

Subject: Inviting applications for filling up post of Superintendent Govt ITI on deputation basis in Technical Education and Skill Development, Union Territory of Ladakh

===== Forwarded message =====

Sir/madam,

KFA OM regarding the aforementioned subject along with its enclosures.

Thanks & Regards,

(Abied Hussain)

OSD

**Technical Education and
Skill Development Department
Civil Secretariat, Leh
UT-Ladakh**

1 Attachment(s)

Inviting appication for filling po...

10.5 MB

केंद्र शासित प्रदेश लद्दाख प्रशासन

तकनीकी शिक्षा एवं
कौशल विकास विभाग



THE ADMINISTRATION OF
UNION TERRITORY OF LADAKH,
TECHNICAL EDUCATION & SKILL
DEVELOPMENT DEPARTMENT

File No.: M/1240/2022-SD&TE SECTION/193-199

ई-मेल/Email: secy-tesdd@ladakh.gov.in

यूटी सचिवालय लेह / UT Secretariat Leh

Dated: 24 /3/2026

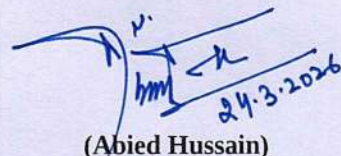
OFFICE MEMORANDUM

Subject: Inviting applications for filling up post of Superintendent Govt ITI on deputation basis in Technical Education & Skill Development Department, Union Territory of Ladakh.

Applications are invited from eligible and willing officers to fill up one (01) post of Superintendent ITI, (General Central Service Non-Ministerial Gazetted Group, B) in Pay Level-8 (47600-151100) on deputation basis at Govt Industrial Training Institute of Technical Education & Skill Development Department, Union Territory of Ladakh. Copy of the Notification No. 01-TE&SD(UTL) of 2026, Dated: 24/03/2026 is enclosed.

The undersigned is directed to request that the vacancy may please be circulated among eligible and willing officers in your Ministry/Department, and that applications of suitable candidates, who are willing to be considered for deputation and can be relieved immediately, be forwarded through proper channel to the Administrative Secretary, Technical Education & Skill Development Department, Section Office (Room No. 209), Civil Secretariat, Leh, Ladakh – 194101, within 30 days from the date of publication of the “Notification” in Employment News.

Encl: “Notification”.


(Abied Hussain)

OSD Technical Education
and Skill Development Department.

To: -

1. All Ministries/Departments of the Government of India – for circulation to subordinate and attached offices under their administrative control.
2. Chief Secretaries/Administrators of all State and Union Territory Governments – for circulation to all Departments under their administrative control.
3. Administrative Secretaries of the Union Territory of Ladakh – for circulation to all departments under their administrative control.

Copy to the: -

1. Sub Editor, Advertisement Section, Employment News for publication of the enclosed Notification in the “National Employment Newspaper”.
2. District Informatics Officers, Leh and Kargil – for uploading the enclosed Notification on the NIC websites of Leh and Kargil.
3. Private Secretary to the Chief Secretary, Ladakh – for kind information of the Chief Secretary.
4. PA to Adm. Secretary TE&SD Department Ladakh for kind information of Adm. Secretary.

केंद्र शासित प्रदेश लद्दाख प्रशासन

तकनीकी शिक्षा एवं
कौशल विकास विभागTHE ADMINISTRATION OF
UNION TERRITORY OF LADAKH,
TECHNICAL EDUCATION & SKILL
DEVELOPMENT DEPARTMENT

F. No. M/1240/2022-SD&TE SECTION

ई-मेल/Email: secy-tesdd@ladakh.gov.in

यूटी सचिवालय लेह / UT Secretariat Leh

Notification No. 01-TE&SD(UTL) of 2026

Dated: 24 /3/2026

Subject: Filling up of vacancies of Superintendent ITI Leh, Pay Level-8 (47600-151100) on deputation basis.

Applications are invited, through proper channel, from willing candidates for filling the post of Superintendent, Government ITI Leh, on a deputation basis.

2. The eligibility criteria for deputation shall be as per S.O. 100 dated: 04.10.2024 of the Ladakh Administration, Superintendent ITI/Vice Principal in Ladakh Technical Education & Skill Development Department Recruitment Rules,2024.

Designation	No. of Post	Pay Level	Eligibility criteria
Superintendent ITI	01	Pay Level-8 (47600-151100)	Deputation (Including Short Term Contract): - Officers under Central Government/State Government/Union Territory Administration/Public Sector Undertaking/University/Recognized Institute/Recognized research institutions/Autonomous Organization/ Statutory Organization: a)i. Holding analogous post on a regular basis in the parent cadre/department; Or ii. With two (02) years of regular service in post in the Level-7 in the pay matrix or equivalent in the parent cadre/ department; Or iii. With six (06) years of regular service in post in the Level-6 in the pay matrix or equivalent in the parent Cadre/ department; And b) Possessing the following educational qualifications and experience: i. Bachelor degree in Engineering/ Technology in any discipline from a recognized University or Institute. ii. Two years experience in the field of Engineering or of Teaching/ Administration in an Engineering college, Polytechnic college / ITI.

3. **Period of deputation:** 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/department of the Central Government shall ordinarily not exceed three (03) years. If the borrowing organization wishes to retain an officer beyond the prescribed tenure, it shall initiate action for seeking concurrence of lending organization, individual concerned etc. six months before the date of expiry of tenure.
4. **Age Limit:** The Maximum age limit for appointment by deputation shall be not exceeding 56 years as on the last date of receipt of applications.
5. **Pay & allowances:** Salary and allowances admissible to the officer on deputation will be governed as per the Consolidated guidelines on deputation/foreign service for central government employees issued vide OM No. DOPT-1726140763694, Dated 28 March, 2024.
6. **List of duties/responsibilities attached to the post of Superintendent ITI:**
 - i. Superintendent ITI being a Head of ITI is answerable to the administrative department/Directorate/ Higher Authorities for all academic, financial and administrative activities of the institute.
 - ii. Enforcing punctuality as per norms laid down from time to time.
 - iii. Implementation of various Govt. Schemes like conduct of long-term training (Craftsman training scheme (CTS) courses and Craft Instructor training Scheme (CITS) courses), Short Term Training (STT) and other schemes of the department implemented from time to time.
 - iv. Day-to-Day Administration of the ITIs.
 - v. Planning, obtaining, allocating and supervising the utilization of institutional resources.
 - vi. Overall infrastructure development of the respective ITIs (in terms of Civil infrastructure, Machinery & Equipment's etc).
 - vii. Designing and perusing with higher authorities proposals for assistance towards institutional growth.
 - viii. Academic mentor; will lead teaching and learning projects at ITIs and contribute to their ITIs wider professional development activities through industry collaboration.
 - ix. To exercise administrative and financial powers as delegated to him by the administration.
 - x. To keep watch on budgetary provisions and inspection of accounts.
 - xi. To consolidate list of requirements of Department and Section and plan timely procurement.
 - xii. To maintain close liaison with Directorate/Board/DGT/Administrative Department/Industry/ employers of students and other concerned Departments.
 - xiii. To organize library and resource centre for maximum use by staff and students.
 - xiv. He shall be responsible for organization of student activities/services, Co-Curricular, extra-curricular and other.
 - xv. Create, maintain and motivate cordial relations and team spirit in the institute & provide impartial & equal opportunities for contribution to faculty & staff.
 - xvi. He shall have overall responsibilities for maintenance of discipline in the institute.
 - xvii. Assist the State Apprenticeship Adviser in effective implementation of Apprenticeship Scheme in the district as Assistant Apprenticeship Adviser.
 - xviii. Provide overall mentorship to the institute including affairs of admission, examination, placement, job fairs, industry connect, training of trainees/ trainers and all affairs/ projects related to the institute.
7. Application in the prescribed proforma (**Annexure-I**) of the eligible candidates, whose services can be spared immediately on selection, together with the certificate from the forwarding Authority (**In proforma Annexure-II**) along with the following documents, may be forwarded to the "Administrative Secretary, Technical Education & Skill Development Department Ladakh, section office room no. 209 TE&SD, Civil Secretariat, Leh Ladakh, Pin

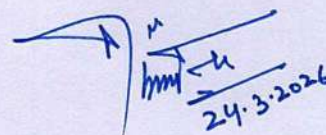
code: 194101, **within 30 days of publication of this advertisement in the employment news.**

- i. Integrity certificate.
 - ii. No objection certificate from the Cadre Controlling Authority.
 - iii. Vigilance clearance certificate.
 - iv. Attested photocopies of the Annual Confidential Report (ACRs) for the last five years (2020- 21 to 2024-25) attested on each page by an officer not below the rank of an Under Secretary to the Govt of India.
 - v. Annual property returns of the recent two years.
 - vi. Certification for no major/ minor penalty has been imposed on him/her during the last 10 years.
8. Applications of officers/official of the Central Government/State Government/Union Territory Administration/Public Sector Undertaking/University/Recognised Institute/Recognised research institutions/Autonomous Organization/ Statutory Organisation who fulfil the requisite eligibility criteria and experience for the post will only be considered.
9. The application received without supporting documents, photographs, unsigned and incomplete in any manner, shall be summarily rejected.
10. The period of deputation can be curtailed upon a summary assessment of the performance or upon other administrative exigencies by the Competent Authority.
11. 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, the deputationists shall not be eligible for consideration for appointment by promotion.
12. Candidates once selected for the post will not be allowed to withdraw their candidature subsequently.
13. **Place of Posting:** - The officer may be placed as Superintendent ITI in Govt. ITI Leh or Govt. ITI Kargil, as per the requirement of the Administration, Technical Education & Skill Development Department Ladakh.

This issues with the approval of the Competent Authority.

No: M/1240/2022-SD&TE SECTION/200

Sd/-
(Bhanu Prabha) IAS,
Administrative Secretary, Technical Education and
Skill Development Department.
Dated: - 24.03.2026



(Abied Hussain),
OSD
Technical Education and
Skill Development Department.

Annexure-I

Proforma for application for the post of Superintendent, Govt ITI.

BIO-DATA PRO FORMA

1.	Name and postal address (in Block Letters)	
2.	Date of Birth (in Christian era)	
3.	i) Date of entry into service	
	ii) Date of retirement under Central Govt. Rules	
4.	Educational qualifications (Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)	
5(A)	i) Do you "hold analogous post on regular basis in the parent cadre or department"? Or ii) Do you have "Two years service in Level 7 in the parent cadre/department"? Or iii) Do you have "Six (06) years of regular service in post in the Level-6 in the pay matrix or equivalent in the parent cadre/ department"? And iv) Do you have a "Bachelor degree in Engineering/ Technology in any discipline from a recognized University or Institute and two years experience in the field of Engineering or of Teaching/ Administration in an Engineering college Polytechnic college / ITI ?"	
5(B)	(i) Do you have a "Bachelor degree in Engineering/Technology in any discipline from a recognized University or Institute and two years' experience in the field of Engineering or of Teaching/ Administration in an Engineering college Polytechnic college / ITI".	
5(C)	Whether Educational and other qualifications required for the posts are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
	[Please enclose supporting documents for point number 5(A), 5(B) & 5 (C)]	
6.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	

6 (i)	Note: Borrowing departments are to provide their specific comments / views Confirming the relevant Essential Qualification/ Work Experience possessed by the candidate (as indicated in the Bio-data) with reference to the post applied					
7	Details of employment, in chronological order (Starting from entry in Government service). Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.					
Office/ Organi- zation	Whether Central Government/State Governments/UTs Administrations/Public Sector Undertakings/ Universities/ Recognized Institutes/Recognized research institutions/ Autonomous Organization/ Statutory Organization.	Post held on regular basis	From	To	* Pay Level / Pay Band and Grade Pay/ Pay Scale of the post held on regular basis	Nature of duties (in detail) highlighting experience required for the post applied for.
1	2	3	4	5	6	7

* Important: Pay Level/ Pay-band and Grade Pay granted ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay band/Pay Level of the scale of the post held on regular basis to be mentioned.

Details of ACP/MACP with present Pay Band and Grade Pay/Pay Level where such benefits have been drawn by the candidate, may be indicated as below;

Office/Institution	Pay Level/ Pay Band and Grade Pay drawn under ACP/MACP Scheme	From	To

8.	Nature of present employment (whether ad-hoc / temporary / permanent or Quasi-Permanent or Permanent)	
9.	In case the present employment is held on deputation/contract basis, please state : (a) The date of initial appointment. (b) Period of appointment on Deputation/contract (c) Name of the parent office/organization to which the applicant belongs. (d) Name of the post and Pay of the post held in substantive capacity in the parent organization.	
9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the		

parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.		
9.2 Note: Information on part 9 (c) and (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.		
10	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.	
11.	Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Union Territories d) Universities e) Recognized Research Institution f) Public Sector Undertakings g) Statutory Organization h) Autonomous.	
12.	Please state whether you are working in the same department and are in the feeder grade or feeder grade to feeder grade.	
13.	Are you in revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.	

14. Total emoluments per month now drawn		
Basic Pay in the PB	Grade Pay/Pay Level	Total emoluments
15. In case the applicant belongs to an organization which is not following the Central Government Pay-Scales the latest salary slip issued by the Organization showing the following details may be enclosed.		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/Interim relief/other Allowances etc. (with break-up details)	Total Emoluments

16. 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 Notification/Advertisement) (Note:- Enclose a separate sheet if the space is insufficient)		
17. Full postal address of forwarding authority With name & telephone number		
18. Whether belongs to SC/ST		

I have carefully gone through the vacancy Notification/ advertisement and I am well aware that the information furnished in the curriculum duly supported by the documents in response of essential qualification/work experience submitted by me will also be assessed by the selection committee at the time to selection for the post. The information/details provided by me are correct and true to the based of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

Signature of the Candidate:

Full office address:

Email ID:

Date:

Annexure-II

(Certificate to be furnished by the Employer/Cadre Controlling authority)

The information/details provided in the above application by the applicant namely are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

2. Also certified that;

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.
- ii) His/ Her integrity is certified.
- iii) Photocopies of the ACRs for the last 5 years (for the year 2020-21 to 2024-25) duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed.
- iv) No objection certificate from the Cadre Controlling Authority(enclosed).
- v) Annual property returns of the recent two years(enclosed).
- vi) No major/ minor penalty has been imposed on him/her during the last 10 years (enclosed); or a list of major/minor penalties imposed on him /her during the last 10 years is enclosed (as the case may be).

Countersigned

(Employer/Cadre Controlling authority with Seal)

Place:

Date:

Fwd: Filling up 01 post of Chairman in Level-15 of Pay Matrix by deputation(ISTC) in the Central Ground Water Board in Department of Water Resources, River Development & Ganga Rejuvenation in Ministry of Jal Shakti-reg.

