

Fwd: Subject: Circulation of Vacancy Circular for Filling up 10 Posts of Senior Investigator (Group 'B') in the National Commission for Scheduled Castes on Deputation Basis (Including Short-Term Contract) – reg.

Shri Rajeev Verma <csdelhi@nic.in>

Tue, 18 Nov 2025 6:49:04 PM +0530

To "Secretary Services"<secservices@nic.in>

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

From: Annu Lohchab <annu.lohchab@ncsc.gov.in>

To: "Dr Reddy" <cs@ap.gov.in>, "cs-andaman" <cs-andaman@nic.in>, "cs-arunchal" <cs-arunchal@nic.in>, "cs-assam" <cs-assam@nic.in>, "cs-bihar" <cs-bihar@nic.in>, "csoffice-cg" <csoffice-cg@gov.in>, "Shri Dev" <csdelhi@nic.in>, "Chief Secretary" <cs-goaa@nic.in>, "chiefsecretary" <chiefsecretary@gujarat.gov.in>, "cs" <cs@hry.nic.in>, "cs-hp" <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>, "Iqbal Bains" <cs@mp.nic.in>, "cs" <cs@maharashtra.gov.in>, "cs-manipur" <cs-manipur@nic.in>, "cso-meg" <cso-meg@nic.in>, "cso-mizoram" <cso-mizoram@nic.in>, "csngl" <csngl@nic.in>, "Shri Jena" <csori@nic.in>, "cspondicherry" <cs.pondicherry@nic.in>, "Chief Punjab" <cs@punjab.gov.in>, "csraj" <csraj@rajasthan.gov.in>, "cs-skm" <cs-skm@hubnic.in>, "cs" <cs@tn.gov.in>, "CS Telangana" <cs@telangana.gov.in>, "cs-tripura" <cs-tripura@nic.in>, "CHIEF UP" <csup@nic.in>, "chief secretary" <cs-uttarakhand@nic.in>, "cs-westbengal" <cs-westbengal@nic.in>, "pers-dd" <pers-dd@nic.in>, "lk-admin" <lk-admin@nic.in>, "ADMR CHD" <admr-chd@nic.in>, "chiefsecretary" <chiefsecretary@ladakh.gov.in>, "Shri Rahate" <secy-jus@gov.in>, "Manoj Ahuja" <secy-agri@gov.in>, "secy-ayush" <secy-ayush@nic.in>, "fertsec" <fertsec@nic.in>, "Anil Jain" <secy.moc@nic.in>, "Commerce Office" <csoffice@nic.in>, "Anshu Prakash" <secy-dot@nic.in>, "Nidhi Khare" <secy-ca@nic.in>, "secy-food" <secy-food@nic.in>, "secy-coop" <secy-coop@gov.in>, "Govind Mohan" <secy-culture@nic.in>, "DEFENCE SECRETARY" <defsecy@nic.in>, "Raj Kumar" <sdpns@nic.in>, "secyesw" <secyesw@nic.in>, "K. Sanjay Murthy" <secy.dhe@nic.in>, "secysel" <secy.sel@nic.in>, "Ajay Sawhney" <secretary@meity.gov.in>, "psfs" <psfs@mea.gov.in>, "secy-dea" <secy-dea@nic.in>, "T.V. Somanathan" <secyexp@nic.in>, "Secretary DFS" <secy-fs@nic.in>, "secyahd" <secyahd@nic.in>, "secy-fisheries" <secy-fisheries@gov.in>, "secymofpi" <secy.mofpi@nic.in>, "Mr Bhushan" <secyhfw@nic.in>, "shioff" <shioff@nic.in>, "Ajay Bhalla" <hshso@nic.in>, "secybm" <secybm@nic.in>, "Mr MISHRA" <secyurban@nic.in>, "Aparna Chandra" <secy.inb@nic.in>, "secydws" <secydws@nic.in>, "Rajiv Mani" <secyoffice-ld@gov.in>, "Bidyut Swain" <secretary-msme@nic.in>, "secy-mines" <secy-mines@nic.in>, "secy-mma" <secy-mma@nic.in>, "Ajay bhalla" <secy_mop@nic.in>, "Gudey Srinivas" <secympa@nic.in>, "secy-argp" <secy-argp@nic.in>, "Secy PNG" <sec.png@nic.in>, "Shri Kumar" <secy-power@nic.in>, "SECRETARY MORTH" <secy-road@nic.in>, "secyrd" <secyrd@nic.in>, "secy-dolr" <secy-dolr@nic.in>, "Atul Tiwari" <secy-msde@nic.in>, "Anjali Bhawra" <secywel@nic.in>, "Dr" <secretary@mospi.gov.in>, "Rachna Shah" <secy-textiles@nic.in>, "Secretary Tourism" <sectour@nic.in>, "Secretary Affairs" <secy-tribal@nic.in>, "Mr Pandey" <secy.wcd@nic.in>, "secypresident" <secy.president@rb.nic.in>, "secy" <secy@ncst.nic.in>, "secy-ncsk" <secy-ncsk@gov.in>, "secy-ncbc" <secy-ncbc@nic.in>, "secy-ncm" <secy-ncm@nic.in>, "sgnhrc" <sg.nhrc@nic.in>, "chairperson-ncw" <chairperson-ncw@nic.in>, "sec-jus" <sec-jus@gov.in>, "secy-ya" <secy-ya@nic.in>, "secyer" <secyer@mea.gov.in>, "cabinet" <cabinet@nic.in>, "ceo-niti" <ceo-niti@gov.in>, "shukladivvyansh" <shukla.divvyansh@gov.in>

Cc: "Kalloo Ram" <kalloo.ram@gov.in>

Date: Tue, 18 Nov 2025 18:44:35 +0530

1

Subject: Subject: Circulation of Vacancy Circular for Filling up 10 Posts of Senior Investigator (Group 'B') in the National Commission for Scheduled Castes on Deputation Basis (Including Short-Term Contract) – reg.

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

Sir/Madam,

I am directed to forward herewith the vacancy circular (copy enclosed) regarding the filling up of 10 posts of Senior Investigator (Group 'B') in the National Commission for Scheduled Castes (NCSC) on deputation basis (including short-term contract).

It is requested that the vacancy circular may kindly be circulated widely among all eligible officers in your Ministry/Department/State Government, including subordinate/attached offices, for inviting applications within the prescribed timeline.

This issues with the approval of the Competent Authority.

Regards,

Annu Lohchab

LDC(Admin.)

National Commission for Scheduled Castes,

5th & 7th Floor, Lok Nayak Bhawan, Khan Market

New Delhi - 110003

1 Attachment(s)

English_Hindi_.pdf

4.7 MB



No. NCSC-Adm.02/3/2025-ADMIN [100968]

Government of India

National Commission for Scheduled Castes

(A Constitutional body set up under Article 338 of the Constitution of India)

5th & 7th Floor, Lok Nayak Bhawan
Khan Market, New Delhi.

Dated: 17.11.2025

To,

1. All Ministries/ Departments of Govt. of India
2. Chief Secretary of all States/UTs

Subject: Filling up of 10 (Ten) posts of Senior Investigator (Group 'B') in the National Commission for Scheduled Castes (NCSC) on deputation basis (including short-term contract)- reg.

Sir/Madam,

I am directed to invite applications for filling up the following post on deputation basis (including short-term contract) in the National Commission for Scheduled Castes as per details below: -

Sl No	Name of post	No of post	Classification	Scale of pay	Tentative places of posting
1	Senior Investigator	10*	General Central Service Group 'B' Non-Gazetted Non-Ministerial	Level-7 in the pay matrix (Rs. 44900-142400)	NCSC Headquarters at New Delhi or in any of the State Offices of the Commission

* National Commission for Scheduled Castes can increase or decrease number of vacancies.

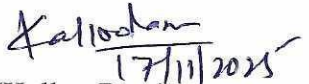
2. The eligibility and other requirements are given in Annexure-I. The terms and conditions of the deputation would be the same as prescribed by the Department of Personnel & Training vide their O.M. No. 6/8/2009-Estt. (Pay I) dated 17.06.2010 as amended from time to time.

3. Applications should be sent through proper channel in the prescribed Proforma (Annexure-II). While forwarding the applications, concerned Ministries/Department should send the up-to-date APARs of last five years and Vigilance clearance certificate of the applicant. It may also be ensured that no major/ minor penalty has been imposed on the concerned officer and the particulars furnished by the applicant are correct and that no disciplinary/ vigilance case is either pending or contemplated against the applicant.

Vallabhan
17/11/25

4. It is requested that vacancy may be given wide publicity and the particulars of eligible officers who are fulfilling the eligibility criteria and who are willing to be considered for deputation and also possessing requisite experience and whose services can be spared by the parent Department may kindly be forwarded to this office within 60 days from date of publication of the advertisement in Employment News. Applications received after the last date or without the APARs or otherwise found incomplete or not received through proper channel will not be considered. No applicant will be permitted to withdraw his/ her name after selection. This advertisement and other details/ annexures are also available on the website of the NCSC i.e. <https://ncsc.nic.in>.