Shri Rajeev Verma <csdelhi@nic.in>

Wed, 25 Mar 2026 1:09:41 PM +0530

To "A. Anbarasu"<secservices@nic.in>,"Vijay Kumar Bidhuri"<psud@nic.in>,"CEO DJB"<ceodelhi.djb@nic.in>

===== Forwarded message =====

From: GWE Section <sogwe-mowr@gov.in>

To: "cs-andaman"<cs-andaman@nic.in>, "adviser-chd"<adviser-chd@nic.in>, "csdelhi"<csdelhi@nic.in>, "cs-jandk"<cs-jandk@nic.in>, "cspon"<cs.pon@nic.in>, "cspondicherry"<cs.pondicherry@nic.in>, "cs"<cs@ap.gov.in>, "cs-andhra"<cs-andhra@nic.in>, "cs-arunachal"<cs-arunachal@nic.in>, "cs-assam"<cs-assam@nic.in>, "cs-bihar"<cs-bihar@nic.in>, "cschhattisgarh"<cschhattisgarh@nic.in>, "cs-goat"<cs-goat@nic.in>, "chiefsecretary"<chiefsecretary@gujarat.gov.in>, "cs"<cs@hry.nic.in>, "cs-hp"<cs-hp@nic.in>, "cs-jharkhand"<cs-jharkhand@nic.in>, "cs"<cs@karnataka.gov.in>, "chiefsecretary"<chiefsecretary@kerala.gov.in>, "cs"<cs@mp.gov.in>, "cs"<cs@maharashtra.gov.in>, "cs-manipur"<cs-manipur@nic.in>, "cso-meg"<cso-meg@nic.in>, "cs-mizoram"<cs-mizoram@nic.in>, "csnsl"<csnsl@nic.in>, "csori"<csori@nic.in>, "cs"<cs@punjab.gov.in>, "cs"<cs@rajasthan.gov.in>, "cs-sikkim"<cs-sikkim@nic.in>, "cs"<cs@tn.gov.in>, "cs"<cs@telangana.gov.in>, "cs-tripura"<cs-tripura@nic.in>, "csup"<csup@nic.in>, "cs-uk"<cs-uk@nic.in>, "chiefsecretary"<chiefsecretary@wb.gov.in>, "secy-agri"<secy-agri@nic.in>, "dgicar"<dg.icar@nic.in>, "secy-ayush"<secy-ayush@nic.in>, "seccpc"<sec.cpc@nic.in>, "fertsec"<fertsec@nic.in>, "secy-pharma"<secy-pharma@nic.in>, "secymoca"<secy.moca@nic.in>, "secymoc"<secy.moc@nic.in>, "csoffice"<csoffice@nic.in>, "secy-ipp"<secy-ipp@nic.in>, "secy-dot"<secy-dot@nic.in>, "secretary-posts"<secretary-posts@indiapost.gov.in>, "secy-ca"<secy-ca@nic.in>, "secy-food"<secy-food@nic.in>, "secymca"<secy.mca@nic.in>, "secy-culture"<secy-culture@nic.in>, "defsecy"<defsecy@nic.in>, "secydoner"<secydoner@nic.in>, "secretary"<secretary@moes.gov.in>, "secretary"<secretary@meity.gov.in>, "secy-moef"<secy-moef@nic.in>, "psfs"<psfs@mea.gov.in>, "secyexp"<secyexp@nic.in>, "secy-fisheries"<secy-fisheries@nic.in>, "secyahd"<secyahd@nic.in>, "secymofpi"<secy.mofpi@nic.in>, "secyhfw"<secyhfw@nic.in>, "balrambhargava"<balram.bhargava@gov.in>, "shioff"<shioff@nic.in>, "hshso"<hshso@nic.in>, "secyurban"<secyurban@nic.in>, "secysel"<secy.sel@nic.in>, "secydhe"<secy.dhe@nic.in>, "V.L Kantha Rao"<secy-mowr@nic.in>, "secydws"<secydws@nic.in>, "secy-labour"<secy-labour@nic.in>, "secylaw-dla"<secylaw-dla@nic.in>, "secyoffice-ld"<secyoffice-ld@gov.in>, "secy-jus"<secy-jus@gov.in>, "secretary-msme"<secretary-msme@nic.in>, "secy-mines"<secy-mines@nic.in>, "secy-mma"<secy-mma@nic.in>, "secy-mnre"<secy-mnre@nic.in>, "secy-mopr"<secy-mopr@nic.in>, "secympa"<secympa@nic.in>, "secy_mop"<secy_mop@nic.in>, "secy-arpq"<secy-arpq@nic.in>, "vsrinivas"<vsrinivas@nic.in>, "secpng"<sec.png@nic.in>, "secyship"<secyship@nic.in>, "secyrd"<secyrd@nic.in>, "secy-dolr"<secy-dolr@nic.in>, "dstsec"<dstsec@nic.in>, "dgcsir"<dgcsir@csir.res.in>, "secy"<secy@dbt.nic.in>, "secy-msde"<secy-msde@nic.in>, "secywel"<secywel@nic.in>, "secretaryda-msje"<secretaryda-msje@nic.in>, "secy-power"<secy-power@nic.in>, "secretary"<secretary@mospi.gov.in>, "secy-steel"<secy-steel@nic.in>, "secy-textiles"<secy-textiles@nic.in>, "sectour"<sectour@nic.in>, "secy-tribal"<secy-tribal@nic.in>, "secywcd"<secy.wcd@nic.in>, "secy-sports"<secy-sports@nic.in>, "secy-ya"<secy-ya@nic.in>, "chairman"<chairman@dae.gov.in>, "chairman"<chairman@isro.gov.in>, "rsecy"<rsecy@nic.in>, "crb"<crb@rb.railnet.gov.in>, "secy-road"<secy-road@nic.in>, "Organisation Head"<organisations-dowr@gov.in>, "Wings Head"<wingshead-dowr@gov.in>

Cc: "Under Secretary GWE"<usgw-mowr@nic.in>, "S N Dwivedi"<diradm-cgwb@nic.in>

Date: Wed, 25 Mar 2026 12:47:23 +0530

Subject: Filling up 01 post of Chairman in Level-15 of Pay Matrix by deputation(ISTC) in the

Central Ground Water Board in Department of Water Resources, River Development & Ganga Rejuvenation in Ministry of Jal Shakti-reg.

===== Forwarded message =====

Sir/Madam,

I am directed to forward herewith an advertisement for inviting application for filling up 01 post of Chairman in Level-15 of Pay Matrix by deputation(ISTC) in the CGWB in DoWR, RD & GR in Ministry of Jal Shakti.

2. It is requested that the said advertisement may kindly be given **wide publicity** among all attached/subordinate offices, autonomous bodies, PSUs, and other organizations under your administrative control, so as to ensure maximum outreach to eligible candidates/stakeholders.

3. The advertisement may also be uploaded on the official website and circulated through appropriate channels under your Ministry/Department.

Regards,
GWE Section
DoWR, RD & GR
Ministry of Jal Shakti, GoI

2 Attachment(s)

vacancy circular chairman hind...
2.1 MB

vacancy circular chairman engl...
2.6 MB

संख्या ए-50013/362/2021-(जीडब्ल्यू ई)

भारत सरकार

जल शक्ति मंत्रालय, जल संसाधन, नदी विकास और गंगा संरक्षण विभाग
(जीडब्ल्यूई अनुभाग)

कमरा सं.622 ए,

श्रम शक्ति भवन,

रफी मार्ग, नई दिल्ली-110001

परिपत्र

विषय: जल शक्ति मंत्रालय, जल संसाधन, नदी विकास और गंगा संरक्षण विभाग के अंतर्गत एक अधीनस्थ संगठन, केंद्रीय भूमिजल बोर्ड में प्रतिनियुक्ति (अल्पकालिक संविदा सहित) द्वारा वेतन मैट्रिक्स के स्तर-15 (सातवें सीपीसी के अनुसार 1,82,200 - 2,24,100 रुपए) में अध्यक्ष के 01 (एक) पद को भरे जाने के संबंध में।

जल शक्ति मंत्रालय, जल संसाधन, नदी विकास और गंगा संरक्षण विभाग के अंतर्गत अधीनस्थ संगठन, केंद्रीय भूमिजल बोर्ड में प्रतिनियुक्ति (अल्पकालिक अनुबंध सहित) के आधार पर, वेतन मैट्रिक्स के लेवल-15 में चेयरमैन के 01 (एक) पद को भरने के लिए योग्य उम्मीदवारों से आवेदन आमंत्रित किए जाते हैं। पात्रता की शर्तें नीचे दी गई हैं:

केंद्रीय सरकार या राज्य सरकार या संघ राज्यक्षेत्रों या स्वायत्त संगठनों या अर्द्धसरकारी संगठनों या लोक क्षेत्र के उपक्रमों के अधीन ऐसे अधिकारी-

(क) (i). जो मूल काडर या विभाग में सदृश पर धारण किया है; या

(ii). जिन्होंने मूल काडर या विभाग में 18400-22400 रुपए या समतुल के वेतनमान में नियमित आधार पर उनकी नियुक्ति के पश्चात् उस श्रेणी में तीन वर्ष सेवा की हो; और

(ख) जो निम्नलिखित शैक्षिक अर्हताएं और अनुभव रखते हों:-

(i) किसी मान्ताप्राप्त विश्वविद्यालय से विज्ञान में मास्टर डिग्री या इंजीनियरिंग में डिग्री या समतुल्य; या

(ii) जिसके पास भूमिगत जल संसाधन के सर्वेक्षण, खोज, विकास, रेजिम मॉनिटरिंग, अनुसंधान प्रशिक्षण लघु सिंचाई और प्रबंध के क्षेत्र में 20 वर्ष का अनुभव है।

पोषक प्रवर्ग के ऐसे विभागीय अधिकारी, जो प्रोन्नति की सीधी पंक्ति में हैं, प्रतिनियुक्ति पर नियुक्ति के लिए विचार किए जाने के पात्र नहीं होंगे। इसी प्रकार प्रतिनियुक्त व्यक्ति प्रोन्नति द्वारा नियुक्ति के लिए विचार किए जाने के पात्र नहीं होंगे।

प्रतिनियुक्ति (जिसके अंतर्गत अल्पकालिक संविदा भी है) की अवधि, जिसके अन्तर्गत केन्द्रीय सरकार के उसी या किसी अन्य संगठन/विभाग में इस नियुक्ति से ठीक पहले धारित किसी अन्य काडर बाह्य पद पर प्रतिनियुक्ति (जिसके अंतर्गत अल्पकालिक संविदा भी है) की अवधि है, साधारणतया दो वर्ष (एक वर्ष के लिए बढ़ाया जा सकता है) से अधिक नहीं होगी। प्रतिनियुक्ति (जिसके अंतर्गत अल्पकालिक संविदा भी है) पर नियुक्ति के लिए अधिकतम आयु सीमा आवेदन प्राप्त करने की अंतिम तारीख को अट्ठावन (58) से अधिक नहीं होगी।

2. दिनांक 05.01.1994 की भारत सरकार के कार्मिक एवं प्रशिक्षण विभाग के कार्यालय ज्ञापन संख्या 2/29/91-स्थापना (वेतन II) में समय-समय पर संशोधित प्रावधानों के अनुसार उपरोक्त पद के लिए चयनित अधिकारी का वेतन विनियमित किया जाएगा।

3. इस पद के लिए कर्तव्य एवं उत्तरदायित्व:

अध्यक्ष विभाग के प्रमुख होते हैं जो नीति योजना और कार्यान्वयन तथा बोर्ड के समग्र प्रशासन के लिए उत्तरदायी हैं।

4. आवेदन (दो प्रतियों में) निर्धारित प्रारूप में उचित माध्यम से अपर सचिव (जीडब्ल्यूई), जल संसाधन, नदी विकास और गंगा संरक्षण मंत्रालय, कमरा सं. 633ए, श्रम शक्ति भवन, रफी मार्ग, नई दिल्ली-110001 को प्रकाशन की तिथि से 45 दिन के भीतर भेज सकते हैं। आवेदनों की सॉफ्ट कॉपी (पीडीएफ फॉर्मेट में स्कैन की गई) usgw-mowr@nic.in और sogwe-mowr@gov.in पर ईमेल के साथ हार्ड कॉपी भी अग्रेषित की जा सकती है।

आवेदन के साथ प्रायोजक प्राधिकारी से निम्नलिखित दस्तावेज/प्रमाणपत्र संलग्न होने चाहिए:-

- (i) आवेदक द्वारा दी गई जानकारी सही होने का प्रमाण पत्र;
- (ii) आवेदक के विरुद्ध कोई सतर्कता/अनुशासनात्मक मामला लंबित या विचाराधीन न हो;
- (iii) चयन होने की स्थिति में, अधिकारी को नए कार्यभार ग्रहण करने के लिए कार्यमुक्त कर दिया जाएगा;
- (iv) आवेदक के पिछले 5 वर्षों के अद्यतन सीआर डोजियर की सत्यापित प्रति;
- (v) निर्धारित प्रारूप में सत्यनिष्ठा प्रमाण पत्र; और
- (vi) पिछले 10 वर्षों के दौरान कोई शास्ति संबंधी विवरण।

5. अनुरोध है कि पात्र अधिकारी, जो इच्छुक हों और चयन होने पर कार्यभार ग्रहण कर सकें, वे संलग्न प्रपत्र में अपने हस्ताक्षर सहित बायो-डेटा (दो प्रतियों में) और पिछले पांच वर्षों की अद्यतन गोपनीय रिपोर्टों की सत्यापित प्रति, निर्धारित प्रपत्र में सत्यनिष्ठा प्रमाण पत्र, सतर्कता प्रमाण पत्र और पिछले 10 वर्षों के दौरान कोई शास्ति संबंधी विवरण संलग्न करके 'अवर सचिव (भूजल स्थापना), जल शक्ति मंत्रालय, जल संसाधन, नदी विकास और गंगा संरक्षण विभाग, कमरा नंबर 633ए, श्रम शक्ति भवन, रफी मार्ग, नई दिल्ली 110001' को रोजगार समाचार/रोजगार समाचार साप्ताहिक में इस परिपत्र के प्रकाशन की तिथि से पैंतालीस दिन के भीतर भेज दें। अपूर्ण नामांकन, निर्धारित तिथि के बाद प्राप्त नामांकन या निर्धारित प्रपत्र में प्राप्त न होने वाले नामांकन स्वीकार नहीं किए जाएंगे।

(अनिल कुमार शर्मा)

अवर सचिव, भारत सरकार

दूरभाष: 011-23716928

प्रति,

- (i) भारत सरकार के सभी मंत्रालय/विभाग।
- (ii) सभी राज्य सरकारों के सचिव (सेवाएं)।
- (iii) अध्यक्ष, केंद्रीय जल आयोग, नई दिल्ली।
- (iv) जल संसाधन मंत्रालय के अधीन सभी संगठनों के प्रमुख।
- (v) अध्यक्ष, केंद्रीय भूमिजल बोर्ड, एनएच-IV, फरीदाबाद को व्यापक प्रसार के लिए केंद्रीय भूमिजल बोर्ड की वेबसाइट पर अपलोड करने को अनुरोध के साथ।
- (vi) जल शक्ति मंत्रालय, जल संसाधन, नदी विकास और गंगा संरक्षण विभाग के सभी विंग प्रमुख।
- (vii) एनआईसी, जल संसाधन, नदी विकास और गंगा संरक्षण विभाग की वेबसाइट पर अपलोड करने के अनुरोध के साथ।

अनुलग्नक -I

बायो-डेटा/करिकुलम विटा प्रोफार्मा

1.	नाम और पता (स्पष्ट अक्षरों में)	:	
2.	जन्म तिथि (ईस्वी सन् में)	:	
3.	(i) सेवा में प्रवेश की तिथि (ii) केंद्र/राज्य सरकार के नियमों के तहत सेवानिवृत्ति की तिथि	:	
4.	शैक्षणिक अर्हता	:	
5.	क्या पद के लिए आवश्यक शैक्षिक और अन्य अर्हताएं रखते हैं। (यदि किसी अर्हता को नियमों में निर्धारित अर्हता के समतुल्य माना गया है, तो उसके लिए प्राधिकरण का उल्लेख करें)		
	विज्ञापन / रिक्ति परिपत्र में उल्लिखित अपेक्षित अर्हता / अनुभव		अधिकारी की अर्हता/अनुभव
	अनिवार्य		अनिवार्य
	क) अर्हता		क) अर्हता
	ख) अनुभव		ख) अनुभव
	वांछनीय		वांछनीय
	क) अर्हता		क) अर्हता
	ख) अनुभव		ख) अनुभव
5.1	टिप्पणी: इस कॉलम में परिपत्र जारी होने और रोजगार समाचार में विज्ञापन जारी होने के समय प्रशासनिक मंत्रालय/विभाग/कार्यालय द्वारा भर्ती नियमों में उल्लिखित अनिवार्य और वांछनीय अर्हताओं को इंगित करने के लिए विस्तार में सूचना दी जानी चाहिए।		
5.2	डिग्री और स्नातकोत्तर अर्हता के मामले में उम्मीदवार द्वारा चयनित / मुख्य विषयों और सहायक विषयों का संकेत दिया जा सकता है।		
6.	कृपया स्पष्ट रूप से बताएं कि क्या आपके द्वारा ऊपर की गई प्रविष्टियों के आलोक में, आप पद की अपेक्षित आवश्यक अर्हता और कार्य अनुभव को पूरा करते हैं।	:	

6.1	टिप्पणी- अधिकारियों को मांगने वाले विभागों को आवेदित पद के संदर्भ में उम्मीदवार की संबंधित अनिवार्य अर्हता/कार्य अनुभव (बायोडाटा में दर्शाए गए अनुसार) की पुष्टि करते हुए उनकी विशिष्ट टिप्पणियां/विचार रखने होंगे।
7.	कालक्रमानुसार रोजगार का विवरण। यदि नीचे दिया गया स्थान अपर्याप्त है, तो आपके हस्ताक्षर द्वारा विधिवत प्रमाणित एक अलग शीट संलग्न करें।

कार्यालय/संस्थान	नियमित आधार पर धारित पद	कब से	कब तक	* नियमित आधार पर धारित पद का पे बैंड और ग्रेड वेतन/वेतनमान	आवेदन किए गए पद के लिए अपेक्षित अनुभव को उजागर करते हुए किए जाने वाले कार्य की प्रकृति (विस्तार से)

* महत्वपूर्ण: एसीपी/एमएसीपी के तहत दिए गए वेतन बैंड और ग्रेड वेतन अधिकारी के व्यक्तिगत हैं और इसलिए, इसका उल्लेख नहीं किया जाना चाहिए। केवल नियमित आधार पर धारित पद का वेतन बैंड और ग्रेड वेतन/वेतनमान का उल्लेख किया जाना चाहिए। वर्तमान वेतन बैंड और ग्रेड वेतन के साथ एसीपी / एमएसीपी का विवरण, जहां उम्मीदवार द्वारा इस तरह के लाभ प्राप्त किए गए हैं, नीचे दिए गए हैं:

कार्यालय/संस्थान	एसीपी/एमएसीपी योजना के तहत प्राप्त वेतन, वेतन बैंड और ग्रेड वेतन	कब से	कब तक

8.	वर्तमान रोजगार की प्रकृति अर्थात् तदर्थ या अस्थायी या अर्ध-स्थायी या स्थायी	:	
9.	यदि वर्तमान पद प्रतिनियुक्ति / संविदा के आधार पर धारण किया जाता है, तो कृपया बताएं-	:	
	क) प्रारंभिक नियुक्ति की तिथि	ख) प्रतिनियुक्ति / संविदा पर नियुक्ति की अवधि	ग) वर्तमान कार्यलय/संगठन का नाम, जिससे आवेदक संबंधित है
			घ) मूल संगठन में वास्तविकता में रखे गए पद का नाम और वेतन

9.1	टिप्पणी- पहले से ही प्रतिनियुक्ति पर होने वाले अधिकारियों के मामले में, ऐसे अधिकारियों के आवेदन वर्तमान संवर्ग/विभाग द्वारा कैडर स्वीकृति, सतर्कता स्वीकृति और सत्यनिष्ठा प्रमाण पत्र के साथ अद्योषित किए जाने चाहिए।		
9.2	टिप्पणी- उपरोक्त कॉलम 9 (ग) और (घ) के तहत सूचना उन सभी मामलों में दी जानी चाहिए जहां कोई व्यक्ति संवर्ग/संगठन के बाहर प्रतिनियुक्ति पर एक पद धारण किए हुए है, लेकिन फिर भी अपने मूल संवर्ग/संगठन में लियन पर है।		
10.	यदि आवेदक द्वारा पहले किसी पद पर प्रतिनियुक्ति पर रहा हो तो, अंतिम प्रतिनियुक्ति से वापस आने की तारीख और अन्य विवरण		
11.	वर्तमान रोजगार के बारे में अतिरिक्त विवरण: कृपया बताएं कि किसके अंतर्गत कार्य कर रहे हैं (संबंधित कॉलम के सामने अपने नियोक्ता का नाम इंगित करें)- 1) केंद्र सरकार 2) राज्य सरकार 3) स्वायत्त संगठन 4) सरकारी उपक्रम 5) विश्वविद्यालय 6) अन्य		
12.	कृपया उल्लेख करें कि क्या आप इसी विभाग में कार्य कर रहे हैं और फीडर ग्रेड या फीडर से फीडर ग्रेड में हैं।		
13.	क्या आप संशोधित वेतनमान में हैं? यदि हाँ, तो संशोधन की तारीख बताएं जिससे संशोधन हुआ और संशोधन पूर्व वेतनमान का भी उल्लेख करें।	:	
14.	वर्तमान में प्रति माह आहरित कुल परिलब्धियां		
	वेतन बैंड में वेतन	ग्रेड वेतन	कुल परिलब्धियां
15.	यदि आवेदक किसी ऐसे संगठन से संबंधित है जो केंद्र सरकार के वेतनमान का पालन नहीं कर रहा है, तो संगठन द्वारा जारी नवीनतम वेतन पर्ची निम्नलिखित विवरण दर्शाती है।		

वेतनमान और वेतन वृद्धि की दर के साथ मूल वेतन	महंगाई राहत/अन्य भत्ता आदि (पूर्ण विवरण के साथ)	वेतन/अंतरिम कुल परिलब्धियां

16. क	अतिरिक्त जानकारी, यदि कोई हो, जिसे आप इस पद के लिए अपनी उपयुक्तता के समर्थन में उल्लिखित करना चाहते हैं। पद से संबंधित है जिसके लिए आपकी उपयुक्तता के समर्थन में आवेदन किया था। (इसमें अन्य बातों के साथ-साथ निम्न के संबंध में सूचना दी जा सकती है) (i) अतिरिक्त शैक्षणिक अर्हताएं (ii) व्यावसायिक प्रशिक्षण और (iii) रिक्ति परिपत्र/विज्ञापन में निर्धारित कार्य अनुभव के अलावा किये गए अन्य कार्यों का अनुभव (टिप्पणी- यदि स्थान अपर्याप्त है तो एक अलग शीट संलग्न करें।)	:	
16. ख	उपलब्धियां: उम्मीदवारों से अनुरोध है कि वे निम्नलिखित के संबंध में जानकारी दें - - शोध प्रकाशन, रिपोर्ट और विशेष परियोजनाएं। - पुरस्कार/छात्रवृत्ति/आधिकारिक प्रशंसा। - पेशेवर निकायों/संस्थानों/संस्थाओं के साथ संबद्धता और - अपने नाम पर पंजीकृत या संगठन के लिए हासिल किया गया पेटेंट। - आधिकारिक मान्यता सहित अन्य शोध/नवीन उपाय - कोई अन्य जानकारी (टिप्पणी: यदि स्थान अपर्याप्त है तो एक अलग शीट संलग्न करें।)		

17.	कृपया बताएं कि क्या आप प्रतिनियुक्ति (आईएसटीसी)/आमेदन/पुनः रोजगार के आधार पर आवेदन कर रहे हैं। (केंद्र/राज्य सरकारों के अधीन अधिकारी केवल "आमेदन" के पात्र हैं। गैर-सरकारी संगठनों के उम्मीदवार अल्पकालिक संविदा हेतु पात्र हैं।		
	# (एसटीसी/आमेदन/पुनः रोजगार का विकल्प केवल तभी उपलब्ध होता है जब रिक्ति परिपत्र में विशेष रूप से एसटीसी/आमेदन/पुनः रोजगार द्वारा भर्ती का उल्लेख हो)		
18.	क्या एससी/एसटी से संबंधित है।	:	

मैंने रिक्ति परिपत्र/विज्ञापन को सावधानीपूर्वक पढ़ा है और मैं इस बात से भली भांति अवगत हूँ कि मेरे द्वारा प्रस्तुत विधिवत जीवनवृत्त में दी गई जानकारी, जिसे आवश्यक योग्यता/कार्य अनुभव के संबंध में दस्तावेजों द्वारा समर्थित किया गया है, का मूल्यांकन चयन समिति द्वारा पद के चयन के समय किया जाएगा। मेरे द्वारा प्रदान की गई जानकारी/विवरण मेरे जानकारी के अनुसार सही और सत्य हैं और मेरे चयन पर प्रभाव डालने वाला कोई भी महत्वपूर्ण तथ्य छिपाया/रोका नहीं गया है।

दिनांक-----

(उम्मीदवार के हस्ताक्षर)

पता-----

नियोक्ता/संवर्ग नियंत्रण प्राधिकारी द्वारा प्रमाणन

उपरोक्त आवेदन में दी गई जानकारी/विवरण रिकॉर्ड में उपलब्ध तथ्यों के अनुसार सत्य हैं। उसके पास विज्ञापन में उल्लिखित शैक्षिक योग्यता और अनुभव है। यदि चयनित किया जाता है, तो उन्हें तुरंत कार्यमुक्त कर दिया जाएगा।

2. यह भी प्रमाणित किया जाता है कि-

i) श्री/श्रीमती के विरुद्ध कोई सतर्कता या अनुशासनात्मक मामला लंबित /विचाराधीन नहीं है।

ii) उनकी सत्यनिष्ठता प्रमाणित है।

iii) मूल में उनका सीआर डोजियर संलग्न है/पिछले पांच वर्षों के एसीआर की फोटोकॉपी संलग्न है, जिसे भारत सरकार के अवर सचिव या उससे ऊपर के रैंक के अधिकारी द्वारा विधिवत सत्यापित किया गया है।

iv) पिछले 10 वर्षों के दौरान उन पर कोई बड़ी/छोटी शास्ती नहीं लगाई गई है अथवा पिछले 10 वर्षों के दौरान उन पर लगाई गई बड़ी/छोटी शास्ती की सूची संलग्न है (जैसा भी मामला हो)

प्रतिहस्ताक्षरित

(नियोक्ता/संवर्ग नियंत्रण प्राधिकारी के मोहर सहित)

No. A-50013/362/2021-(GW Estt.)
Government of India
Ministry of Jal Shakti,
Department of Water Resources, River & Development and Ganga Rejuvenation
(GWE Section)

Room No.622A,
Shram shakti Bhawan,
Rafi Marg, New Delhi-110001

Circular

Sub : Filling up of 01 (one) post of Chairman in Level-15 of Pay Matrix by deputation (including short-term contract) in the Central Ground Water Board, a subordinate organisation under the Ministry of Jal Shakti, Department of Water Resources, River Development & Ganga Rejuvenation - regarding. - regarding.

Application is invited from the eligible candidates for filling up one (01) post of Chairman, Central Ground Water Board (CGWB) in Level-15 of Pay Matrix by deputation (including short term contract) under the Ministry of Jal Shakti, Department of Water Resources, River Development & Ganga Rejuvenation. The eligible conditions are as under:-

Officers under the Central or State Government or Union Territories or Autonomous organizations or Semi Government Organizations or Public Sector Undertakings:

(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 scale of pay of Rs. 18400-22400 or equivalent in the parent cadre or department or equivalent; and

(b) possessing the following educational qualifications or experience:

(i) Master's degree in Science or Degree in Engineering from a recognized University or equivalent;

(ii) having twenty years' experience in the fields of Survey, Exploration, Development, Regime Monitoring, Research, Training, Minor Irrigation and Management of Ground Water Resources.

The Department Officers in the feeder category who are in direct line of promotion will not be eligible for consideration for appointment on deputation (including short term contract). Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

The 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 organisation or department of the Central Government shall ordinarily not exceed two years (extendable for one year). The maximum age limit for appointment on deputation (including short term contract) shall be not exceeding fifty eight (58) years as on the closing date of receipt of applications."

2 . The pay of the officer selected for the above post shall be regulated in terms of the provisions contained in the GOI DOPT O.M. No.2/29/91-Estt.(Pay.II)

dated 05.01.1994, as amended from time to time.

3. Duties and Responsibilities for the post:

Chairman is the head of the department who is responsible for the policy planning & implementation and over all administration of the Board.

4. Applications (in duplicate) in the prescribed proforma, through proper channel may reach the Under Secretary (GWE), Ministry of Water Resources, RD & GR, Room No. 633A, Shram Shakti Bhawan, Rafi Marg, New Delhi-110 001 within 45 days of the date of publication. The soft copies of the applications (scanned in PDF format) may also be forwarded at email address usgw-mowr@nic.in and sogwe-mowr@gov.in followed by the hard copy.

The following documents/certificate(s) from the sponsoring authority must accompany the applications:-

- (i) Certificate that the particulars given by the applicant are correct;
- (ii) No vigilance/ disciplinary case either pending/contemplated against the applicant;
- (iii) In case of selection, officers will be relieved for taking up his new assignment;
- (iv) Attested copy of up-to-date CR dossier of the applicant for the preceding 5 years.
- (v) Integrity certificate in the prescribed proforma; and
- (vi) No penalty statement during the last 10 years

5. It is requested that eligible officers who are willing and can be spared in the event of their selection may be sent along with their Bio-Data (in duplicate) duly signed by them in the attached proforma and with attested copy of their up-to-date – Confidential Reports for the preceding five years, Integrity Certificate in the prescribed proforma, Vigilance Clearance and No Penalty Statement during the last 10 years, so as to reach the ***'Under Secretary (GW Estt.), Ministry of Jal Shakti, Department of Water Resources, RD & GR, Room No. 633A, Shram Shakti Bhawan, Rafi Marg, New Delhi 110 001'*** within ***forty five days*** from the date of publication of this circular in the Employment News/Rozgar Samachar Weekly. Incomplete nomination(s) and those received after the stipulated date or not received in the prescribed proforma will not be entertained.

Digitally signed by
ANIL KUMAR SHARMA

Date: 20-03-2026
(Anil Kumar Sharma)

Under Secretary to the Govt. of India
Tel : 011-23716928

To,

- (i) All Ministries/Departments of the Government of India.
- (ii) Secretaries(Services), All state Governments.
- (iii) Chairman, Central Water Commission, New Delhi
- (iv) Heads of all Organisations under the Ministry of Water Resources.

(v) Chairman, Central Ground Water Board , NH-IV, Faridabad with a request for uploading in CGWB's website for wider circulation.

(vi) All Wing Heads, MoJS, RD & GR.

(vii) NIC, DOWR, RD & GR with a request to upload on Department's website.

Annexure -I**BIO-DATA / CURRICULUM VITAE PROFORMA**

1.	Name and Address (In block letters)	:	
2.	Date of Birth (in Christian era)	:	
3.	(i) Date of entry into service (ii) Date of retirement under Central / State Government rules	:	
4.	Educational Qualifications	:	
5.	Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)		
	Qualifications / Experience required as mentioned in the advertisement / vacancy circular		Qualifications / Experience possessed by the officer
	Essential		Essential
	A) Qualification		A) Qualification
	B) Experience		B) Experience
	Desirable		Desirable
	A) Qualification		A) Qualification

	B) Experience	B) Experience
5.1	Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/ Department/ Office at the time of issue of circular and issued of advertisement in the Employment News.	
5.2	In the case of Degree and post-graduate qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.	
6.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	:
6.1	Note- Borrowing Departments are to provide their specific comments / views confirming the relevant essential qualification / work experience possessed by the candidate (as indicated in the bio-data) with reference to the post applied.	
7.	Details of Employment in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.	