Yours faithfully,


(Kalloo Ram)

Under Secretary to the Govt. of India

Copy to

1. DoP&T with a request to upload on their website for wider publicity.
2. Department of Social Justice and Empowerment, Ministry of Social Justice and Empowerment [Under Secretary (SCD-VI)], Shastri Bhawan, New Delhi with a request to get it uploaded on the website of MoSJE for wider publicity.
3. IT Section, NCSC for uploading in the website of the Commission.
4. All State Offices of NCSC

Copy for information to:

1. Addl. PS to Hon'ble Chairman/ PS to Hon'ble Members.
2. PPS to Secretary, NCSC.

Annexure-I

Eligibility conditions, Educational Qualification, Experience etc. for filling up of the post on Deputation Basis.

1. Senior Investigator

Officers under the Central Government or State Governments or Union Territories or Universities or recognized Research Institutions or Public Sector Undertakings or Autonomous or Statutory organizations: -

- (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 the posts in level 6 in pay matrix (Rs. 35400-112400/-) in the parent cadre or department; and
- (b) possessing the educational qualifications and experience as detailed below-
 - (i) Master's Degree of a recognized University or Institution in Social Work or Sociology or Economics or Anthropology or Social Anthropology or Applied Anthropology or Statistics or Psychology or Geography or Mathematics (with statistics).
 - (ii) One year experience of conducting survey or research in the field of social welfare including analysis of data and preparation of the reports.

Note-1: The departmental officers in the feeder category who are in direct line of promotion are not eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note-2: Period of deputation (including 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 three years. The maximum age-limit for appointment by deputation is not exceeding fifty-six years as on the closing date of receipt of applications.

Kalra
17/11/2025

PROFRORMA

BIO-DATA/CURRICULUM VITAE

Post applied for _____

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. Education 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 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. Ad-hoc or Temporary of /Quasi-Permanent of 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
<p>9.1Note: 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.</p> <p>9.2Note: 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/ organisation</p>			

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) <ul style="list-style-type: none"> a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others 			
12. Please state whether you are working 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 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: Enclosed a separate sheet, if the space is insufficient)			
16.B Achievements: The candidates are requested to indicate information with regard to; <ul style="list-style-type: none"> (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation 			

(iii) Affiliation with the professional bodies/instructions/societies and; (iv) Patents registered in won name or achieved for the organization (v) Any research/ innovative measure involving official recognition (vi) Any other information (Note: Enclose a separate sheet if the space is insufficient)	
17. Please state whether you are applying for deputation (ISTC/Absorption/Re-employment Basis. # (Officers under Central/State Governments are only eligible for 'Absorption'. Candidates of non-Government Organizations are eligible only for Short Term contract)	
# (The option of 'STC'/ 'Absorption'/ 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
18. Whether belongs to SC/ST	

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

(Signature of the candidate)

Address _____

Email ID _____

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 in 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)



संख्या एनसीएससी/प्रशा.02/3/2025-प्रशासन [100968]

भारत सरकार

राष्ट्रीय अनुसूचित जाति आयोग

(भारत के संविधान के अनुच्छेद 338 के तहत स्थापित एक संवैधानिक निकाय)

5वीं और 7वीं मंजिल, लोकनायक भवन

खान मार्केट, नई दिल्ली-110003

दिनांक: 17 नवम्बर, 2025

सेवा में,

1. भारत सरकार के सभी मंत्रालय/विभाग
2. सभी राज्यों/संघ राज्य क्षेत्रों के मुख्य सचिव

विषय: राष्ट्रीय अनुसूचित जाति आयोग (एनसीएससी) में प्रतिनियुक्ति आधार पर (अल्पकालिक अनुबंध सहित) वरिष्ठ अन्वेषक (समूह 'बी') के 10 (दस) पदों को भरने के संबंध में।

महोदय/महोदया,

मुझे राष्ट्रीय अनुसूचित जाति आयोग में प्रतिनियुक्ति के आधार पर (अल्पकालिक अनुबंध सहित) निम्नलिखित पद को भरने के लिए नीचे दिए गए विवरण के अनुसार आवेदन आमंत्रित करने का निदेश हुआ है: -

क्र. सं.	पद का नाम	पदों की संख्या	वर्गीकरण	वेतनमान	तैनाती के संभावित स्थान
1.	वरिष्ठ अन्वेषक	10*	सामान्य केंद्रीय सेवा समूह 'बी' अराजपत्रित गैर-अनुसचिवीय	वेतन मैट्रिक्स में स्तर-7 (रु. 44900-142400/-)	दिल्ली स्थित एनसीएससी मुख्यालय या आयोग के किसी भी राज्य कार्यालय में तैनात किया जा सकता है

* राष्ट्रीय अनुसूचित जाति आयोग रिक्तियों की संख्या घटा-बढ़ा सकता है।

2. पात्रता एवं अन्य आवश्यकताएँ अनुबंध-I में दी गई हैं। प्रतिनियुक्ति की शर्तें और नियम कार्मिक एवं प्रशिक्षण विभाग द्वारा उनके दिनांक 17.06.2010 के कार्यालय ज्ञापन संख्या 6/8/2009-स्था. (वेतन-I) द्वारा निर्धारित अनुसार ही होंगी, जैसा कि समय-समय पर संशोधित किया गया है।

3. आवेदन निर्धारित प्रपत्र (अनुबंध-II) में उचित माध्यम से भेजे जाने चाहिए। आवेदन अग्रेषित करते समय, संबंधित मंत्रालय/विभाग आवेदक की पिछले पाँच वर्षों की अद्यतन वार्षिक कार्य निष्पादन रिपोर्ट (एपीएआर) और सतर्कता प्रमाण-पत्र भेजें। यह भी सुनिश्चित किया जाए कि संबंधित अधिकारी को कोई छोटी/बड़ी सजा नहीं दी गई है। आवेदक द्वारा दिए गए विवरण सही हैं और आवेदक के विरुद्ध कोई अनुशासनात्मक/सतर्कता मामला लंबित या विचाराधीन नहीं है।

4. अनुरोध है कि रिक्तियों का व्यापक प्रचार-प्रसार किया जाए और उन पात्र अधिकारियों का विवरण, जो पात्रता मानदंडों को पूरा करते हैं और प्रतिनियुक्ति के लिए इच्छुक हैं, जिनके पास अपेक्षित अनुभव भी है और जिनकी सेवाएँ मूल विभाग द्वारा प्रदान की जा सकती हैं, कृपया रोजगार समाचार में विज्ञापन प्रकाशन की तिथि से 60 दिनों के भीतर इस कार्यालय को भेज दें। अंतिम तिथि के बाद प्राप्त या वार्षिक कार्य निष्पादन रिपोर्ट (एपीएआर) के बिना या अन्यथा अपूर्ण पाए जाने वाले या उचित माध्यम से प्राप्त नहीं होने वाले आवेदनों पर विचार नहीं किया जाएगा। चयन के बाद किसी भी आवेदक को अपना नाम वापस लेने की अनुमति नहीं दी जाएगी। यह विज्ञापन और अन्य विवरण/अनुबंध एनसीएससी की वेबसाइट <https://ncsc.nic.in> पर भी उपलब्ध हैं।

भवदीय,

(कल्लू राम)
(कल्लू राम) 17/11/2025

अवर सचिव, भारत सरकार

प्रति:

1. कार्मिक एवं प्रशिक्षण विभाग को अनुरोध है कि इसे व्यापक प्रचार के लिए अपनी वेबसाइट पर अपलोड करें।
2. सामाजिक न्याय और अधिकारिता विभाग, सामाजिक न्याय और अधिकारिता मंत्रालय [अवर सचिव (एससीडी-VI)], शास्त्री भवन, नई दिल्ली को इस अनुरोध के साथ कि इसे व्यापक प्रचार के लिए सामाजिक न्याय और अधिकारिता मंत्रालय की वेबसाइट पर अपलोड किया जाए।
3. सूचना प्रौद्योगिकी अनुभाग, एनसीएससी को आयोग की वेबसाइट पर अपलोड करने हेतु।
4. एनसीएससी के सभी राज्य कार्यालय

प्रतिलिपि सूचनार्थ प्रेषित:-

1. माननीय अध्यक्ष के अपर निजी सचिव/माननीय सदस्यों के निजी सचिव।
2. सचिव, एनसीएससी के प्रधान निजी सचिव।

प्रतिनियुक्ति आधार पर पद भरने के लिए पात्रता शर्तें, शैक्षिक अर्हता, अनुभव आदि।

1. वरिष्ठ अन्वेषक

केन्द्रीय सरकार या राज्य सरकार या संघ राज्य क्षेत्रों, मान्यता प्राप्त विश्वविद्यालयों या मान्यता प्राप्त अनुसंधान संस्थाओं या पब्लिक सैक्टर उपक्रमों या स्वायत्त अथवा कानूनी संगठनों के अधीन अधिकारी:

- (क) (i) जो मूल काडर या विभाग में सदृश पद धारण किए हुए हों; या
- (ii) जिन्होंने मूल काडर या विभाग में वेतन मैट्रिक्स में स्तर 6 (35400-112400/- रु.) में नियमित आधार पर नियुक्ति के पश्चात् उस श्रेणी में पांच वर्ष की नियमित सेवा की हो; या
- (ख) जो नीचे दी गई शैक्षिक अर्हता और अनुभव रखते हों-
- (i) मान्यता प्राप्त विश्वविद्यालय या संस्था से सामाजिक कार्य या सामाजिक विज्ञान या अर्थशास्त्र या मानव शास्त्र या सामाजिक-मानव शास्त्र या अनुप्रयुक्त मानव शास्त्र या सांख्यिकी या मनोविज्ञान या भूगोल या गणित (सांख्यिकी के साथ) में मास्टर डिग्री।
- (ii) सामाजिक कल्याण के क्षेत्र में सर्वेक्षण और अनुसंधान संचालित करने का एक वर्ष का अनुभव जिसके अंतर्गत डाटाओं का विश्लेषण या रिपोर्टें तैयार करना भी है।

टिप्पण 1 - 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 (जिसके अंतर्गत अल्पकालिक संविदा भी है) व्यक्ति प्रोन्नति द्वारा नियुक्ति के लिए विचार किए जाने के पात्र नहीं होंगे।

टिप्पण 2 - प्रतिनियुक्ति (जिसके अंतर्गत अल्पकालिक संविदा भी है) की अवधि, जिसके अंतर्गत केन्द्रीय सरकार के उसी या किसी अन्य संगठन/विभाग में इस नियुक्ति से ठीक पहले धारित किसी अन्य काडर बाह्य पद पर प्रतिनियुक्ति की अवधि है, साधारणतया तीन वर्ष 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 56 वर्ष से अधिक नहीं होगी।

कलश
17/11/25

प्रोफॉर्म

बायो-डेटा/जीवन-वृत्त

जिस पद के लिए आवेदन किया है _____

1. नाम और पता (बड़े अक्षरों में)	
2. जन्म तिथि (ईसवी सन् में)	
3. i) सेवा में आने की तिथि	
ii) केंद्र/राज्य सरकार के नियमों के अंतर्गत सेवानिवृत्ति की तिथि	
4. शैक्षिक अर्हताएं	
5. क्या पद के लिए अपेक्षित शैक्षिक एवं अन्य अर्हताएं पूरी करते हैं। (यदि कोई अर्हता नियमों में निर्धारित अर्हता के समरूप मानी गई हो तो उसके प्रमाण का उल्लेख करें)	
विज्ञापन/रिक्ति परिपत्र में यथा उल्लिखित अपेक्षित अर्हता/अनुभव	अधिकारी की अर्हता/अनुभव
आवश्यक	आवश्यक
क) अर्हता	क) अर्हता
ख) अनुभव	ख) अनुभव
वांछनीय	वांछनीय
क) अर्हता	क) अर्हता
ख) अनुभव	ख) अनुभव
<p>5.1 टिप्पणी: परिपत्र/रोज़गार समाचार में विज्ञापन जारी करते समय प्रशासनिक मंत्रालय/विभाग/कार्यालय द्वारा भर्ती नियमों में यथा उल्लिखित आवश्यक और वांछित अर्हताओं को दर्शाने के लिए इस कॉलम को प्रवर्धित करने की आवश्यकता है।</p> <p>5.2 डिग्री और स्नातकोत्तर अर्हता के मामले में आवेदक को, ऐच्छिक/मुख्य विषयों और सहायक विषयों को निर्दिष्ट करना होगा।</p>	
<p>6. कृपया दी गई प्रविष्टियों के आसपास से कृपया स्पष्ट उल्लेख करें कि क्या आप पद के लिए</p>	

अपेक्षित अनिवार्य अर्हताएं और कार्य का अनुभव रखते हैं।	
6.1 टिप्पणी: आवेदित पद के संदर्भ में आवेदक द्वारा धारित संबद्ध आवश्यक अर्हता/कार्य अनुभव (जीवन-वृत्त में यथानिर्दिष्ट) की पुष्टि करते हुए आदाता विभाग को अपनी विशिष्ट टिप्पणी/दृष्टिकोण उपलब्ध कराने होंगे।	

7. अवधिवार रोजगार के ब्यौरे, यदि नीचे दिया गया स्थान पर्याप्त न हो तो अपने हस्ताक्षर द्वारा विधिवत अधिप्रमाणित अलग पृष्ठ संलग्न करें।

कार्यालय/संस्था	नियमित आधार पर धारित पद	से	को	*नियमित आधार पर धारित पद का वेतन बैंड और ग्रेड वेतन/वेतनमान	कार्य का स्वरूप (विस्तृत रूप में) जिसमें आवेदित पद के लिए अपेक्षित अनुभव को विशिष्टतया से दर्शाया गया हो।

*महत्वपूर्ण: एसीपी/एमएसीपी के अंतर्गत प्रदान किया गया वेतन-बैंड और ग्रेड-पे अधिकारी के लिए व्यक्तिगत होते हैं, इसलिए इनका उल्लेख नहीं किया जाना चाहिए। केवल नियमित आधार पर धारित पद के का वेतन-बैंड और ग्रेड-पे/वेतनमान का उल्लेख किया जाना चाहिए। वर्तमान वेतन-बैंड और ग्रेड-पे के साथ, एसीपी/एमएसीपी के ब्यौरे निम्नानुसार निर्दिष्ट किए जाएं जहां आवेदक द्वारा ऐसे लाभ प्राप्त किए गए हों;

कार्यालय/संस्था	एसीपी/एमएसीपी स्कीम के तहत आहरित वेतन, वेतन बैंड और ग्रेड पे	से	तक

8. वर्तमान रोजगार का स्वरूप अर्थात् तदर्थ अथवा अस्थायी/अर्ध-स्थायी अथवा स्थायी			
9. प्रतिनियुक्ति/अनुबंध आधार पर धारित वर्तमान रोजगार के मामले में कृपया उल्लेख करें-			
क) प्रारंभिक नियुक्ति की तिथि	ख) प्रतिनियुक्ति/अनुबंध पर नियुक्ति की अवधि	ग) आवेदक के मूल कार्यालय/संगठन का नाम	घ) मूल संगठन में मूल क्षमता में धारित पद का नाम और वेतन
<p>9.1 टिप्पणी: यदि अधिकारी पहले से ही प्रतिनियुक्ति पर हैं, तो ऐसे अधिकारियों के आवेदन पत्र मूल कैडर/विभाग द्वारा कैडर क्लीयरेंस, सतर्कता अनापति और सत्यनिष्ठा प्रमाण पत्र के साथ अग्रेषित किए जाने चाहिए।</p> <p>9.2 टिप्पणी: उपरोक्त कॉलम 9(ग) और (घ) के अंतर्गत सूचना उन सभी मामलों में दी जानी चाहिए जहां कोई आवेदक कैडर/संगठन से इतर प्रतिनियुक्ति पर पद धारण कर रहा है, परंतु अपने मूल कैडर/संगठन में अभी भी ग्रहणाधिकार पर है।</p>			
10. यदि आवेदक द्वारा पूर्व में प्रतिनियुक्ति पर कोई पद धारण किया गया है, तो अंतिम प्रतिनियुक्ति से लौटने की तिथि और अन्य ब्यौरे			
<p>11. वर्तमान रोजगार के बारे में अतिरिक्त ब्यौरे: कृपया उल्लेख करें- आप निम्न के अंतर्गत कार्यरत हैं (संबंधित कॉलम में अपने नियोक्ता का नाम निर्दिष्ट करें)</p> <p>क) केंद्र सरकार ख) राज्य सरकार ग) स्वायत्त संगठन घ) सरकारी उपक्रम ड) विश्वविद्यालय च) अन्य</p>			
12. कृपया उल्लेख करें कि क्या आप उसी विभाग में और फीडर ग्रेड अथवा फीडर के फीडर ग्रेड में कार्यरत हैं।			
13. क्या आप संशोधित वेतनमान में हैं? यदि हाँ, तो संशोधन की तिथि और संशोधन-पूर्व वेतनमान का उल्लेख करें।			
14. वर्तमान में प्रति माह आहरित कुल परिलब्धियां			
पीबी में मूल वेतन	ग्रेड पे	कुल परिलब्धियां	
<p>15. यदि आवेदक किसी ऐसे संगठन में हो जो केन्द्रीय सरकार के वेतनमान का पालन नहीं करता हो, तो संगठन द्वारा जारी नवीनतम वेतन स्लिप, जिसमें निम्नलिखित विवरण दर्शाया गया हो, संलग्न की जाए।</p>			