Office Institution	/Posts held on regular basis	From	To	* Pay band and grade pay / pay scale of the post held on regular basis	Nature of Duties(in detail) highlighting experience required for the post applied for

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

Office / Institution	Pay , pay band and grade pay drawn under ACP / MACP scheme	From	to

8.	Nature of present employment i.e Ad hoc or temporary or Quasi-Permanent or Permanent	:	
9.	In case the present employment is held on deputation / contract basis, please state-	:	
	A)The Date of initial appointment	B) Period of appointment on deputation / contract	C) Name of the present office /organization , to which the applicant belongs
			D) Name of the post and pay of the post held in substantive capacity in the parent organisation
9.1	Note- In case of the officers already on deputation, the applications of such officers should be forwarded by the present cadre / department along with cadre clearance, vigilance clearance and integrity certificate.		
9.2	Note- Information under column 9 (c) and (d) above must be given in all cases where a person is holding a post on deputation outside the cadre / organization but still maintaining a lien in his parent cadre / organization.		
10.	If any post held on deputation in the past by the applicant, date of		

	return from the last deputation and other details		
11.	Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)- 1) Central Government 2) State Government 3) Autonomous organization 4) Government undertaking 5) University 6) Other		
12.	Please mention whether you are working in the same department and are in a feeder grade or feeder to feeder grade.		
13.	Are you in revised scale of pay? If yes , give the date from which the revision took place and also indicate the pre-revised scale.	:	
14.	Total emoluments per month now drawn		
	Pay in Pay Band	Grade pay	Total Emoluments
15.	In case the applicant belongs to an organization which is not following the Central Government Pay Scales, the latest salary slip issued by the Organization showing the following details may be enclosed.		
	Basic pay with scale of pay and rate of increment	Dearness Pay / Interim Relief / Other Allowance etc. (With break-up	Total Emoluments

		details)	
16. A	Additional information, if any, that relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) Additional Academic qualifications (ii) Professional training and (iii) Work experience over and above prescribed in the vacancy circular/ Advertisement) (Note– Enclose a separate sheet, if the space is insufficient.)	:	
16. B	Achievements: The Candidates are requested to indicate information with regard to - i. Research publications and reports and special projects. ii. Award / Scholarship / Official Appreciation. iii. Affiliation with professional bodies / institutions / societies and iv. Patents registered in own name or achieved for the organization. v. Any research / innovative measure involving official recognition vi. Any other information (Note: Enclose a separate sheet, if the space is insufficient).		
17.	Please state whether you are applying for deputation (ISTC) / Absorption / re-		

	employment basis. (Officers under Central / State Governments are only eligible for "Absorption". Candidates of non-governmental organizations are eligible for short-term contracts.		
	# (The option of STC / Absorption / re-employment are available only if the vacancy circular specifically mentions recruitment by STC / absorption / re-employment)		
18.	Whether belonging to SC / ST	:	

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

Date-----

(Signature of the Candidate)

Address-----

Certification by the employer / cadre controlling authority

The information / details provided in the above application are true as per the facts available on records. He/She possesses educational qualifications and experience mentioned in the advt . If selected, He/she will be relieved immediately.

2. Also certified that-

- i) There is no vigilance or disciplinary case pending / contemplated against Shri / Smt.
- ii) His/Her integrity is certified.
- iii) His / her CR dossier in original is enclosed / photocopies of the ACRs for the last five years duly attested by an officer of rank of the Under Secretary to the Government of India or above enclosed.
- iv) No major/minor penalty has been imposed on him/her during the last 10 years or A list of major / minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be)

Countersigned
(Employer / Cadre controlling authority with Seal)

Fwd: Filling up One post of Director(Min.) on deputation basis in DDA.**Shri Rajeev Verma** <csdelhi@nic.in>

Wed, 25 Mar 2026 1:10:16 PM +0530

To "A. Anbarasu"<secservices@nic.in>

===== Forwarded message =====

From: Personnel Branch-I <personnelbranch1@dda.org.in>

To: <As2-cvc@gov.in>

Cc: <gangaK@cag.gov.in>, <cgda@nic.gov.in>, <sanjayrostogi1152@nic.in>, <tirkeya@nic.in>, <asfa-textiles@gov.in>, <ruchika.govil@nic.in>, <juthika.p@nic.in>, <srivastava.alok@nic.in>, <surinder.singh66@gov.in>, <anju_bhalla@nic.in>, <jsadmin.dbt@nic.in>, <js-skills@ddngky.gov.in>, <aslr@nic.in>, <vikram.gul@gov.in>, <arun.verma@nic.in>, <jsr.png@nic.in>, <deenbandhusingh@yahoo.in>, <rahul.rastogi@gov.in>, <deepti.uma@nic.in>, <shyama.roy@nic.in>, <nbsrajput@nic.in>, <secyompa@gov.in>, <sanjeeck@nic.in>, <lalit.bohra@nic.in>, <siddharth.devverman@nic.in>, <arti.bhatnagar@nic.in>, <rp.thakur25@ias.nic.in>, <md.nwm@gov.in>, <jsfilms.inb@nic.in>, <just@nic.in>, <vijay.mittal@nic.in>, <geetan@nic.in>, <mandeep@ias.nic.in>, <minhaj@ias.nic.in>, <sagar.mehra@nic.in>, <upmanyu141498@nic.in>, <p.jain@nic.in>, <js.pfc2.doe@gov.in>, <prashant.goyal@nic.in>, <asarm1@mea.gov.in>, <gangwarn@ias.gov.in>, <js.gopal@meity.gov.in>, <prachi.p@gov.in>, <saumya.gupta@ias.nic.in>, <js@moes.gov.in>, <jsesw@nic.in>, <jsns@ddpmod.gov.in>, <asdp.ddpmod@nic.in>, <de.shravank@gmail.com>, <anjali.bhawara@mca.gov.in>, <niranjan.jyoti@nic.in>, <vineet.mathur68@nic.in>, <adgposts@indiapost.gov.in>, <bsbhalla@gov.in>, <as.moc@nic.in>, <rohitnandan.moca@nic.in>, <js.pharma@nic.in>, <pald@nic.in>, <dsenthil@ias.nic.in>, <Secy.icar@nic.in>, <cs@ap.gov.in>, <cs-arunachal@nic.in>, <cs-assam@nic.in>, <cs-bihar@nic.in>, <csoffice.cg@gov.in>, <cs-go@nic.in>, <cs@guj@gujarat.gov.in>, <cs-haryana@nic.in>, <cs-hp@nic.in>, <cs-jharkhand@nic.in>, <cs@karnataka.gov.in>, <chiefsecy@kerala.gov.in>, <cs@mp.nic.in>, <cs@maharashtra.gov.in>, <cs-manipur@nic.in>, <Cso-meg@nic.in>, <Cs-mizoram@nic.in>, <csngl@nic.in>, <csori@nic.in>, <cs@punjab.gov.in>, <csraj@rajasthan.gov.in>, <Cs-skm@hub.nic.in>, <cs@tn.gov.in>, <Cs@telangana.gov.in>, <csup@nic.in>, <Cs-uttaranchal@nic.in>, <Chiefsecy@gmail.com>, <Westbengal@nic.in>, <cs-andaman@nic.in>, <admn-chandigarh@nic.in>, <devcom-d@nic.in>, <advisor-dnh-dd@damani.nic.in>, <csdelhi@nic.in>, <lk-advisor@gov.in>, <cs-pondicherry@nic.in>, <Cs-jandk@nic.in>, <Advisor-lg-ladakh@gov.in>, <secyrb@rb.railnet.gov.in>, <secylaw-dla@nic.in>, <secyoffice-ld@gov.in>, <secy-jus@gov.in>, <jscpg-mha@nic.in>, <secy.inb@nic.in>, <secy-ol@nic.in>, <secy-power@nic.in>, <secy.dhe@nic.in>, <Secy-ca@nic.in>, <dirgen-msde@gov.in>, <secretary@mospi.gov.in>, <secy.sel@nic.in>, <secympa@nic.in>, <secy-culture@nic.in>, <secy-ya@nic.in>, <secy-labour@nic.in>, <secretary-msme@nic.in>, <commissioner@mcd.nic.in>, <cagoffice@cag.gov.in>, <rg.dhc@nic.in>, <restt.dhc@gov.in>, <ceodelhi.djb@nic.in>, <delhi.addldit.ici.admin2@incometax.gov.in>, <cpwd_dgw@nic.in>, <delhi.addldit.ici.admin@incometax.gov.in>, <defsecy@nic.in>

Date: Wed, 25 Mar 2026 12:55:38 +0530

Subject: Filling up One post of Director(Min.) on deputation basis in DDA.

===== Forwarded message =====

Respected Sir/Madam,

Please find attachment regarding the details of filling up the post of Director(Min.) (1 Post) in DDA on deputation basis. In this regard, it is requested that names of suitable and willing officers fulfilling the conditions, along with their applications and relevant documents as mentioned in the attachment may please be forwarded to Commissioner (Personnel), DDA, Block E1, Ground Floor, Vikas Sadan, INA, New Delhi-110023.

Thanks and Regards,
Personnel Branch-I, DDA

1 Attachment(s)

Director_Vacancy_Circular__2...

707.5 KB



दिल्ली विकास प्राधिकरण/ DELHI DEVELOPMENT AUTHORITY

कार्मिक शाखा-१ / PERSONNEL BRANCH-1

कमरा नं. बी-३११, विकास सदन, आई.एन.ए., नई दिल्ली-११००२३

Room No. B-311, Vikas Sadan, I.N.A., New Delhi-110023

No. F.7 (64)2008/PB-1/Pt. III/1280
Computer No. – 6203

Dated: 24/3/2026

Sub: - Filling up 01 post of Director (Ministerial) (Level-12 in the Pay matrix as per 7th CPC) in DDA on deputation basis.

DDA invites applications on the prescribed format from the eligible officers for filling up 01 post of Director (Ministerial) in Level-12 in the Pay Matrix as per 7th CPC on deputation basis which may be increased or decreased depending upon the requirement in DDA. The eligibility criteria and other terms and conditions of deputation shall be as under:

Eligibility Criteria for deputation to the post of Director (Ministerial)

"Officers belonging to Central/State Govt. holding analogous post on regular basis in parent department /cadre OR officers with 5 years of regular service in Level-11 in Pay Matrix as per 7th CPC or equivalent, and possessing a bachelor's degree from a recognized university or equivalent."

General Conditions:

1. The tenure of Deputation will be initially for a period of three years, which is extendable up to five years on year to year basis which may, however, be terminated at any time before completion of initial/extended period of deputation at the discretion of Delhi Development Authority.
2. The terms & conditions of deputation shall be governed *mutatis mutandis* by the provisions of the DoP&T's OM dated 17.06.2010 and as amended from time to time.
3. The age of the applicant should not exceed fifty six years on the closing date of receipt of applications.
4. The candidate should submit the application in the format prescribed (Copy enclosed) through the Cadre Controlling Authority in the parent department/organization. The "Certification by the Employer/Cadre Controlling Authority" forming part of the prescribe application format should be signed by the Concerned Authority while forwarding the application to DDA.
5. The number of posts is subject to variation depending upon the requirement of DDA.
6. The applications of willing and eligible officers who can be spared may be forwarded by the concerned cadre controlling authority alongwith requisite cadre clearance, vigilance clearance, detailed Curriculum Vitae in the enclosed proforma duly certified and countersigned, details of minor and major penalties imposed during the last ten years and CR dossiers of last 05 years.
7. The applicant must mention the substantive post in Parent Department and also the substantive pay of the post held by him corresponding to the pay scales of Central Govt. both as per 6th and 7th CPC. The details of financial upgradations under ACP/MACP/NFU should also be clearly mentioned.

8. The level of responsibilities and duties of cadre post of the applicants should be comparable to the duties and responsibilities of the ex-cadre post. The duties attached to the posts of Director (Min.) in DDA are purely ministerial and they deal with matters relating to allotment of Land & Built up properties, conversion of the properties into freehold, Personnel Management, HRD, Land Management, Revenue, Vigilance cases, Land Pooling, conferring ownership rights in unauthorized colonies etc.

9. Applications received after the last date shall not be entertained.

10. The officers will be posted purely on transfer on deputation basis and the request for absorption shall not be entertained.

11. The eligibility of the applicant will be determined on the last date of receipt of applications in DDA.

12. The applications, complete in all respects, should reach the office of **Commissioner (Personnel), Delhi Development Authority, E-1, Vikas Sadan, INA, New Delhi-110023** by 03/05/26. Incomplete/late applications will not be considered and will be rejected summarily.

Encls : As stated above.


(Vineet Jain)
Commissioner (Pers.) 20/3/26

Curriculum Vitae (CV) for applying for appointment to the post of Director (Min.) in DDA on deputation basis:-

1	Name and address (in Block Letters)					
2	Date of Birth					
3	i.) Date of entry into service					
	ii) Date of retirement under Central / State Government Rules					
4	Educational Qualifications					
5	Whether Educational and other qualifications required for the post are satisfied (if any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)					
	Qualifications / experience required as mentioned in the advertisement / vacancy circular		Qualifications / experience possessed by the officer			
	Essential		Essential			
	A) Qualification:-		A) Qualification:-			
	B) Experience		B) Experience			
	Desirable		Desirable			
	A) Qualification:-		A) Qualification:-			
	B) Experience		B) Experience			
5.1	Note: This column needs to be amplified to indicate Essential and Desirable qualifications as mentioned in the RRs by the Administrative Ministry / Department / Office at the time of issue of Circular and issue of advertisement in the Employment News.					
5.2	In the case of Degree and Post Graduate Qualifications Elective / main Subjects and subsidiary subjects may be indicated by the Candidate.					
6	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.					
6.1	Note: Borrowing Departments are to provide their specific comments / views confirming the relevant Essential Qualification / Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.					
7	Details of employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient (Col. on the separate sheet should however remain as under).					
	Office/ Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay / Pay Matrix of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for
	*Important: 1. Pay-Band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only substantive					

Pay Band and Grade Pay / Pay Matrix of the post held on regular basis is to be mentioned. Details of ACP / MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below. 2. If the parent department is not following the Central Government Scales, their equivalent scales of pay/posts may be mentioned by the Candidate/Cadre Controlling Authority.			
	Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme	from to
8	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent		
9	In case the present employment is held on deputation / contract basis, please state-		
	a) The date of initial appointment	b) Period of appointment on deputation/ contract	c) Name of the parent office / organization to which the applicant belongs.
			d) Name of the post and Pay of the post held in substantive capacity in the parent organization.
9.1	Note:- In case of officers already on deputation, the applications of such officers should be forwarded by the parent cadre / Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.		
9.2	Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre / organization.		
10	If the post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
11	Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column: a. Central Government b. State Government c. Autonomous Organization d. Government Undertaking e. Universities f. Others		
12	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
13	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.		
14	Total emoluments per month now drawn		
	Basic Pay in the PB	Grade Pay	Total Emoluments

15	In case the applicant belongs to an Organization which is not following the Central government Pay –scales, the latest salary slip issued by the Organization showing the following details may be enclosed.		
	Basic Pay with Scale of Pay and rate of increment	Dearness Pay / interim relief / other Allowances etc. (with break-up details)	Total Emoluments
16A	Additional information, if any, relevant to the post you applied for in support of your suitability for the post. {This among other things may provide information with regard to (i) additional academic qualifications (ii)professional training and (iii)work experience over and above prescribed in the Vacancy Circular/Advertisement} (Note: Enclose a separate sheet if the space is insufficient)		
16B	Achievements: The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii)Awards / Scholarships / Official Appreciation (iii)Affiliation with the professional bodies / institutions / societies and; (iv) Patents registered in own name or achieved for the organization (v)Any research / innovative measure involving official recognition (vi) any other information. (Note: Enclose a separate sheet if the space is insufficient)		
17	Please state whether you are applying for deputation (STC) / Absorption / Re-employment Basis # (officers under Central / state Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract) # (The option of 'STC' / 'Absorption' / Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "re-employment")		
18	Whether belongs to SC/ST		

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

(Signature of the candidate)

Post _____

Department _____

Address Office) _____

Address (Residential) _____

Mobile No. _____

Dated:-

Certificate by the Employer /Cadre Controlling Authority
(Strike out whichever is not applicable)

The information / details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he / she will be relieved immediately.

2. Also certified that:

- i) There is no vigilance or disciplinary case pending / contemplated against Sh. /Smt.....
- ii) His / Her integrity is certified.
- iii) His / Her CR Dossier in original is enclosed / photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major / minor penalty has been imposed on him / her during the last 10 years **OR** A list of major / minor penalties imposed on him / her during the last 10 years is enclosed (as the case may be)

Countersigned

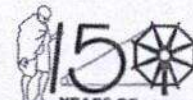
(Employer / Cadre Controlling Authority with Seal)

Points to be noted by the Parent Department

1. Vigilance Clearance will not normally be granted for a period of 3 years after the currency of punishment; if a minor penalty has been imposed on an officer. In case of imposition of a major penalty, Vigilance Clearance will not normally be granted for a period of 5 years after the currency of punishment in terms of DOP&T O.M. No. 11012/11/2007-Estt (A) dated 14.12.2007.
2. While forwarding applications in respect of officers who are about to complete their 'cooling-off' period shortly the instructions of DOP&T as contained in O.M No. 2/1/2012-Estt. (Pay. II) dated 04.01.2013 may be strictly adhered to.
3. The applicants/CV not accompanied by supporting certificate/documents in support of Qualification and Experience claimed by the candidates would not be processed for determining the eligibility of the candidate for the selection.
4. Crucial date for determining the eligibility of the applicants will be counted after excluding the first date of publication of the vacancy/post in the employment News. For example, the vacancy published in the Employment News of 18-24 Jan. 2014, the crucial date will be counted from the 19th Jan.2014 (excluding the first date of publication).



राष्ट्रीय जल विकास अभिकरण
जल शक्ति मंत्रालय, भारत सरकार
(जल संसाधन, नदी विकास और गंगा संरक्षण विभाग)
National Water Development Agency
Ministry of Jal Shakti, Government of India
(Department of Water Resources, River Development and Ganga Rejuvenation)



No.5/9/2021-Admn./ 2832-2938

Dated: 17.03.2026

VACANCY CIRCULAR
Advt. No. 02/2026

25 MAR 2026

Sub: Filling up the post of Administrative Officer on deputation basis in National Water Development Agency (NWDA).

It is proposed to fill up the under mentioned post in the National Water Development Agency at New Delhi on deputation basis (including short term contract).

Sl. No.	Position	Pay Matrix	No. of the post
1	Administrative officer	Level-10 (56100-177500)	01

2. Qualification/Experience/Eligibility :

Sl. No.	Position	Qualification/Experience/Eligibility
1	Administrative Officer	Officer under the Central/State Govt./PSU/Semi Govt./ Statutory/ Autonomous Organistaions : a) (i) holding analogous post on regular basis in the parent cadre/ department; OR. (ii) with two years regular service in the grade rendered after appointment thereto on regular basis in the level-8 (Rs. 47600-151100) of Pay Matrix or equivalent in the parent cadre or department; OR (iii) with three years regular service in the grade rendered after appointment thereto on regular basis in the level-7 (Rs.44900-142400/-) of Pay Matrix or equivalent in the parent cadre or department; and b) (i) possessing degree from a recognised University or equivalent; and (ii) possessing 2 years experience in handling the Administrative/ Vigilance/Court cases and having knowledge of office procedures and establishment

	matters.
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Note:

	The departmental candidates in the feeder cadre who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.
--	--

3. The officer selected, will be posted in NWDA Headquarters, New Delhi. The maximum age limit for appointment on deputation (including short term contract) shall not exceed 56 years on the closing date for receipt of applications. Appointment on deputation (including short term contract) will be on Foreign Service terms for a period of 3 years. The Organizational setup and other details can be seen on website <http://www.nwda.gov.in>.

4. The pay and other terms and conditions of deputation of the officer selected, will be regulated in accordance with the provisions contained in DOPT O.M No.6/08/2009-Estt (Pay-II) dt.17.6.2010 and OM No. 2/11/2017-Estt.(Pay-II) dated 24.11.2017 and 15.03.2021 as amended from time to time. The officer selected will not be eligible for General Pool Accommodation.

5. Complete Bio-data of suitable and willing officers, who fulfill the requisite qualifications and experience for the above post(s), may be forwarded in the enclosed format through proper channel with their up to date Confidential Report Dossiers (last 5 years) and vigilance clearance certificate to Dy. Director (Admn.), National Water Development Agency, 18-20 Community Centre, Saket, New Delhi-110017 so as to reach within a period of **60 days** from the date of publication of the advertisement in the Employment News.

6. The Agency reserves the right to increase/decrease the number of posts or withdraw all or any of the above mentioned post (s) at any time without assigning any reason.

Encl: As above.

Digitally signed by

(Khushal Singh)

Dy. Director (Admn.)

Date: 17-03-2026

10:45:52

Copy to:-

1. All Ministries of Government of India (as per list enclosed).
2. All State/Union Territory Governments (as per list enclosed).
3. Chief Engineer (South) / (North), NWDA, Hyderabad / Lucknow.
4. Director (MDU), NWDA, Saket, New Delhi for display on NWDA web site.
5. Technical Director ,NIC, DoWR, RD & GR, Shram Shakti Bhawan, New Delhi with the request to upload the above circular on the website of DoWR,RD&GR.

6. Under Secretary (CS-I), Department of Personnel & Training, 2nd Floor Lok Nayak Bhawan, Khan Market, New Delhi with the request to give publicity of the above circular through DoPT website.
7. Notice Board, NWDA, Saket/Palika Bhawan, New Delhi.

18-20, समुदायिक केंद्र, साकेत, नई दिल्ली 110017
दूरभाष: 011-28519184, 26857735 011-28800841, 26513846
वेबसाइट: www.nwda.gov.in



18-20, Community Centre, Saket, New Delhi-110017
Phone: 011-28519184, 28852735 Fax 011-26980641, 26513846
Website: www.nwda.gov.in

BIO- DATA

Name of the post applied for :-					Recently Passport Photo	
1	Name and Address (in Block Letters)		:			
2	Date of Birth (in Christian era)		:			
3	(i) Date of entry into service		:			
	(ii) Date of retirement under Central/State Government Rules		:			
4	Educational Qualifications		:			
5	Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)		:			
Qualifications/Experience required as mentioned in the advertisement/ vacancy circular			Qualification/experience possessed by the Officer			
Essential			Essential			
(A) Qualification			(A) Qualification			
(B) Experience			(B) Experience			
Desirable			Desirable			
(A) Qualification			(A) Qualification			
(B) Experience			(B) Experience			
5.1	Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.					
5.2	In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.					
6	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.		:			
6.1	Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as indicated in the Biodata) with reference to the post applied.					
7.	Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.					
Office/Institution		Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for
Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade pay where such benefits have been drawn by the Candidate, may be indicated as below:						

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme	From	To
8.	Nature of present employment i.e. Adhoc or temporary or Quasi-Permanent or Permanent	:	
9.	In case the present employment is on deputation/contract basis, please state	:	
(a) The date of initial appointment	(b) Period of appointment on deputation/contract	(c) Name of the parent office/organisation to which the applicant belongs.	(d) Name of the post and pay of the post held in Substantive capacity in the parent organisation
9.1	Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.		
9.2	Note: Information under Column 9 (c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organisation but still maintaining a lien in his parent cadre/organization		
10	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.	:	
11	Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)	:	
(a)	Central Government	:	
(b)	State Government	:	
(c)	Autonomous Organisation	:	
(d)	Government Undertaking	:	
(e)	Universities	:	
(f)	Others	:	

12	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade	:	
13	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale	:	
14	Total emoluments per month now drawn		
	Basic Pay in the PB /Pay	Grade Pay / Level	Total emoluments
15	In case the applicant belongs to an Organisation which is not following the Central Government pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.		
	Basic Pay with Scale of Pay and rate of increment	Dearness relief/other Pay/interim Allowances etc., (with break-up details)	Total Emoluments
16.A	Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to	:	
	(i) additional academic qualifications	:	
	(ii) professional training and	:	
	(iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)	:	
	(Note: Enclose a separate sheet, if the space is insufficient)		
16.B	Achievements:	:	
	The candidates are requested to indicate information with regard to;	:	
	(i) Research publications and reports and special projects	:	
	(ii) Awards/Scholarships/Official Appreciation	:	
	(iii) Affiliation with the professional bodies/institutions/societies and;	:	
	(iv) Patents registered in own name or achieved for the organization	:	
	(v) Any research/innovative measure involving official recognition	:	
	(vi) any other information.	:	
	(Note: Enclose a separate sheet if the space is insufficient)		
17.	Please state whether you are applying for deputation (ISTC)/Absorption/Reemployment Basis# (Officers under Central/State Governments are only eligible for "Absorption" Candidates of non-Government Organizations are eligible only for Short Term Contract)	:	

	# (The option of 'STC'/Absorption'/Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment")	:	
18	Whether belongs to SC/ST	:	

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

(Signature of the Candidate)

Address _____

Date:

Mobile No. _____

E-mail ID: _____

Certification by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected he/she will be relieved immediately.

2. Also certified that:

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

(ii) His/her integrity is certified.

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

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

Countersigned

(Employer/Cadre Controlling Authority with Seal)

Fwd: Vacancy Circular: Second Vacancy Circular for inviting nominations of Indian Forest Service officers for the appointment to the posts at various levels on tenure deputation basis under the CSS-MoEF&CC (Vacancy Year: 2026) - regarding

Shri Rajeev Verma <csdelhi@nic.in >

Fri, 27 Mar 2026 4:18:29 PM +0530

To "A. Anbarasu"<secservices@nic.in>,"pccf-gnctd"<pccf-gnctd@delhi.gov.in>

===== Forwarded message =====

From: IFS Division MoEFCC <ifs@nic.in>

To: "UTs-CS-jandk"<cs-jandk@nic.in>, "UTs-CS-Arunachal"<cs-arunachal@nic.in>, "UTs-CS-mizoram"<cs-mizoram@nic.in>, "UTs-CS-AnN Islands"<cs-andaman@nic.in>, "UTs-CS-Delhi"<csdelhi@nic.in>, "UTs-CS-Goa"<cs-go@nic.in>, "Praful Patel"<lk-admin@nic.in>, "H. Rajesh Prasad"<adviser-chd@nic.in>, "Secretary Education, Govt. Of Puducherry Pondicherry"<secyedn@py.gov.in>, "Advisor to Administrator DNHDD"<devcom-dd@nic.in>, "Dr Sharat Chauhan"<cs.pon@nic.in>, "Madhya Pradesh - Chief Secretary"<cs@mp.nic.in>, "Chief Secretary Uttar Pradesh"<csup@nic.in>, "Dr Ravi Kota"<cs-assam@nic.in>, "csoffice.cg"<csoffice.cg@gov.in>, "Tripura - Chief Secretary"<cs-tripura@nic.in>, "Lieutenant Governor Puducherry"<lg@py.gov.in>, "West Bengal Chief Secretary"<cs-westbengal@nic.in>, "Chief Secretary"<cs-hp@nic.in>, "G. Sai Prasad IAS"<cs@ap.gov.in>, "Uttarakhand - Chief Secretary"<cs-uttarakhand@nic.in>, "Meghalaya - Chief Secretary"<cso-meg@nic.in>, "Haryana - Chief Secretary"<cs@hry.nic.in>, "Sentiyaenger Imchen"<csnjl@nic.in>, "Jharkhand - Chief Secretary"<cs-jharkhand@nic.in>, "Kerala - Chief Secretary"<chiefsecy@kerala.gov.in>, "Manipur - Chief Secretary"<cs-manipur@nic.in>, "Odisha - Chief Secretary"<csori@nic.in>, "Bihar - Chief Secretary"<cs-bihar@nic.in>, "Tamil Nadu - Chief Secretary"<cs@tn.gov.in>, "Karnataka - Chief Secretary"<cs@karnataka.gov.in>, "Punjab - Chief Secretary"<cs@punjab.gov.in>, "Maharashtra - Chief Secretary"<cs@maharashtra.gov.in>, "Sikkim - Chief Secretary"<cs-skm@hub.nic.in>, "Rajasthan Chief Secretary"<csraj@rajasthan.gov.in>, "Telangana - Chief Secretary"<cs@telangana.gov.in>, "Gujarat - Chief Secretary"<chiefsecretary@gujarat.gov.in>, "UTs-HoFF-Jammu & Kashmir"<pccf.for-jk@nic.in>, "UTs-HoFF-Arunachal Pradesh"<pccfnsecy-arn@nic.in>, "pccf-gnctd"<pccf-gnctd@delhi.gov.in>, "pccf-fore.goa"<pccf-fore.goa@gov.in>, "Shri Rajthilak S IFS"<lak-dcf@nic.in>, "UTs-PCCF(HoFF)-Mizoram"<mizoramforest@yahoo.co.in>, "UTs-CF-Chandigarh"<cf.chandigarh@gmail.com>, "PCCF-A&N_Islands"<pccfani@gmail.com>, "Sandeep Kumar"<hoff-assam@gov.in>, "PCCF & HoFF MP"<pccfmp@mp.gov.in>, "PCCF HoFF UP"<pccf-up@nic.in>, "HoFF-Andhra Pradesh"<prlccf_hf_apfd@ap.gov.in>, "HoFF-Chhattisgarh"<pccf-fhq@cg.gov.in>, "PCCF-HoFF_Haryana"<pccf-hry@nic.in>, "HoFF-Nagaland"<ng023@ifs.nic.in>, "HoFF-Jharkhand"<pccf-jhk@gov.in>, "Anurag Bajpai"<pccf-mn@nic.in>, "HoFF-West_Bengal"<pccfbengal@gmail.com>, "HoFF-Tripura"<pccftripura@gmail.com>, "HoFF-Kerala"<pccf.for@kerala.gov.in>, "HoFF-Maharashtra"<pccfhoffngp@mahaforest.gov.in>, "HoFF-Rajasthan"<pccf.raj.forest@rajasthan.gov.in>, "HoFF-Telangana"<pccftelangana@gmail.com>, "HoFF-Uttarakhand"<pccfuk@gmail.com>, "HoFF-Karnataka"<pccfkar@gmail.com>, "HoFF-Sikkim"<pccfcumsecretary@gmail.com>, "HoFF-BIHAR"<pccfbihar@gmail.com>, "HoFF-Gujarat"<pccf-forest@gujarat.gov.in>, "HoFF-PUNJAB"<pccfpunjab@gmail.com>, "HoFF-Meghalaya"<pccfmegh@gmail.com>, "HoFF-Odisha"<pccf.hoff@odisha.gov.in>, "Forest Tnforest"<tnforest@nic.in>, "Shri Sanjay Kumar Sinha, IFS"<pccfef.and@nic.in>, "ICFRE_DG-Dehradun"<dg@icfre.org>, "IIFM_Director-Bhopal"<director@iifm.ac.in>, "FSI_DG-Dehradun"<dgfsi@fsi.nic.in>, "Director IGNFA"<director@ignfa.gov.in>, "Dy. Director General of Forest (C) RO Bhopal"<rowz.bpl-mef@nic.in>, "DDGF_RO_Chennai"<ro.moefccc@gov.in>, "Regional Office, Bhubaneswar"<roez.bsr-mef@nic.in>, "Sub-Office Guwahati"<[File No. F.10/586/COORD/E-office/VACANCYCIRCULAR/2025 \(Computer No. 252154\)](mailto:iro.guwahati-</p>
</div>
<div data-bbox=)