वेतनमान और वेतन वृद्धि दर के साथ मूल वेतन	महंगाई वेतन/अंतरिम राहत/अन्य भत्ते आदि (अलग-अलग विवरण सहित)	कुल परिलब्धियां
<p>16.क. आपके द्वारा आवेदित पद के संबंध में, पद हेतु आपकी उपयुक्तता के समर्थन में अतिरिक्त सूचना, यदि कोई हो।</p> <p>(इसमें अन्य बातों के अलावा (i) अतिरिक्त शैक्षिक अर्हता (ii) व्यावसायिक प्रशिक्षण और (iii) रिक्ति परिपत्र/विज्ञापन में निर्धारित से अधिक कार्य अनुभव के संबंध में जानकारी प्रदान की जा सकती है)</p> <p>(टिप्पणी: यदि स्थान पर्याप्त न हो तो अलग से शीट संलग्न करें)</p>		
<p>16.ख. उपलब्धियां:</p> <p>अभ्यर्थियों से अनुरोध है कि वे निम्नलिखित के संबंध में सूचना उपलब्ध कराएं;</p> <ul style="list-style-type: none"> (i) शोध प्रकाशन और रिपोर्ट और विशेष प्रोजेक्ट्स (ii) पुरस्कार/छात्रवृत्ति/आधिकारिक प्रशस्ति (iii) व्यावसायिक निकायों/निर्देशों/सोसायटियों से संबंधन; (iv) अपने नाम से पंजीकृत या संगठन के लिए प्राप्त पेटेंट (v) अनुसंधान/नवाचार जिसे आधिकारिक पहचान मिली हो (vi) कोई अन्य सूचना <p>(टिप्पणी: यदि स्थान पर्याप्त न हो तो अलग शीट संलग्न करें)</p>		
<p>17.कृपया उल्लेख करें कि क्या आप प्रतिनियुक्ति (आईएसटीसी/आमेसन/पुनर्नियोजन आधार) के लिए आवेदन कर रहे हैं। # 'आमेसन' के लिए (केवल केंद्र/राज्य सरकारों के अधीन कार्यरत अधिकारी पात्र हैं। गैर-सरकारी संगठनों के उम्मीदवार केवल अल्पकालिक अनुबंध के लिए पात्र हैं)</p>		
<p># ('एसटीसी'/'आमेसन'/'पुनर्नियोजन' का विकल्प केवल इस स्थिति में उपलब्ध है जब रिक्ति परिपत्र में विशेष रूप से "एसटीसी" या "आमेसन" या "पुनर्नियोजन" द्वारा भर्ती का उल्लेख किया गया हो)।</p>		
<p>18. क्या आप अनुसंधान जालि/अनुसंधान जनजाति से हैं?</p>		

मैंने रिक्ति परिपत्र/विज्ञापन को ध्यानपूर्वक पढ़ा है और मुझे इसकी पूरी जानकारी है कि मेरे द्वारा प्रस्तुत आवश्यक अर्हता/कार्य अनुभव से संबंधित दस्तावेजों द्वारा विधिवत समर्थित जीवन-वृत्त में प्रस्तुत सूचना का भी पद के लिए चयन के समय चयन समिति द्वारा मूल्यांकन किया जाएगा। मेरे द्वारा प्रदत्त सूचना/ब्यौरे मेरी जानकारी में पूर्ण रूप से सही और सत्य हैं और मेरे चयन को प्रभावित करने वाले किसी भी महत्वपूर्ण तथ्य को छिपाया/रोका नहीं गया है।

(उम्मीदवार के हस्ताक्षर)

पता: _____

ईमेल आईडी _____

दिनांक: _____

नियोक्ता/संवर्ग नियंत्रण प्राधिकरण द्वारा प्रमाणित

आवेदक द्वारा उपरोक्त आवेदन में दी गई जानकारी/विवरण अभिलेखों में उपलब्ध तथ्यों के अनुसार सत्य एवं सही है। उनके पास रिक्ति परिपत्र में उल्लिखित शैक्षणिक अर्हता एवं अनुभव है। चयनित होने पर उन्हें तत्काल 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) उसकी सत्यनिष्ठा प्रमाणित है।
- iii) उनकी सी.आर. डोजियर की मूल प्रति/पिछले 5 वर्षों की ए.सी.आर. की फोटो प्रतियां, जो भारत सरकार के अवर सचिव या उससे ऊपर के अधिकारी द्वारा विधिवत सत्यापित की गई हैं, संलग्न हैं।
- iv) पिछले 10 वर्षों के दौरान उन्हें कोई छोटी/बड़ी सजा नहीं दी गई है अथवा पिछले 10 वर्षों के दौरान उन्हें दी गई छोटी/बड़ी सजा की सूची संलग्न है। (जैसा भी मामला हो)

प्रतिहस्ताक्षर

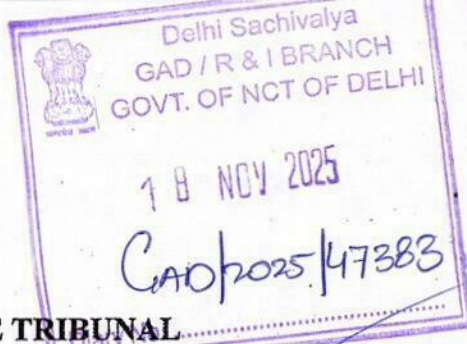
(नियोक्ता/संवर्ग नियंत्रण प्राधिकारी मुहर सहित)



F.No. 2/4/2025-Estt./NCLAT

NATIONAL COMPANY LAW APPELLATE TRIBUNAL

2nd & 3rd Floor, Mahanagar Doorsanchar Sadan (M.T.N.L. Building), 9, C.G.O. Complex,
Lodhi Road, New Delhi – 110003. Ph. 24306869. Website: <https://nclat.nic.in>

Dated: 12th November, 2025**OFFICE MEMORANDUM**

Subject: Filling up of one post of Registrar in the National Company Law Appellate Tribunal on deputation basis.

This is regarding filling up of one post of Registrar in Level-14 in the National Company Law Appellate Tribunal (NCLAT) on deputation basis, the applications for which have been invited vide vacancy circular of even number dated 25.04.2025 (published in the Employment News for the week 17th-23rd May, 2025).

2. The last date for receipt of applications was two months from the date of publication of the advertisement in the Employment News, which came to be 16.07.2025. Later on, as per orders of the Competent Authority, the last date for receipt of applications has been extended till 14.11.2025. Further, the Competent Authority has directed to extend the last date of receipt of applications for another 30 days.

3. Therefore, the last date for receipt of application is hereby extended up to 15.12.2025 (14.12.2025 being Sunday).

4. The detailed Vacancy Circular containing qualifications, eligibility criteria, age limit etc. and the application form can be downloaded from the website <https://nclat.nic.in>.

(Sauramini Singh)
Registrar (I/c)

Copy to (for information and n.a.):

1. The Secretary General, Hon'ble Supreme Court of India, New Delhi.
2. The Registrar Generals of all Hon'ble High Courts in India.
3. The Secretary, Ministry of Corporate Affairs, New Delhi.
4. All the Ministries/Departments of the Government of India.
5. The Chief Secretaries of all the State Governments / Union Territories. GINCTD
6. NCLAT website.
7. Notice Boards.



F.No. 2/4/2025-Estt./NCLAT

NATIONAL COMPANY LAW APPELLATE TRIBUNAL

2nd & 3rd Floor, Mahanagar Doorsanchar Sadan (M.T.N.L. Building), 9, C.G.O. Complex,
Lodhi Road, New Delhi – 110003. Ph. 24306869. Website: <https://nclat.nic.in>

Dated: 15th October, 2025

OFFICE MEMORANDUM

Subject: Filling up of one post of Registrar in the National Company Law Appellate Tribunal on deputation basis.

This is regarding filling up of one post of Registrar in Level-14 in the National Company Law Appellate Tribunal (NCLAT) on deputation basis, the applications for which have been invited vide vacancy circular of even number dated 25.04.2025 (published in the Employment News for the week 17th-23rd May, 2025).

2. The last date for receipt of applications was two months from the date of publication of the advertisement in the Employment News, which came to be 16.07.2025. Later on, as per orders of the Competent Authority, the last date for receipt of applications was extended up to 16.09.2025 and again extended till 15.10.2025. Further, the Competent Authority has directed to extend the last date of receipt of applications for another 30 days.

3. Therefore, the last date for receipt of application is hereby extended up to **14.11.2025**.

4. The detailed Vacancy Circular containing qualifications, eligibility criteria, age limit etc. and the application form can be downloaded from the website <https://nclat.nic.in>.