mefcc@gov.in>, "Regional Office MoEF&CC, Nagpur"<apccfcentral-ngp-mef@gov.in>, "DDGF(C) MoEF&CC RO Lucknow"<rocz.lko-mef@nic.in>, "MoEF_RO-Shillong"<moefro.shillong@gov.in>, "K REGIONAL OFFICE BANGALORE"<rosz.bng-mef@nic.in>, "MoEFCC Dehradun"<moef.ddn@gov.in>, "Regional Office Gandhinagar"<iro.gandhingar-mefcc@gov.in>, "Regional Office Jaipur"<iro.jaipur-mefcc@gov.in>, "DDG_RO_Chandigarh"<ronz.chd-mef@nic.in>, "Ranchi, Regional Office"<ro.ranchi-mef@gov.in>, "DIGF-IRO_Shillong"<ro.nez.shil@gmail.com>, "IGF_IRO-Raipur"<chatur.ifs@gmail.com>, "IGF_NTCA-RO-SZ"<nsmifs@gmail.com>, "Soma Das"<mdircgbda@rediffmail.com>, "Basant Kumar"<basant.kumar67@gov.in>, "Manoj Kumar Tiwari"<tiwari.mk@gov.in>, "Santosh Tewari"<adgfc-mef@nic.in>, "Sanjayan Kumar"<ms-ntca@nic.in>, "Prabhakar D V"<dv.prabhakar@nic.in>, "VL KULLAI"<mn026.ifs@nic.in>, "Jt.CEO_CAMPA"<utt073@ifs.nic.in>, "K B SINGH"<igf.su-moefcc@gov.in>, "RaghuPrasadR-OD-1997"<mailraghuprasad@gmail.com>, "Surabhi Rai"<surabhi.rair76@gov.in>, "Kamal Jeet Singh"<bh210@ifs.nic.in>, "AMIT ANAND"<agmu216@ifs.nic.in>, "PRASHANT RAJAGOPAL"<prashant.rajagopal@nic.in>, "Dr Vaibhav C Mathur"<dig1-ntca@nic.in>, "Amit Anand"<digwl-mefcc@gov.in>, "DIGF-NAEB(KamaljeetSingh)"<kawal1974@yahoo.co.in>, "AIGF-RT (Sangeeta Mahala)"<hp188@ifs.nic.in>, "SANJAY KUMAR CHAUHAN"<sanjay.ifs12-mp@nic.in>, "Suneet Bhardwaj"<hp179.ifs@nic.in>, "DEEPIKA CHAUDHARY"<am172@ifs.nic.in>, "Suveena Thakur"<hp199.ifs@nic.in>, "DR SHOBHITA AGARWAL"<gj198@ifs.nic.in>, "S Sundar"<am207@ifs.nic.in>, "JD(WL)-Sunil Sharma"<jd-wl@nic.in>, "Md Sajid Sultan"<aig2-ntca@nic.in>, "Hemant Singh"<aig3-ntca@nic.in>, "AIGF-SachinGupta_naeb"<sachingupta1988@gmail.com>
Cc: "Deochand Bokade PPS"<deochand.bokade@nic.in>, "R Raghu Prasad"<raghu.prasad@gov.in>, "ARUP KUMAR"<arup.kumar@nic.in>, "Prem Prakash Maurya"<premp.maurya@nic.in>, "Praveer Bisht"<praveer.bisht17@gov.in>, "rajat kumar"<rajat.kumar11@gov.in>

Date: Fri, 27 Mar 2026 15:46:51 +0530

Subject: Vacancy Circular: Second Vacancy Circular for inviting nominations of Indian Forest Service officers for the appointment to the posts at various levels on tenure deputation basis under the CSS-MoEF&CC (Vacancy Year: 2026) - regarding
===== Forwarded message =====

Sir,

Kindly find attachment. Vacancy Circular: Second Vacancy Circular for inviting nominations of Indian Forest Service officers for the appointment to the posts at various levels on tenure deputation basis under the Central Staffing Scheme of the Ministry of Environment, Forest and Climate Change (Vacancy Year: 2026) - regarding.

सादर/Regards

प्रेम प्रकाश मौर्य | Prem Prakash Maurya

अवर सचिव | Under Secretary to the Government of India

भारतीय वन सेवा प्रभाग | Indian Forest Service(IFS) Division

पर्यावरण वन एवं जलवायु परिवर्तन मंत्रालय | Ministry of Environment, Forest and Climate Change,

इंदिरा पर्यावरण भवन पृथ्वी ब्लॉक, छँटा तल | Indira Paryavaran Bhawan, Prithvi Wing, 6th Floor,

जोर बाग रोड, नई दिल्ली -110 003 || Jor Bagh Road, New Delhi - 110 003

फोन नंबर | Phone No. +91 11 20819192

ईमेल (email) - ifs@nic.in

1 Attachment(s)

Vacancy Circular-CSSMoEFC...

658.4 KB

File No: 12026/01/2025-IFS-I (E-280094)
 Government of India
 Ministry of Environment, Forest and Climate Change
 (IFS-I Section)

6th Floor, Prithvi Wing,
 Indira Paryavaran Bhawan,
 Jor Bagh Road, New Delhi -110 003.
 Date: 27th March, 2026

To

The Chief Secretaries/ Administrators,
 All State Governments/ Union Territories

Subject : Second Vacancy Circular for inviting nominations of Indian Forest Service officers for the appointment to the posts at various levels on tenure deputation basis under the Central Staffing Scheme of the Ministry of Environment, Forest and Climate Change (Vacancy Year: 2026) – regarding.

Sir/ Madam,

The Ministry of Environment, Forest and Climate Change (hereinafter referred to as 'Ministry') invites nominations of eligible and willing Indian Forest Service officers for appointment in the posts in various Ministries and Organization etc. in Government of India at the level of DDGF /IGF /DIGF/ AIGF, to prepare "OFFER LIST" for respective for the vacancy year 2026, under the Central Staffing Scheme of the Ministry Environment, Forest and Climate Change (hereinafter referred to as 'Scheme') dated 06.05.2011, which is available on website <https://www.ifs.nic.in> (or) <https://moef.gov.in/ifs>.

2. As far as the eligibility of batches vis-a-vis the minimum years of service is concerned, it has been decided to invite the applications from willing IFS officers who are eligible as per the conditions laid down in Scheme of the Ministry.

3. The minimum years of service, for the respective posts will be with reference to 01.01.2026 and the minimum year of service left before superannuation (wherever applicable) will be counted from 01.01.2026.

4. It may kindly be ensured that the names of only those officers are sponsored who have completed their "cooling off" period. An officer, who has previously been on deputation, will be considered again for deputation only if the officer has completed the mandatory "cooling off" period as per extant guidelines.

5. The officers may indicate their preferences for three station in their order of priority (in column 3 of Annexure-I) of the application where they would like to be posted. However, actual appointments will be subject to availability and suitability of the officers for the post at any particular station.

6. In addition to above, as per provisions of Scheme, in exceptional cases,

where sufficient number of IFS officers are not available for the appointment to specific posts, the officers borne on the State Forest Service (SFS) whose names are included in the 'Select List' referred to in Regulation 7(3) of the IFS (Appointment by Promotion) Regulations, 1966, shall also be considered for selection for appointment. In case of posts in the North Eastern Region, the SFS officers who are yet to be included in the 'Select List' referred to above, shall also be considered.

7. If the officer selected for appointment fails to take up the central deputation assignment after the appointment is approved, he/ she will attract debarment of five years from central deputation in accordance with the provisions laid down in the Scheme.

8. Last date of receipt of complete application: The application, complete in all respects as per **Annexure-I** (Part I, II and III available on the website <https://www.ifs.nic.in> (or) <https://moef.gov.in/ifs> for different level posts), vigilance clearance, duly attested APARs (in accordance with the Scheme) and concurrence of the State Government/ Concerned Administrative Ministries where the officer is already on deputation, should be sent on **email id: ifs@nic.in** latest by **01.06.2026**. It may also be ensured that the correct and **updated Executive Record Sheet (blank copy enclosed in Annexure- A) of the applicant is also attached along with the application.**

9. Application received without the consent of the concerned State/ UT Government and/ or after the last date of receipt of applications will not be entertained.

10. The table showing the number of existing/ expected vacancies at different level and stations is placed at **Annexure-II**. However, number of vacancies and stations are tentative and may change at any time without any prior intimation. The selection will be based on actual vacancy positions available as per the administrative and technical requirement.

11. A checklist of documents to be submitted including the application in due format, has been given at **Annexure – III**.

12. The applications for the vacant posts of NTCA at Delhi, Nagpur, Bangalore, Guwahati need additional requirements which is given at **Annexure-IV**.

13. In most of the State/ Joint cadres, the Central Deputation Reserve (CDR) is highly under utilised. Therefore, the State Governments are requested to nominate sufficient number of IFS officers to apply against this vacancy circular.

P. Prakash
27/03/2026

(Prem Prakash Maurya)

Under Secretary to the Govt. of India

Tele. No.: 011 - 2081 9192

Copy to:

1. All Principal Chief Conservators of Forests (HoFF) of State/UT Administrations.
2. The Director General, Indian Council of Forestry Research and Education, P.O. New Forest, Dehradun-248 006.
3. Director, IIFM, Nehru Nagar, Bhopal-462 003.
4. The Director General, Forests Survey of India, Kaulagarh Road, Dehradun.
5. The Director, Indira Gandhi National Forest Academy, P.O. New Forest, Dehradun.
6. All IFS officers in the Ministry of Environment, Forest and Climate Change (including National Afforestation Eco-Development Board)/ Ministry of Agriculture/ Ministry of Rural Development.
7. All Ministries of Government of India
8. NIC for placing the circular on the IFS website/Spare copies.


27/02/2026

(Prem Prakash Maurya)
Under Secretary to the Govt. of India
Tele. No.: 011 - 2081 9192

ANNEXURE-J**APPLICATION FORM FOR CENTRAL DEPUTATION POSTINGS UNDER THE CENTRAL STAFFING SCHEME OF THE MINISTRY OF ENVIRONMENT, FORESTS AND CLIMATE CHANGE FOR INDIAN FOREST SERVICE OFFICERS (FOR THE POSTS AT THE LEVEL OF ADGF/DDGF/IGF/DIGF/AIGF)**

-1-

Part-I (to be filled in by the applicant)

1.	The year for which application is made	
2.	The level at which deputation is sought	
3.	Choice of Station (in order of Preference)	(i) (ii) (iii)
4.	Name of the applicant	
5.	Batch/year of allotment	
6.	Cadre	
7.	Date of Birth	
8.	Present pay scale with date of commencement of scale of pay	
9.	Present post held	
10.	Full Address for correspondence: (phone/fax/mobile/e-mail)	

11. Educational qualifications

S.No.	Degree/Diploma	University/Institute	Year	Subject(s)

12. Details of postings for the last 10 years: (in descending order)

S No.	Years (from- to)	Post held	Name of the organization	Main responsibilities in the post (in about 100 words)	Special attributes/ achievements

13. Details of all deputation postings (in descending order):

--	--	--	--	--

S No.	Years (from-to)	Post held	Organisation	Main areas of responsibilities in the post

-02-

14. Details of experience in wildlife conservation, tiger reserves or the National Tiger Conservation Authority, if any (Additional requirements for NTCA posts may be seen at Annexure IV):

15. Date of return to Cadre from last deputation:

Station:

Signature:

Date:

Name:

Ph/Mob:

Part-II (to be filled in by the concerned State/UT Government)

1.	Name of the applicant
2.	Cadre
3.	Year of allotment
4.	Date of superannuation
5.	Whether the officer is clear from vigilance angle
6.	Is there any disciplinary proceedings pending against the officer (only the cases where charge sheets have been served)
7.	Has the officer ever been reprimanded/penalized or debarred from deputation, if so the details thereof
8.	Whether original/copies(attested) of ACRs of last eight years enclosed

9. Central Deputation Reserve (in figures) as on date of sponsorship:

Authorized	Filled	Gap

10. State Deputation Reserve (in figures) as on date of sponsorship:

Authorized	Filled	Gap

1
1
It is certified that the particulars given above about the officer are correct and that in the event of the officer being selected for a posting under the CSS of the MoEFCC, the services of the officer shall be placed at the disposal of the Central Government.

Name & designation of the Head of the Forest Department of the State/UT or the Authorized Officer,
--

Date:

Place:

Signature of the officer concerned
In the State Government/UT Government

Part III (to be filled in by the concerned State/ UT Government/ Concerned Administrative ministries where the officer is on deputation to the Govt. of India)

-1-

PARTICULARS OF THE OFFICERS FOR WHOM VIGILANCE COMMENTS / CLEARANCE IS 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 **including whether the officer has functioned as a CVO in part time or additional charge capacity**
(During the ten preceding years) :

S. No	Organization (Name in full)	Designation & Place of posting	Administrative / nodal Ministry / Deptt. concerned (in case of officers of PSUs etc.)	From	To

DATE:

(NAME AND SIGNATURE)

-2-

VIGILANCE PROFILE OF OFFICERS FOR WHOM VIGILANCE COMMENTS / CLEARANCE BEING SOUGHT

(To be furnished and signed by the CVO or HOD)

8. Where 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
:
of charge sheet pending against the
officer as on date. [If so, details to be
Furnished- including reference no. If any
the Commission]
12. Is any action contemplated against the :
officer as on date. [If so, details to be
Furnished] (*)
13. Whether any complaint with vigilance :
angle is pending against officers
[If so, details to be furnished].

DATE:
SIGNATURE)

(NAME AND

(*) If vigilance clearance had been obtained from the Commission in the past, the
information may be provided for the period thereafter.

Annexure-II

S. No.	Level of Post	Number of Existing Vacancies*	Expected Stations*
1	DDGF Level	03	Dehradun (1), Lucknow (1), Ranchi (1)
2	IGF Level	05	Guwahati (1), Kolkata (1), Nagpur (2), Shimla (1)
3	DIGF Level	29	Bhopal (1), Burnihat (1), Chandigarh (3), Dehradun (10), Kolkata (1), Nagpur (3), Delhi (6), Ranchi (2), Shillong (1), Shimla (1),
4	AIGF Level	27	Bangalore (1), Bhubaneswar (1), Burnihat (2), Dehradun (6), Guwahati (1), Kolkata (2), Kurseong (3), Lucknow (1), Delhi (10)

*Number of vacancies and posting stations are tentative and liable to be changed.

-

Annexure-III

CHECK LIST

1. Whether the application has been signed by the officer applying for deputation?
2. Whether Part II and Part III has duly been filled and signed by:
 - (i) Head of Forest Department, Department of the State/UT or the Autonomous Offices.
 - (ii) Officer concerned in the State Government/ UT Government/ Concerned Administrative Ministries where the officer is on deputation.
3. Whether the duly attested APARS for respective level posts (in accordance with CSS-MoEFCC) are attached.
4. Whether State Government's Vigilance Clearance is enclosed in part III of Annexure I.
5. Whether Updated Executive Record Sheet is enclosed.

Annexure-IV**Additional requirements for NTCA posts**

i. The criteria for AIGF (NTCA) posts is as under:

- (a) (i) holding analogues post on regular basis; or
- (ii) holding posts in the scale pay of Rs.10,000 – 15200 (Pre-revised) or equivalent with five year's regular service in the grade; and
- (b) having at least five years' field experience in wildlife management

ii. The criteria for DIGF (NTCA) posts is as under:

- a. (i) holding analogues post on regular basis; or
- (ii) holding posts in the scale pay of Rs.12,000 – 18,000 (Pre-revised) or equivalent with six year's regular service in the grade; and
- (b) having at least five years of experience in a tiger reserve of protected area.

iii. The criteria for IGF (NTCA) posts is as under:

- a. (i) holding analogous post on regular basis; or
- (ii) the officer has completed minimum 19 years of service in IFS, with respect to the year of allotment; and
- b. having at least 8 years of experience in wildlife conservation, out of which five years should be in tiger reserves or the National Tiger Conservation Authority/ Project Tiger Division of the Ministry;

Complete Executive Record Sheet Report

Name of the Officer:	
Service:	Indian Forest Service
Cadre/Allotment Year :	
Date of Birth :	
Gender :	
Place of Domicile :	
Date of Appointment to IFS :	
Recruitment Source :	
IFS Cadre :	

Officer Address :		Marital Status :	
Telephone Office :		Telephone Residential:	
Fax Number:		Mobile :	
Email Address:		If Tenure Post (Yes/No), If Yes, Date of Expiry of the Tenure	

Educational Qualifications.

Qualification I	Qualification II	Qualification III

Posting Details

S. No	Date of Posting From	Date of Posting To	Post Hold	Department	Post Under (Cadre/Ex-Cadre/CDR(CSS-MoEF)/ CDR (CSS-DoP&T)	Pay Level/ Pay Scale & Grade Pay	Date of Pay Level/ Scale

Training Details

S. No.	Training Type (Domestic/ Foreign)	Financial Year	Duration (in Day/ Month)	Training From	Training To	Institute Name	Subject Name	Country Name

Specialization Details

Area of specialization I	Area of specialization II	Area of specialization III	Publication	Award

Fwd: Re: Filling up one anticipated vacancy of Secretary in the Bureau of Energy Efficiency in Level-13 of Pay Matrix on deputation basis -reg.

<
secservices secservices@nic.in
>

Shri Rajeev Verma <csdelhi@nic.in>

Mon, 30 Mar 2026 1:12:11 PM +0530

To "Secretary Power"<pspower@nic.in>,"A. Anbarasu"<secservices@nic.in>

===== Forwarded message =====

From: Chief Secretary Bihar <cs-bihar@nic.in>

To: "Shri Rajeev Verma"<csdelhi@nic.in>

Date: Mon, 30 Mar 2026 12:54:38 +0530

Subject: Re: Filling up one anticipated vacancy of Secretary in the Bureau of Energy Efficiency in Level-13 of Pay Matrix on deputation basis -reg.

===== Forwarded message =====

This has been forwarded to Secretary, Energy Department, Govt. of Bihar, Patna, Vide our reference no. 1852 dt. 30.03.2026

Chief Secretary Bihar

From: Shri Rajeev Verma <csdelhi@nic.in>

To: "cs-andamannicobar"<cs-andamannicobar@gov.in>, "CS AP"<cs@ap.gov.in>, "Naresh Kumar"<cs-arunachal@nic.in>, "Jishnu IAS"<cs-assam@nic.in>, "Chief Bihar"<cs-bihar@nic.in>, "Chief Office"<csoffice.cg@gov.in>, "Puneet Kumar Goel"<cs-go@nic.in>, "Shri Rajeev Verma"<csdelhi@nic.in>, "chiefsecretary"<chiefsecretary@gujarat.gov.in>, "cs-haryana"<cs-haryana@nic.in>, "Anil Khachi"<cs-hp@nic.in>, "Shri Singh"<cs-jharkhand@nic.in>, "cs-jandk"<cs-jandk@nic.in>, "cs"<cs@karnataka.gov.in>, "Dr"<chiefsecy@kerala.gov.in>, "chiefsecretary"<chiefsecretary@ladakh.gov.in>, "Iqbal Bains"<cs@mp.nic.in>, "cs"<cs@maharashtra.gov.in>, "cs-manipur"<cs-manipur@nic.in>, "cso-meg"<cso-meg@nic.in>, "cs-mizoram"<cs-mizoram@nic.in>, "Mr TOY"<csngl@nic.in>, "Asit Tripathy"<csori@nic.in>, "Dr Chauhan"<cs@py.gov.in>, "Chief Punjab"<cs@punjab.gov.in>, "csraj"<csraj@rajasthan.gov.in>, "Prakash"<cs-skm@hub.nic.in>, "cs"<cs@tn.gov.in>, "Somesh IAS"<cs@telangana.gov.in>, "cs-tripura"<cs-tripura@nic.in>, "CHIEF GoUP"<csup@nic.in>, "csuttaranchal"<csuttaranchal@nic.in>, "cs-westbengal"<cs-westbengal@nic.in>, "Mr Singh"<devcom-dd@nic.in>, "H. Rajesh Prasad"<cs-chd@chd.gov.in>, "A. Anbarasu IAS"<lk-advisor@gov.in>

Cc: "Dhiraj Kumar Srivastava"<dhirajsrivastava@nic.in>, "Kartik Agrawal"<fca.kartik@gov.in>, "Saket Kumar Sinha"<saket-upsc@gov.in>

Date: Wed, 25 Mar 2026 16:48:02 +0530

Subject: Filling up one anticipated vacancy of Secretary in the Bureau of Energy Efficiency in Level-13 of Pay Matrix on deputation basis -reg.

Sir,

Please find attached Vacancy Circular dated 25.03.2026 for the post of Secretary in the Bureau of Energy Efficiency in Level-13 of

Pay Matrix on deputation basis for information and necessary action.

With Regards,

EC,ET&EV Division,
Ministry of Power

1 Attachment(s)

Vacancy Circular dated 25.03....
1.6 MB



No.13/06/2022-EC

भारत सरकार/Government of India

विद्युत मंत्रालय/Ministry of Power

Date: 25.03.2026

VACANCY CIRCULAR

Subject: Filling up one anticipated vacancy of Secretary in the Bureau of Energy Efficiency in Level- 13 of Pay Matrix on deputation basis-reg.

It is proposed to fill up one anticipated vacancy of Secretary in the Bureau of Energy Efficiency in Level- 13 of Pay Matrix on deputation basis.

Bureau of Energy Efficiency (BEE) is a statutory body under the Ministry of Power, Government of India, established under the provisions of Energy Conservation Act, 2001 to promote energy efficiency in the country. Secretary, BEE is an administrative post and it assists Directorate General of BEE in day to day functions.

2. Eligibility Conditions:**A. Essential qualifications and experience**

The appointment to the post of Secretary shall be made on deputation from amongst officers of the Central Government or State Governments or Statutory Bodies or Autonomous Bodies under the Central or State Governments, holding a post not below the rank of Deputy Secretary to the Government of India.

B. Desirable experience

(i) Experience in the field of generation, transmission, distribution of power or energy conservation;

(ii) Experience in administrative, financial and budgetary matters.

3. List of duties & responsibilities attached to the post of Secretary:

Secretary, BEE is an administrative post and it assists DG, BEE in day to day functions.

4. Scale of Pay and Allowances:

(a) The Secretary shall be entitled to draw salary in the Pay Matrix-13 of 7th CPC; Provided that where an officer of the Central or State Government is appointed as Secretary his pay being drawn from the parent Government shall be protected.

(b) The pension and the leave salary contribution in respect of a person appointed from a Public Sector Undertaking or autonomous or statutory organization shall be paid by the Bureau to the lending Government.

(c) The Secretary shall be entitled to dearness allowance appropriate to his pay at the rate admissible to a Group 'A' officer of the corresponding status in the Central Government.

(d) The other terms and conditions of the service of the Secretary for which the provisions have not been made in these rules, including entitlement of leave salary, leave travel concession, travelling allowance, medical facilities, shall be such as are admissible to a Group 'A' officer of the corresponding status in the Central Government.

5. Age limit:

The maximum age limit for appointment to the post of Secretary, BEE on deputation basis, shall be 56 years as on closing date of receipt of applications.

6. Period of Deputation:

The Secretary shall hold office for a term of three years normally, from the date on which he/she enters upon his/her officer or, till the date of his/her superannuation in his/her parent cadre, whichever is earlier. The term of deputation may be extended where considered necessary up to a period of five years.

7. The application (in duplicate) only in the prescribed proforma (Annexure-I) of the eligible candidates whose services can be spared immediately on selection, together with the certificate from the forwarding Authority (in proforma Annexure-II) available on the website of the Ministry of Power or the Bureau of Energy Efficiency shall be considered. 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 through proper channel in the enclosed proforma (**as Annexed**), in duplicate, together with the following documents/ information and six passport size photographs to the **Under Secretary (EC), Room No. 6424, Zone-IV, 6th Floor, GPOA-3 Building, Africa Avenue, Netaji Nagar, New Delhi-110023 within 45 days from the date of publishing of this circular in the Employment News:**

- (i) Annual Performance Appraisal 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.

Applications not in prescribed proforma or not forwarded through proper channel or not with requisite enclosures will be summarily rejected and no communication in this regard shall be entertained at any stage of recruitment.

he

Proforma for application can be downloaded from website of Ministry of Power- <https://powermin.gov.in/> and website of Bureau of Energy Efficiency- <https://beeindia.gov.in/en>.

8. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.

del
25.03.2026

Under Secretary (EC, ET & EV)
Ministry of Power

Copy to:

1. Secretary to Government of India, all Ministries/Departments of Govt. of India (through e-HRMS 2.0); with a request to give wide publicity to the vacancy in their Ministries/ Departments/ Attached & Subordinate Offices/ Statutory & Autonomous Organization under their Ministry/ Departments.
2. Under Secretary, CS-I Division, DoP&T with a request to upload the vacancy on DoP&T website and e-HRMS portal
3. Web Cell, Ministry of Power/BEE with a request to upload the Vacancy circular on the official website of the Ministry/BEE.
4. Chief Secretaries/ Administrators all States/UTs
5. CMDs of all PSUs of MoP

ANNEXURE**CURRICULUM VITAE PROFORMA**

1.	Name and Address (in Block Letters)					
2.	Date of Birth (in Christian era)					
3.	Date of retirement under Central/ State Government Rules					
4.	Educational Qualifications					
5.	Whether Educational and other qualifications required for the post are satisfied. (if any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	Qualifications/Experience required		Qualifications/Experience possessed by the officer		
Essential: (1) (2) (3) Desired: (1) (2)						
6.	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post.					
7.	Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient:					
	Office/ Institution	Post held	From	To	Scale of pay and Basic pay	Nature of duties (in details)
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) Statutory Organization (e) Others	
11.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.	
12.	Are you in Revised Scale or Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.	
13.	Total emoluments per month now drawn	
14.	Additional information, if any, which you would like to mention in support of your support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training; and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement) [Note: Enclose a separate sheet, if the space is insufficient]	
15.	Whether belong to SC/ST	



16	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]	
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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.

Date:-----

Signature of the candidate

Address:-----

Countersigned

(Employer with Seal)

Annexure-II**(Certificate to be furnished by the Employer/Head of Office/Forwarding Authority)**

Certified that the particulars furnished by _____ are correct and he/she possesses educational qualifications and experience mentioned in the vacancy circular.

2. Also certified that: -

- i. There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. _____
- ii. His/Her integrity is certified.
- iii. The photocopies of the APARs for the last 5 years (for the year from 2020-21 to 2024-25) duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed.
- iv. *No major/minor penalty has been imposed on him/her during the last 10 years.
- v. *A list of major/minor penalties imposed on him/her during the last 10 years is enclosed. *
- vi. This office has no objection in relieving the official in case of his/her appointment to the post.

Signature :
 Name & Designation :
 Telephone No. :
 Fax No. :
 Office Seal :

Place:

Dated:

he



सत्यमेव जयते

TEL : 91-33-2357 0090/ 0092
E mail : director@ansi.gov.in
pmi.anthropology@gmail.com
Website : www.ansi.gov.in

आजादी का
अमृत महोत्सव

भारतीय मानवविज्ञान सर्वेक्षण

संस्कृति मंत्रालय

भारत सरकार

इ एन 7-9, सेक्टर - V, साल्ट लेक सिटी
कोलकाता - 700 091

ANTHROPOLOGICAL SURVEY OF INDIA
MINISTRY OF CULTURE
GOVERNMENT OF INDIA
E N - 7-9, SECTOR - V, SALT LAKE CITY
KOLKATA - 700 091

File No. 2-175/2022/Estt.

File No. GAD/2026/11220

Dated: 17 MAR 2026

Subject:

Filling up one post of Joint Director, General Central Service, Group-'A', Gazetted, Non-Ministerial in the LEVEL-13 (Rs. 1, 23,100-2,15,900) by deputation (including short term contract) basis in the Anthropological Survey of India- regarding.

Application are invited for appointment to the 01 (One) post of Joint Director, General Central Service, Group-A, Gazetted), Non-Ministerial in the LEVEL-13 (Rs. 1,23,100-2,15,900/-) in the Anthropological Survey of India, Kolkata a Sub-ordinate office under Ministry of Culture on deputation (including short term contract) basis from the Officers of the Central Government or State Government or Union territories or autonomous and statutory bodies or public sector undertakings or recognized Research institution or universities:-

- (A) (i) holding analogous post on regular basis in the parent cadre or department; or
(ii) five years' regular service in level-12 (Rs. 78800-209200/-) in the pay matrix or equivalent in the parent cadre or department; and
(B) Possessing the following qualifications and experience;
(i) Doctorate Degree in Anthropology from a recognized university or institute;
(ii) Ten years research experience in the field of Anthropology;
(iii) Published work in Anthropology.

Desirable: At least one-year administrative experience

Note 1: Period of deputation (including Short - term - contract) including period of deputation (including Short-term-contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed five years.

Note 2: The maximum age limit for appointment by deputation (including Short-term-contract) shall be not exceeding fifty-six years as on the closing date of receipt of applications.

Period of deputation ordinarily does not exceed 3 years. Initially the place of posting will be Central Regional Centre, Nagpur office of this Survey but incumbent liable to transfer anywhere in India.

Complete Bio-Data in the given Proforma (Annexure-II) along with the complete and up-to-date APAR for the last five years duly attested on each page, along with their cadre clearance, vigilance clearance, integrity certificate and a statement of major/minor penalties imposed, if any, during the last ten years, kindly be forwarded through proper channel to the Director, Anthropological Survey of India, Government of India, Ministry of Culture, E.N-7-9, Sector-V, Salt Lake City, Kolkata- 700 091 within sixty days' time from the date of publication of this advertisement in the "Employment News". Application received after the last date or otherwise found incomplete will not be considered and will stand rejected. Applications received after the due date or otherwise incomplete will not be considered and will stand rejected.