(Sunit Chandra)
Registrar

Copy to (for information and n.a.):

1. The Secretary General, Hon'ble Supreme Court of India, New Delhi..
2. The Registrar Generals of all Hon'ble High Courts in India.
3. The Secretary, Ministry of Corporate Affairs, New Delhi.
4. All the Ministries/Departments of the Government of India.
5. The Chief Secretaries of all the State Governments / Union Territories.
6. NCLAT website.
7. Notice Boards.



F.No. 2/4/2025-Estt./NCLAT

NATIONAL COMPANY LAW APPELLATE TRIBUNAL

2nd & 3rd Floor, Mahanagar Doorsanchar Sadan (M.T.N.L. Building), 9, C.G.O. Complex,
Lodhi Road, New Delhi – 110003. Ph. 24306869. Website: <https://nclat.nic.in>

Dated: 15th September, 2025

OFFICE MEMORANDUM

Subject: Filling up of one post of Registrar in the National Company Law Appellate Tribunal on deputation basis.

This is regarding filling up of one post of Registrar in Level-14 in the National Company Law Appellate Tribunal (NCLAT) on deputation basis, the applications for which have been invited vide vacancy circular of even number dated 25.04.2025 (published in the Employment News for the week 17th-23rd May, 2025).

2. The last date for receipt of applications was two months from the date of publication of the advertisement in the Employment News, which came to be 16.07.2025. Later on, as per orders of the Competent Authority, the last date for receipt of applications was extended up to 16.09.2025. Further, the Competent Authority has directed to extend the last date of receipt of applications up to 15.10.2025.

3. Therefore, the last date for receipt of application is hereby extended up to **15th October, 2025.**

4. The detailed Vacancy Circular containing qualifications, eligibility criteria, age limit etc. and the application form can be downloaded from the website <https://nclat.nic.in>.

(Sunit Chandra)
Registrar

Copy to (for information and n.a.):

1. The Secretary General, Hon'ble Supreme Court of India, New Delhi.
2. The Registrar Generals of all Hon'ble High Courts in India.
3. The Secretary, Ministry of Corporate Affairs, New Delhi.
4. All the Ministries/Departments of the Government of India.
5. The Chief Secretaries of all the State Governments / Union Territories.
6. NCLAT website.
7. Notice Boards.



F.No. 2/1/2025-Estt./NCLAT

NATIONAL COMPANY LAW APPELLATE TRIBUNAL

2nd & 3rd Floor, Mahanagar Doorsanchar Sadan (M.T.N.L. Building), 9, C.G.O. Complex,
Lodhi Road, New Delhi – 110003. Ph. 24306869. Website: <https://nclat.nic.in>

Dated: 8th July, 2025**OFFICE MEMORANDUM**

Subject: Extension in last date for filling up of various posts in the National Company Law Appellate Tribunal on deputation basis.

The National Company Law Appellate Tribunal (NCLAT) has issued the following vacancy circulars for filling up various posts on deputation basis: -

Sl. No.	Vacancy Circular No. and Date	Name of the Post	Pay Level	Number of Vacancy		Last date of receipt of applications
				Principal Bench	Chennai Bench	
1.	2/4/2024-Estt./NCLAT dated 23.10.2024	Assistant Registrar	Level-11 (₹67,700-2,08,700)	--	01	23.06.2025
		Principal Private Secretary	Level-11 (₹67,700-2,08,700)	01	--	
		Court Officer	Level-8 (₹47,600-1,51,100)	01	--	
		Cashier	Level-4 (₹25,500-81,100)	01	--	
		Staff Car Driver	Level-2 (₹19,900-63,200)	04	01	
2.	2/1/2025-Estt./NCLAT dated 12.02.2025	Programmer	Level-9 (₹53,100-1,67,800)	01	--	09.07.2025
3.	2/3/2025-Estt./NCLAT dated 17.04.2025	Court Officer	Level-8 (₹47,600-1,51,100)	01	--	09.07.2025
4.	2/4/2025-Estt./NCLAT dated 25.04.2025	Registrar	Level-14 (₹1,44,200-2,18,200)	01	--	16.07.2025
		Total		10	02	

2. The Competent Authority has directed for extension in last date for receipt of applications till 16.09.2025.

3. Therefore, the last date for receipt of applications against all the aforesaid vacancy circulars is hereby extended up to **16th September, 2025**.

-: 2 :-

4. The detailed Vacancy Circulars containing qualifications, eligibility criteria, age limit etc. and the application form can be downloaded from the website <https://nclat.nic.in>.

(Sunit Chandra)
Registrar

Copy to (for information and n.a.):

1. The Secretary General, Hon'ble Supreme Court of India, New Delhi.
2. The Registrar Generals of all Hon'ble High Courts in India.
3. The Secretary, Ministry of Corporate Affairs, New Delhi.
4. All the Ministries/Departments of the Government of India.
5. The Chief Secretaries of all the State Governments / Union Territories.
6. NCLAT website.
7. Notice Boards.



F.No. 2/4/2025-Estt./NCLAT

NATIONAL COMPANY LAW APPELLATE TRIBUNAL

2nd & 3rd Floor, Mahanagar Doorsanchar Sadan (M.T.N.L. Building), 9, C.G.O. Complex,
Lodhi Road, New Delhi – 110003. Ph. 24306869. Website: <https://nclat.nic.in>

Dated: 20th May, 2025

NOTICE

Subject: Filling up of the post of Registrar in the National Company Law Appellate Tribunal on deputation basis.

A vacancy circular for filling up of the post of Registrar in the National Company Law Appellate Tribunal, New Delhi on deputation basis has been issued on 25th April, 2025. The last date of receipt of applications has been kept as two months from the date of publication of the advertisement in the Employment News.

The aforesaid advertisement has been published in the Employment News for the week 17th-23rd May, 2025.

Accordingly, it is informed to all concerned that the last date of receipt of applications for the post mentioned in the aforesaid vacancy circular dated 25.04.2025 shall be **Wednesday, the 16th July, 2025.**

By Order of the Hon'ble Chairperson

(Sunit Chandra)
Registrar



F.No. 2/4/2025-Estt./NCLAT

NATIONAL COMPANY LAW APPELLATE TRIBUNAL

2nd & 3rd Floor, Mahanagar Doorsanchar Sadan (MTNL Building), 9, C.G.O. Complex,
Lodhi Road, New Delhi – 110003. Ph. 24306834, 24306869. Website: <https://nclat.nic.in>

Dated : 25th April, 2025

OFFICE MEMORANDUM

Subject: Filling up of 1 (one) post of Registrar in the National Company Law Appellate Tribunal on deputation basis.

Applications are invited to fill up one post of Registrar in the National Company Law Appellate Tribunal (NCLAT) on deputation basis. The details of the post, pay scale, qualifications & eligibility are as under: -

Name of Post	No. of Post(s)	Pay Scale as per 7 th CPC	Qualification & Eligibility
Registrar, NCLAT	1 (one)	Level 14 (₹1,44,200-2,18,200)	Officers of the Central Government or State Governments or Union Territories or Courts or Tribunals or statutory organisations or State/Higher Judicial Service :- (a)(i) holding analogous post on regular basis in the parent cadre or department; or (ii) a post in level-13A in pay matrix of Seventh Central Pay Commission or equivalent with two years regular service in the grade; or (iii) a post in level-13 in pay matrix of Seventh Central Pay Commission or equivalent with three years regular service in the grade; and (b) possessing the following essential educational qualification and experience:- (i) degree in law from a recognized University; and (ii) experience in personnel and administrative matters. Note 1: The period of deputation including

			<p>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 to exceed five years.</p> <p>Note 2: The maximum age limit for appointment by deputation shall not be exceeding fifty eight years as on the closing date of receipt of applications.</p> <p>Note 3: For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding level in the Pay Matrix of the Seventh Central Pay Commission.</p>
--	--	--	--

2. The selected candidate will be required to serve in the NCLAT at New Delhi.
3. The initial period of deputation shall be for one year, which may be extended further subject to satisfactory performance.
4. (i) The conditions of service in matters of pay, allowances, leave and other conditions of service shall be regulated in accordance with such rules and regulations as are for the time being applicable to officers and employees of the corresponding scale of pay of the Central Government.
(ii) In matters relating to Provident Fund Scheme, Group Insurance or any other Insurance Scheme, age of superannuation, pension and retirement benefits, the same shall continue to be governed by the relevant rules as applicable to them in their parent Ministry or department or organisation.
5. The candidates who apply for the above post(s) will not be allowed to withdraw their application(s) subsequently.
6. **Documents required:**
 - (i) Application as per Annexure-I.
 - (ii) Certificate by the Employer at the end of Annexure-I.