(MURALI KOTAL)
HEAD OF OFFICE

कार्यालय अध्यक्ष
Head of Office

भारतीय मानवविज्ञान सर्वेक्षण
Anthropological Survey of India
भारत सरकार / Govt. of India
इ एन 79, सेक्टर-V साल्ट लेक सिटी
EN 79, Sector-V, Salt Lake City
कोलकाता-700 091

BIO-DATA / CURRICULUM VITAE PROFORMA**ANNEXURE-II**

01. (a) Name and Address (in Block Letters)	
(b) Mobile No.	
(c) E-mail Id.	
(d) Post applied for	
2. Date of Birth (in Christian era)	
3. i) Date of entry into service	
ii) Date of retirement under Central/State Government Rules	
4. Educational Qualifications	
5. Whether Educational and other qualifications required for the post are satisfied (if any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
Qualifications/Experience required as mentioned in the advertisement/vacancy circular	Qualifications/experience possessed by the officer
Essential	Essential
A) Qualification Officers of the Central Government or State Government or Union territories or autonomous and statutory bodies or public sector undertakings or recognized Research institution or universities: - A. (i) holding analogous post on regular basis in the parent cadre or department; or (ii) five years' regular service in level-12 (Rs. 78800- 209200/-) in the pay matrix or equivalent in the parent cadre or department; and B. Possessing the following qualifications and experience; (i) Doctorate Degree in Anthropology from a recognized university or institute; (ii) Published work in Anthropology.	A) Qualification
B) Experience (i) Ten years research experience in the field of Anthropology:	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
At least one year administrative experience	
5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of circular and issue of Advertisement in the Employment News. 5.2 Note: In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.	

6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.					
6.1 Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.					
7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.					
Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in details) Highlighting experience required for the post applied for
8. Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent or Permanent					
9. In case the present employment is held on deputation/contract basis please state					
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs	d) Name of the post and Pay of the post held in substantive capacity in the parent organization		
9.1 Note: In case of Officer already on deputation, the applications of such officers should be forwarded by the parent cadre/department along with Cadre Clearance, Vigilance Clearance and Integrity certificate					
9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization					
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details					
11 Additional details above present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others					
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.					
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.					
14. Total emoluments per month now drawn					
Basic Pay in the PB	Grade Pay		Total Emoluments		

15. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc., (with break up details)	Total Emoluments
16.A. Additional information , if any, relevant to the post you applied for in support of your suitability for the post (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy. Circular/Advertisement (Note: Enclose a separate sheet, if the space is insufficient)		
16.B. Achievements: The candidates are requested to indicate information with regard to (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) any research/innovative measure involving official recognition (vi) any other information (Note: Enclose a separate sheet if the space is insufficient)		
17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis# (Officers under Central/State Government are only eligible for "Absorption" Candidates or non-Government Organizations are eligible only for short Term contract # (The option of 'STC/Absorption/Re-employment are available only if the vacancy circular specially mentioned recruitment by STC or Absorption or Re-employment		
18. Whether belongs to SC/ST		

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

Dated:

(Signature of the candidate)

Certification by employer/Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He /She possess educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected he/she will be relieved immediately.

2. Also certified that:-

- (i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.....
- (ii) His/Her integrity is certified.
- (iii) His/Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary or the Govt. of India or above are enclosed.
- (iv) No major/minor penalty has been imposed on him/her during the last 10 years or a list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

**Countersigned
(Employer/Cadre Controlling Authority with Seal)**

No. 2-175/2022/Estt.

17 MAR 2026
dated:

Copy forwarded to:

- (1) The Under Secretary, Ministry of Culture, A&A Section, New Delhi, with the request kindly to take necessary steps for circulation of the vacancy to all the attached, Subordinate office, Autonomous and statutory bodies under Ministry of Culture and also requested to take necessary steps for uploading the advertisement in the Ministry's website.
- (2) Chief Secretary, Government of Arunachal Pradesh, Secretariat, Itanagar- 791111 with the request to take necessary steps to circulate the vacancy circular to all the State Government Offices under your Jurisdiction.
- (3) Chief Secretary, Government of Assam Secretariat Block -C 3rd Floor, Dispur, Guwahati-781006, with the request to take necessary steps to circulate the vacancy circular to all the State Government Offices under your Jurisdiction.
- (4) Chief Secretary, Government of Bihar, Old Secretariat, Rajbansi Nagar, Patna, Bihar -800015, with the request to take necessary steps to circulate the vacancy circular to all the State Government Offices under your Jurisdiction.
- (5) Chief Secretary, Government of Chattishgarh DKS Bhavan Mantralay Raipur-492001 with the request to take necessary steps to circulate the vacancy circular to all the State Government Offices under your Jurisdiction.,
- (6) Chief Secretary, Government of Goa, Secretariat, Porvorim, Goa- 403001 with the request to take necessary steps to circulate the vacancy circular to all the State Government Offices under your Jurisdiction.,
- (7) Chief Secretary, Government of Gujrat, Block no.1, 3rd Floor, New Sachivalaya Complex, Gandhi Nagar-382010 with the request to take necessary steps to circulate the vacancy circular to all the State Government Offices under your Jurisdiction.,
- (8) Chief Secretary, Government of Haryana, Secretariat, Chandigarh -160001 with the request to take necessary steps to circulate the vacancy circular to all the State Government Offices under your Jurisdiction.,
- (9) Chief Secretary, Government of Himachal Pradesh Secretariat Shimla -171001 with the request to take necessary steps to circulate the vacancy circular to all the State Government Offices under your Jurisdiction.,
- (10) Chief Secretary, Government of Andhra Pradesh Secretariat Hyderabad-500022, with the request to take necessary steps to circulate the vacancy circular to all the State Government Offices under your Jurisdiction.
- (11) Chief Secretary, Government of Jammu & Kashmir, Civil Secretariat, Srihagar-190001 with the request to take necessary steps to circulate the vacancy circular to all the State Government Offices under your Jurisdiction.,
- (12) Chief Secretary, Government of Jharkhand, Secretariat, Ranchi -834001 with the request to take necessary steps to circulate the vacancy circular to all the State Government Offices under your Jurisdiction.,
- (13) Chief Secretary, Government of Karnataka 3rd Floor, Vidhan Sabha Secretariat, Bangalore-560001, with the request to take necessary steps to circulate the vacancy circular to all the State Government Offices under your Jurisdiction.
- (14) Chief Secretary, Government of Kerala Secretariat Thiruvanthapuram -695001 with the request to take necessary steps to circulate the vacancy circular to all the State Government Offices under your Jurisdiction.,
- (15) Chief Secretary, Government of Maharastra, 5th Floor Main Building Mantralaya, Mumbai-400032 with the request to take necessary steps to circulate the vacancy circular to all the State Government Offices under your Jurisdiction.,
- (16) Chief Secretary, Government of Madhya Pradesh, Vallabh Bhawan Mantralaya, Bhopal-462003 with the request to take necessary steps to circulate the vacancy circular to all the State Government Offices under your Jurisdiction.,
- (17) Chief Secretary, Government of Manipur, Room No. 171, South Block Secretariat, Imphal -795001 with the request to take necessary steps to circulate the vacancy circular to all the State Government Offices under your Jurisdiction.,
- (18) Chief Secretary, Government of Meghalaya, Main Secretariat Building, Shillong-793001 with the request to take necessary steps to circulate the vacancy circular to all the State Government Offices under your Jurisdiction.,
- (19) Chief Secretary, Government of Mizoram, Civil Secretariat Block -C, Aizawl-796001 with the request to take necessary steps to circulate the vacancy circular to all the State Government Offices under your Jurisdiction.,
- (20) Chief Secretary, Government of Nagaland Secretariat Kohima-797001 with the request to take necessary steps to circulate the vacancy circular to all the State Government Offices under your Jurisdiction.,
- (21) Chief Secretary, Government of NCT of Delhi, New Secretariat Building, I.P. Estate, New Delhi-110002 with the request to take necessary steps to circulate the vacancy circular to all the State Government Offices under your Jurisdiction.,
- (22) Chief Secretary, Government of Odisha Secretariat, Bhubaneswar- 751001 with the request to take necessary steps to circulate the vacancy circular to all the State Government Offices under your Jurisdiction.,

- (23) Chief Secretary, Government of Puducherry, Secretariat 1, Beach Road, Puducherry-605001 with the request to take necessary steps to circulate the vacancy circular to all the State Government Offices under your Jurisdiction.,
- (24) Chief Secretary, Government of Punjab, Punjab Civil Secretariat, Chandigarh-160001 with the request to take necessary steps to circulate the vacancy circular to all the State Government Offices under your Jurisdiction.,
- (25) Chief Secretary, Government of Rajasthan Secretariat, Jaipur-302005 with the request to take necessary steps to circulate the vacancy circular to all the State Government Offices under your Jurisdiction.,
- (26) Chief Secretary, Government of Sikkim, Gangtok -737101 with the request to take necessary steps to circulate the vacancy circular to all the State Government Offices under your Jurisdiction.,
- (27) Chief Secretary, Government of Tamil Nadu Secretariat, Chennai -600009 with the request to take necessary steps to circulate the vacancy circular to all the State Government Offices under your Jurisdiction.,
- (28) Chief Secretary, Government of Telangana Secretariat, Hyderabad -500022 with the request to take necessary steps to circulate the vacancy circular to all the State Government Offices under your Jurisdiction.,
- (29) Chief Secretary, Government of Tripura, Civil Secretariat, Agartala -799001 with the request to take necessary steps to circulate the vacancy circular to all the State Government Offices under your Jurisdiction.,
- (30) Chief Secretary, Government of Uttar Pradesh, LalBahadurShastri Bhawan, UP Secretariat, Lucknow -226001
- (31) Chief Secretary, Government of Uttarakhand Secretariat, 4B Subhash Road, Dehradun -248001 with the request to take necessary steps to circulate the vacancy circular to all the State Government Offices under your Jurisdiction.,
- (32) Chief Secretary, Government of West Bengal, Writers Building, Kolkata-700001, with the request to take necessary steps to circulate the vacancy circular to all the State Government Offices under your Jurisdiction.
- (33) Chief Secretary, Government of U.T. Of Andaman & Nicobar Islands, Secretariat Port Blair, Andaman -744101
- (34) Adviser to Administrator. U.T. of Chandigarh Secretariat, Sector 9 Chandigarh-160001, with the request to take necessary steps to circulate the vacancy circular to all the State Government Offices under your Jurisdiction.
- (35) Administrator Union Territory, Dadra & Nagar Haveli Secretariat, Silvassa -3962305, with the request to take necessary steps to circulate the vacancy circular to all the State Government Offices under your Jurisdiction.
- (36) Administrator U.T, Daman & Diu Secretariat, Moti, Daman-396220 with the request to take necessary steps to circulate the vacancy circular to all the State Government Offices under your Jurisdiction.,
- (37) Administrator U.T, Lakshadweep Secretariat, Lakshadweep House, Kavaratti-682555 with the request to take necessary steps to circulate the vacancy circular to all the State Government Offices under your Jurisdiction.
- (38) The Director General, Archaeological Survey of India, O/o the Director General, Dharohar Bhawan, 24, Tilak Marg, New Delhi-110001, with the request to circulate the vacancy circular among the eligible officers to all the offices under your control.
- (39) The Director General, National Archives of India, O/o the Director General of Archives, Janpath, New Delhi-110001, with the request to circulate the vacancy circular among the eligible officers to all the offices under your control.
- (40) The Director, National Gallery of Modern Art, Jaipur House, India Gate, New Delhi- 110003, with the request to circulate the vacancy circular among the eligible officers to all the offices under your control.
- (41) The Director, National Library, Belvedere, Alipore, Kolkata- 700 027, with the request to circulate the vacancy circular among the eligible officers in your organization.
- (42) The Registrar, Assam University, Assam University, Silchar, Assam-788011, with the request to circulate the vacancy circular among the eligible officers in your university.
- (43) The Registrar, Rajiv Gandhi University, Rono Hills, Doimukh, Arunachal Pradesh-791112, with the request to circulate the vacancy circular among the eligible officers in your University..
- (44) The Registrar, Banaras Hindu University, Varanasi, Uttar Pradesh-221005, with the request to circulate the vacancy circular among the eligible officers in your University..
- (45) The Registrar, University of Hyderabad, Prof. C. R. Road, P.O.- Central University, Gachibowli, Hyderabad, 500046, with the request to circulate the vacancy circular among the eligible officers in your University..
- (46) The Registrar, Central University of Karnataka, Central University of Karnataka, Kadaganchi, Karnataka-585367, with the request to circulate the vacancy circular among the eligible officers in your University..
- (47) The Registrar, Central University of Kerala, Central University of Kerala, Tejaswini Hills, Periyar, Kerala- 671316, with the request to circulate the vacancy circular among the eligible officers in your University.
- (48) The Registrar, Andhra University, Visakhapatnam, Andhra Pradesh- 530003, with the request to circulate the vacancy circular among the eligible officers in your university.
- (49) The Registrar, Sri Venkateshwara University, Tirupati- 517502, with the request to circulate the vacancy circular among the eligible officers in your University..

- (50) The Registrar, University of Allahabad, Prayagraj (Allahabad), Uttar Pradesh- 211002, with the request to circulate the vacancy circular among the eligible officers in your University.
- (51) The Registrar, North East Hill University, Dist- East Khasi Hills, Shillong- 793022, with the request to circulate the vacancy circular among the eligible officers in your University..
- (52) The Registrar, Utkal University, Vani Bihar, Bhubaneswar, Odisha- 751004, with the request to circulate the vacancy circular among the eligible officers in your university.
- (53) The Registrar, University of North Bengal, PO- North Bengal University, Distt- Darjeeling, West Bengal - 734013 with the request to circulate the vacancy circular among the eligible officers in your University..
- (54) The Registrar, Gauhati University, Gopinath Bardoloi Nagar, Guwahati- 781014, with the request to circulate the vacancy circular among the eligible officers in your university.
- (55) The Registrar, Kannur University, Thavakkara, PO- Civil Station, Kannur- 670002, Kerala. with the request to circulate the vacancy circular among the eligible officers in your university.
- (56) The Registrar, Delhi University, Main Campus, Delhi- 110007, with the request to circulate the vacancy circular among the eligible officers in your university.
- (57) The Registrar, University of Lucknow, Lucknow-226007, with the request to circulate the vacancy circular among the eligible officers in your university.
- (58) The Director, National Library, Belvedere, Kolkata -700027, with the request to circulate the vacancy circular among the eligible officers in your University..
- (59) The Director, National Museum, Janpath -110001, with the request to circulate the vacancy circular among the eligible officers in your University..
- (60) The Director, National Gallery of Modern Art, Jaipur House, India Gate, New Delhi-110003, with the request to circulate the vacancy circular among the eligible officers in your organization.
- (61) The Director, National Research Laboratory for Conservation of Cultural Property (NRLC), Sector E/3, Aliganj, Lucknow, Uttar Pradesh- 226024, with the request to circulate among the eligible officers in your organizations.
- (62) The Director, National Monuments Authority, 24, Tilak Marg, New Delhi- 110 001, with the request to circulate the vacancy circular among the eligible officers in your organizations.
- (63) The Head of Office, Anthropological Survey of India, With the request to take necessary steps for circulation the vacancy circular to various Central Government /autonomous organizations under your jurisdiction.
- (64) Notice Board, Anthropological Survey of India, Kolkata


(MURALI KOTAL)
HEAD OF OFFICE

कार्यालय अध्यक्ष
Head of Office
भारतीय मानवविज्ञान सर्वेक्षण
Anthropological Survey of India
भारत सरकार / Govt. of India
इ एन 79, सेक्टर-V, सॉल्ट लेक सिटी
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