- (iii) Vigilance Clearance Certificate, Integrity Certificate, Details of minor/major penalties imposed during the last ten years and Records of suspension etc. during the last ten years (This shall be furnished even if the suspension had been revoked with/without imposition of penalty).
 (iv) Attested photocopies of the APARs/ACRs for the last five years.

7. The National Company Law Appellate Tribunal reserves the right not to fill up any or all the above posts.

8. The application in the prescribed proforma (Annexure-I), complete in all respects may be **sent to the undersigned at the aforesaid address** through proper channel along with all the necessary documents and self attested copies of qualifications and notifications/documents regarding the place of posting for last ten years. The last date of receipt of applications is two months from the date of publication of the advertisement in the Employment News. The applications incomplete in any respect and/or received without any of the necessary documents as mentioned in this vacancy circular are liable to be rejected.

9. The Vacancy Circular along with Annexure I can be downloaded from the website of the National Company Law Appellate Tribunal <https://nclat.nic.in>.

(Sunit Chandra)
Registrar

Distribution (It is requested that the vacancy may please be circulated amongst the officers/officials working in your Ministry/Department/Office and the subordinate organisations under your control) :-

1. Secretary General, Hon'ble Supreme Court of India, New Delhi.
- 2.. Registrar Generals of all the Hon'ble High Courts in India.
3. Secretary, Ministry of Corporate Affairs, New Delhi.
4. All the Ministries/Departments of Govt. of India.
5. Chief Secretaries of all the State Governments.
6. NCLAT website.
7. Notice Boards.

Annexure-I**PROFORMA FOR APPLICATION FOR DEPUTATION TO THE POST OF REGISTRAR IN THE NATIONAL COMPANY LAW APPELLATE TRIBUNAL**

Post applied for _____

Affix your recent
passport size
photograph here

1	Name in full (IN BLOCK LETTERS)				
2	Date of Birth				
3	(i) Date of entry into service				
	(ii) Date of superannuation				
4	Service to which you belong				
5	Office address with Telephone & Fax numbers				
6	Correspondence address along with i) Mobile No. ii) Email id (mandatory)				
7	Permanent address				
8	Educational and Professional Qualifications (in ascending order starting from High School onwards)				
Sl. No.	Examination passed	Board / University	Year of passing	Duration of Course	Percentage of marks

	(self-attested photocopies of certificates enclosed)				
9	Details of employment in chronological order				
Office	Post held on regular basis	From	To	Pay Band and Grade Pay / Scale of pay of the post held on regular basis [#]	Nature of duties
	(self-attested photocopies of documents for the last ten years enclosed)				
10	Nature of present employment i.e. Permanent / ad-hoc / temporary				
11	In case the present employment is held on deputation, please state: a) The date of initial appointment b) Period of appointment with address c) Name of the parent office/organization d) Name of the post and pay of the post held in substantive capacity in the parent 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	Whether belongs to SC/ST/OBC (attested copy of the relevant certificate to be attached).				
14	Additional information, if any, relevant to the post you applied for in support of your suitability for the post.				

Applicants not holding the post in the Level in Pay Matrix/Pay Band and Grade Pay pertaining to Central Government should indicate the equivalent of the Pay Scale vis-à-vis the Central Government pay scales.

It is certified that the information furnished above is correct and true to the best of my knowledge. In the event of my selection I shall abide by the terms and conditions of services attached to the post.

Place:

Date:

Signature of the applicant

Name: _____

**Certificate to be furnished by the Employer/
Head of Office/Forwarding Authority:**

Certified that the above particulars furnished by Mr./Ms. _____ are correct and he/she possesses educational qualifications and experience mentioned in vacancy circular. It is also certified: -

1. Certified that the above particulars furnished by the applicant have been checked from available records and found correct.
2. Certified that the candidate is eligible for the post as per conditions mentioned in the circular.
3. Vigilance Clearance Certificate, Integrity Certificate, Details of Minor/Major Penalties imposed during the last ten years and Records of Suspension during the last ten years in respect of the applicant are enclosed.
4. Photocopies of APARs/ACRs of the officer for the last five years duly attested are enclosed.

5. That the cadre controlling authority has no objection to the consideration of the applicant for the post applied for and in the event of his/her selection for deputation in the NCLAT, he/she will be relieved of his/her duties.

Place:

Date:

.....
Signature

Name

Designation

Tel. No.

(Office Seal)

Fwd: Sopa9m:Sopa9m:Sopa9m:Sopa9m:Sopa9m:Sopa9m:Sopa9m:Request to circulate Vacancy Notification for the post of Executive Director, Council for Leather Exports

Shri Rajeev Verma <csdelhi@nic.in >

Wed, 19 Nov 2025 3:21:02 PM +0530

To "Secretary Services"<secservices@nic.in>

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

From: Gokulakrishnan D <ad-tp@cleindia.com>

To: "Gokulakrishnan D"<ad-tp@cleindia.com>

Date: Wed, 19 Nov 2025 13:30:53 +0530

Subject: Sopa9m:Sopa9m:Sopa9m:Sopa9m:Sopa9m:Sopa9m:Sopa9m:Request to circulate Vacancy Notification for the post of Executive Director, Council for Leather Exports

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

No.CLE-HO/ADMN/EDR/2025

November 19, 2025

To :

All the Chief Secretaries of the State Governments/ UT

Respected Sir

Greetings from Council for Leather Exports (CLE)!

Kindly find enclosed a Vacancy Notification for the post of Executive Director, CLE.

We would request that the vacancy notification and application form may be circulated to all the organizations including PSUs, Semi-Government / Statutory or Autonomous Organizations (i.e. Government Organisations only) under your administrative control and the applications of suitable officers, who can be spared for joining the post in the event of their selection, may kindly be forwarded only through proper channel in the prescribed application form (which is attached to the enclosed Vacancy Notification) along with required documents through email on or before the deadline of 15th December 2025 to

chairman@cleindia.com

Also, hard copies of the application form and all required documents may be sent by courier/ post to the following address with the caption **APPLICATION FOR THE POST OF EXECUTIVE DIRECTOR** in the envelope.

The Chairman

Council for Leather Exports

No. 1, Sivaganga Road

Nungambakkam, Chennai - 600034

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With kind regards

Yours sincerely

-- डी. गोकुल कृष्णन / D. Gokula Krishnan उप निदेशक / Deputy Director चर्म निर्यात परिषद / Council for Leather Exports (वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार द्वारा प्रवर्तित) / (Sponsored by Ministry of Commerce & Industry, Government of India) प्रधान कार्यालय: नं. 1, शिवगंगा रोड, / Head Office: No.1, Sivaganga Road, नुंगम्बाक्कम, चेन्नई ६०००३४, भारत / Nungambakkam, Chennai 600 034

2 Attachment(s)

Vacancy Office Memorandum.pdf

1.5 MB

Vacancy Notification.docx

41.5 KB



Rajendra Kumar Jalan
Chairman

Ramesh Kumar Juneja
Vice-Chairman

Council for Leather Exports

(Sponsored by Ministry of Commerce & Industry, Government of India)

Registered Office & Head Office:

No. 1, Sivaganga Road, Nungambakkam, Chennai – 600034

Phone : +91 44 48684380-84 (5 Lines)

Fax : +91 44 48684386

E-Mail : cle@cleindia.com

Website : www.leatherindia.org

NO. CLE/ADM/EDR-2025

November 19, 2025

OFFICE MEMORANDUM

Sub: Filling up of the post of Executive Director in the Council for Leather Exports, Chennai, Tamil Nadu on deputation basis - Regarding

Council for Leather Exports (CLE) is an Export Promotion Council sponsored by Department of Commerce, Ministry of Commerce and Industry, Government of India.

CLE has issued a Vacancy Notification dated 15th November 2025 inviting applications from eligible and willing officers for appointment to the post of “Executive Director – Council for Leather Exports” in its Head Office at Chennai, Tamil Nadu.

The scale of pay, mode of recruitment, age, eligibility conditions, qualifications and experience, period of deputation, etc are given in the enclosed Vacancy Notification. This Vacancy Notification along with application form are also hosted in the “Vacancy” heading in the website of CLE <https://leatherindia.org>

It is, therefore, requested that the above vacancy details may be circulated to all the organizations including PSUs, Semi-Government / Statutory or Autonomous Organizations (i.e. Government Organisations only) under your administrative control and the applications of suitable officers, who can be spared for joining the post in the event of their selection, may be forwarded only through proper channel in the prescribed application form (which is attached to the enclosed Vacancy Notification) along with following documents through email on or before the deadline of 15th December 2025 to chairman@cleindia.com

1. ACR for the last 5 years
2. Vigilance clearance
3. Cadre clearance
4. Integrity Certificate
5. Certificate that no major/minor penalty has been imposed on him/her for the last 10 years.



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--2/-



Rajendra Kumar Jalan
Chairman

Ramesh Kumar Juneja
Vice-Chairman

Council for Leather Exports

(Sponsored by Ministry of Commerce & Industry, Government of India)

Registered Office & Head Office:

No. 1, Sivaganga Road, Nungambakkam, Chennai - 600034

Phone : +91 44 48684380-84 (5 Lines)

Fax : +91 44 48684386

E-Mail : cle@cleindia.com

Website : www.leatherindia.org

:2:

Also, hard copies of the application form and all required documents may be sent by courier/ post to the following address with the caption **APPLICATION FOR THE POST OF EXECUTIVE DIRECTOR** in the envelope.

The Chairman
Council for Leather Exports
No. 1, Sivaganga Road
Nungambakkam, Chennai - 600034

Applications received after the last date or without requisite documents or otherwise found incomplete will not be considered.

This issues with the approval of the Chairman of the Council.

D. Gokulakrishnan
Deputy Director



To :

(i) Secretaries of All Ministries/Departments of the Government of India

(ii) All the Chief Secretaries of the State Government/ UT

**Armed Forces Tribunal
PRINCIPAL BENCH**



West Block-8, Sector-1,
R.K. Puram, New Delhi-110
Tel : 011 - 26105366
Fax : 011 - 26105361
E-mail: aftdelhi@rediffmail
aftpbnewdelhi-mod@gov.i

F. No. 2(17)/2013/Rect/AFT/PB/Adm-I

Dated: 14th November, 2025

Applications are invited for filling up the posts of **Financial Adviser and Chief Accounts Officer, Deputy Registrar, Principal Private Secretary, Private Secretary, Assistant, Tribunal Master/Stenographer Grade-1 and Junior Accounts Officer** in the Armed Forces Tribunal, Principal Bench, New Delhi on deputation basis for a period of three years from suitable candidates, who fulfill the eligibility conditions:-

S. No.	Name of the Post	No. of Post	Pay scale (Rs.)	Eligibility conditions
1.	Financial Adviser and Chief Accounts Officer (General Central Service Group 'A' Gazetted Non-Ministerial)	01	Pay Matrix Level-13 (Rs 123100-215900)	<u>Deputation:</u> Officer of the organised accounts cadre of the Central Government: (i) holding analogous post on regular basis; or (ii) with five years regular service in the level-12 in the pay matrix (Rs. 78800-209200). Note: The period of deputation, including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organisation or Department of the Central Govt. shall not ordinarily exceed five years.
2.	Deputy Registrar (General Central Service Group 'A' Gazetted, (Non-Ministerial)	01	Pay Matrix Level - 11 (Rs 67700-208700)	<u>Deputation(Including Short Term Contract)</u> Officers of the Central Government or State Government or Supreme Court or High Court or District Courts or Statutory/Autonomous bodies having pensionary benefits : (a) (i) holding analogous post on regular basis in the parent cadre or Department; or (ii) with five years' regular service in the parent cadre or Department in posts in level -10 of the pay matrix; or (iii) with six years regular service in the parent cadre or Department in posts in level-8 of the pay matrix; or

-2/-

S. No	Name of the Post	No. of Post	Pay scale (Rs.)	Eligibility conditions
				<p>(iv) with seven years regular service in the parent cadre or Department in posts in level -7 of the pay matrix; and</p> <p>(b) having five years of experience in personnel and Administrative or Judicial work.</p> <p><u>Desirable:</u> Possessing a degree in law from a recognised University.</p> <p>Note: The period of deputation, 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 not ordinarily exceed three years.</p>
03.	Principal Private Secretary (General Central Service Group 'A' Gazetted, Ministerial)	03	Pay Matrix Level - 11 (Rs 67700-208700)	<p><u>Deputation(Including Short Term Contract/Absorption:</u> Stenographers in Central Government or State Government or Supreme Court or High Court or District Courts or Statutory/Autonomous bodies having pensionary benefits:</p> <p>(a) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(b) with six years regular service in the parent cadre or department in posts in Level - 8 of the pay matrix; or</p> <p>(c) with seven years in regular service in the parent cadre or department in posts in Level - 7 of the pay matrix.</p> <p><u>Desirable:</u> - Knowledge of computer operation.</p> <p>Note: The period of deputation, 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 exceed three years.</p>

-3/-

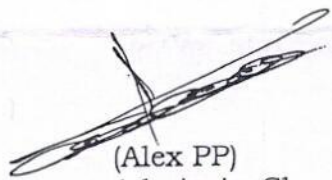
S.. No	Name of the Post	No. of Post	Pay scale (Rs.)	Eligibility conditions
04.	Private Secretary (General Central Service Group 'B' Gazetted, Ministerial)	01	Pay Matrix Level - 7 (Rs 44900-142400)	<p><u>Deputation(Including Short Term Contract/Absorption:</u> Stenographer in Central Government or State Government or Supreme Court or High Court or Subordinate Courts or Statutory/Autonomous bodies having pensionary benefits, holding:</p> <p>(i) analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) a post in the Level- 6 of the pay matrix (Rs 35400-112400) with five years regular service in the grade.</p> <p>Note: The period of deputation including, period of deputation (Including Short Term Contract) in another ex-cadre post held immediately preceding the appointment in the same or some other Organization or department of the Central Government shall ordinarily not exceed three years.</p>
05.	Assistant (General Central Service, Group 'B' Non-Gazetted Ministerial)	01	Pay Matrix Level - 6 (Rs 35400-112400)	<p><u>Deputation(Including Short Term Contract/Absorption.</u> Officials working under the Central Government or State Government or Supreme Court or High Courts or Subordinate Courts or Statutory/ Autonomous bodies having pensionary benefits:</p> <p>(a) (i) holding analogous post on regular basis in parent cadre or department; or</p> <p>(ii) Upper Division Clerks in level 4 of the pay matrix (Rs 25500-81100) with 10 years regular service in the grade . in Central Government or State Government or Supreme Court or High Court or Subordinate Courts.</p> <p>b) (i) Possessing Degree from recognised University; and</p> <p>(ii) having two years' experience in establishment, administration or Accounts.</p> <p>Note: The period of deputation, 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 exceed three years.</p>



S. No.	Name of the Post	No. of Post	Pay scale (Rs.)	Eligibility conditions
06.	Tribunal Master/ Stenographer Grade-'I' (General Central Services Group 'B' Non Gazetted Ministerial)	04	Pay Matrix Level - 6 (Rs 35400-112400)	<p><u>Deputation/Including Short Term Contract/Absorption.</u> Stenographers of the Central Government or Armed Forces or State Government or Supreme Court or High Courts or District Court or Statutory/Autonomous bodies having pensionary benefits holding:</p> <p>(i) the analogous post on regular basis in parent cadre or department; or</p> <p>(ii) post in Level 4 of the pay matrix (Rs 25500-81100) with 10 years regular service in the grade.</p> <p>Note: The period of deputation including the period of deputation (Including short-term Contract) in another ex-cadre post held immediately preceding the appointment in the same or some other Organization or department of the Armed Forces Central Government shall ordinarily not exceed three years.</p>
07.	Junior Accounts Officer (General Central Service Group 'B' Non- Gazetted, Non-Ministerial)	01	Pay Matrix Level -6 (Rs 35400-112400)	<p>Deputation : Officers under the Central Government:</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre or Department; or (ii) with six years service in the level-5 in the pay matrix (Rs 29200-92300) rendered after appointment thereto on regular basis, and</p> <p>(b) who have undergone training in cash and accounts work in the Institute of Secretariat Training and Management or an equivalent course from a recognised institute and having two years experience of cash accounts and budget work.</p> <p>Note: The period of deputation, including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization or Department of the Central Government shall not ordinarily exceed three years.</p>

-5/-

2. The pay of the officer selected on deputation basis will be governed by DoP&T O.M. No. 6/8/2009-Estt(Pay-II) dated 17.06.2010, as amended, from time to time.
3. The departmental officers in the feeder grade, who are in direct line of promotion, shall not be eligible for consideration for appointment on deputation. Similarly, a deputationist in the Armed Forces Tribunal shall not be eligible for consideration for appointment by promotion channel.
4. The maximum age limit for appointment by deputation shall not exceed 56 years with a residual service of four years on the closing date of receipt of applications.
5. The application in the prescribed pro forma (Annexure-I) of the eligible officer, who can be spared in the event of his/her selection, may be forwarded to the Principal Registrar, Armed Forces Tribunal, Principal Bench, West Block-VIII, Sector-I, R.K. Puram, New Delhi - 110 066 by the Department by **19 December, 2025** along with photo copies of the Annual Confidential Reports for the last five years of the candidates along with Vigilance Clearance Certificate.
6. Applications received without supporting documents, photograph, signature or found incomplete, in any manner, shall be summarily rejected.
7. It may please be noted that this Office is not yet enlisted in the Directorate of Estate for allotment of General Pool Residential Accommodation.
8. The Principal Registrar of the Armed Forces Tribunal, Principal Bench reserves the right to cancel/vary the vacancies, without assigning any reasons thereof.


 (Alex PP)
 Admin-in-Charge

Enclosure: Annexure-1

Distribution :-

1. The Secretary General, Supreme Court of India
2. The Registrar General, All High Courts with a request to circulate the same amongst eligible officers of Registry and District Courts.
3. The Principal Registrar, Central Administrative Tribunal, New Delhi
4. The District Judge-1 & Session Judge, Tis Hazari Court Delhi.
5. The Secretary General, National Human Rights Commission, New Delhi.
6. The Registrar, National Company Law Appellate Tribunal, New Delhi.
7. The Registrar, National Company Law Tribunal, New Delhi.
8. The Under Secretary, MoD, AFT Cell, New Delhi
9. Recruitment Cell, Rajya Sabha Secretariat with a request to circulate the same in your secretariat.
10. Recruitment Cell, Lok Sabha Secretariat, with a request to circulate the same in your secretariat

11. The Registrar University of Delhi with a request to circulate the same amongst eligible officers.
12. The Registrar University of Dr. B.R. Ambedkar University Delhi with a request to circulate the same amongst eligible officers.
13. The Registrar University of Jawaharlal Nehru University Delhi with a request to circulate the same amongst eligible officers.
14. The Registrar University of Jamia Millia Islamia University Delhi with a request to circulate the same amongst eligible officers.
15. The Registrar University of Guru Gobind Singh Delhi with a request to circulate the same amongst eligible officers.
16. The Registrar Delhi Technological University of Delhi with a request to circulate the same amongst eligible officers.
17. PCDA, New Delhi
18. Controller General of Defence Accounts, Ulan Batar Road, Palam, Delhi Cantt- 110010
19. Office of the Controller General of Accounts, Mahalekha Niuyantrak Bhawan, Ministry of Finance, GPO Complex Block-E, Aviation Colony INA Colony, Delhi - 110023
20. Office of the Comptroller & Auditor General of India, Pocket-9, Deen Dayal Upadhyaya Marg, New Delhi.
21. Office of the Comptroller & Auditor General of India, Pocket-9, Deen Dayal Upadhyaya Marg, New Delhi.
22. The Chief Secretary, Govt. of NCTD, Delhi Secretariat, I.P. Estate, New Delhi - 110002
23. Directorate General of Employment, Ministry of Labour and Employment, NCS Section Shram Shakti Bhawan, Rafi Marg, New Delhi 110001 , Email - ddg-dqet@nic.in - You are requested to upload the said advertisement in NCS portal.
24. IT Cell In-charge, AFT(PB) - You are hereby advised to upload the said advertisement in AFT(PB) website, www.aftdelhi.nic.in and also upload in DoP&T website and confirm.
25. Office Copy.

BIO-DATA/CURRICULUM VITAE PROFORMA

.....2/-

*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/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 alongwith Cadre Clearance., Vigilance Clearance and integrity certificate.			
9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
11. Additional details about present employment : Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government. b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others			
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.			
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.			

....3/-

-3-

14. Total emoluments per month now drawn		
Basis 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-scale, 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, 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)	
17. Whether belongs to the Scheduled Castes, the Scheduled Tribes, the Other Backward Classes, and other special categories	

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 possess 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 OrA 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: vacancy circular for- 01 (one) statutory post of the secretary bin Brahmaputra Board- regarding.

Shri Rajeev Verma <csdelhi@nic.in >

Fri, 21 Nov 2025 12:58:20 PM +0530

To "Secretary Services"<secservices@nic.in>

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

From: SO E-III <soe3-mowr@gov.in>

To: "Manoj Ahuja" <secy-agri@gov.in>, "Tarun Kapoor" <sec.png@nic.in>, "chairman" <chairman@dae.gov.in>, "seccpc" <sec.cpc@nic.in>, "Secretary MoFPI" <secy.mofpi@nic.in>, "csooffice" <csooffice@nic.in>, "Secretary Textiles" <secy-textiles@nic.in>, "Department Posts" <secretary-posts@indiapost.gov.in>, "Anshu Prakash" <secy-dot@nic.in>, "DEFENCE SECRETARY" <defsecy@nic.in>, "cdssectt" <cds.sectt@gov.in>, "Secretary Production" <sdpns@nic.in>, "Shri RaviKant" <secyesw@nic.in>, "Niten Chandra" <secylaw-dla@nic.in>, "Secretary LD" <secyoffice-ld@gov.in>, "Barun Mitra" <secy-jus@gov.in>, "Shri Kumar" <secy-culture@nic.in>, "secretary" <secretary@mospi.gov.in>, "Secretary Steel" <secy-steel@nic.in>, "Secretary Affairs" <secy-tribal@nic.in>, "sceywd" <scey.wcd@gov.in>, "sectovr" <sectovr@nic.in>, "Parameswaran Iyer" <secydws@nic.in>, "Pradeep Kharola" <secy.moca@nic.in>, "Secretary Power" <secy-power@nic.in>, "R.S Shukla" <secympa@nic.in>, "Sunil Kumar" <secy-mopr@nic.in>, "Sushil Kumar" <secy-mines@nic.in>, "Ms Sudan" <secyhfw@nic.in>, "Anil Jain" <secy.moc@nic.in>, "secy-moef" <secy-moef@nic.in>, "Praveen Kumar" <secy-msde@nic.in>, "Secretary FS" <secy-fs@nic.in>, "secy-mca" <secy-mca@nic.in>, "RAJESH KOTTECHA" <secy-ayush@nic.in>, "SecretaryRlyBoard RailwayBoard" <secyrb@rb.railnet.gov.in>, "secyrd" <secyrd@gov.in>, "SECRETARY MORT&H" <secy-road@nic.in>, "Ajay Sawhney" <secretary@meity.gov.in>, "OFFICE SECRETARY" <shioff@nic.in>, "R Subrahmanyam" <secywel@nic.in>, "secydoner" <secydoner@nic.in>, "Dr Ranjan" <secyship@nic.in>, "Secretary MCA" <secy.mca@nic.in>, "Indu Chaturvedi" <secy-mnre@nic.in>, "Prof Sharma" <dstsec@nic.in>, "shifoff" <shifoff@nic.in>, "Ajay Bhalla" <hshso@nic.in>, "seyurban" <seyurban@nic.in>, "A. K. Sharma" <secretary-msme@nic.in>, "CS AP" <cs@ap.gov.in>, "cs-arunchal" <cs-arunchal@nic.in>, "Kumar IAS" <cs-assam@nic.in>, "cs-bihar" <cs-bihar@nic.in>, "cs-officcg" <cs-offic.cg@gov.in>, "Chief Secretary" <cs-goa@nic.in>, "chifsecretary" <chifsecretary@gujat.gov.in>, "KESHNI ARORA" <cs@hry.nic.in>, "Anil Khachi" <cs-hp@nic.in>, "cs-jandk" <cs-jandk@nic.in>, "Shri Singh" <cs-jharkhand@nic.in>, "cs" <cs@karanataka.gov.in>, "officeofcs" <officeofcs@gmail.com>, "Chief Secretary" <chiefsecy@kerala.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_miz" <cs_miz@rediffmail.com>, "Chief Nagaland" <csngl@nic.in>, "csori" <csori@ori.nic.in>, "Chief Punjab" <cs@punjab.gov.in>, "csraj" <csraj@rajasthan.gov.in>, "Prakash" <cs-skm@hub.nic.in>, "cs" <cs@tn.gov.in>, "tnstateeoc" <tnstateeoc@gmail.com>, "Somesh IAS" <cs@telangana.gov.in>, "cs-tripura" <cs-tripura@nic.in>, "CHIEF GoUP" <csup@nic.in>, "chiefsecyuk" <chiefsecyuk@gmail.com>, "uttarakhand" <uttarakhand@nic.in>, "cs-westbengal" <cs-westbengal@nic.in>, "Chief Andamans" <cs-andaman@nic.in>, "adminstractor-dd-dnh" <adminstractor-dd-dnh@nic.in>, "administrator-dd-dnh" <administrator-dd-dnh@nic.in>, "Shri Dev" <csdelhi@nic.in>, "Chief CS" <cs.pon@nic.in>

Cc: "US E III" <use3-mowr@gov.in>

Date: Fri, 21 Nov 2025 12:46:36 +0530

Subject: vacancy circular for- 01 (one) statutory post of the secretary bin Brahmaputra Board- regarding.

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

Regards,

सेवा मे

श्रीमान/श्रीमति

कृपा करके attachment को देखे, आगे की जरूरी कार्यवाही के लिए आपको भेजा जा रहा है
Please find attached file.

अनुभाग अधिकारी (अनुभाग-III)
जल संसाधन नदी विकास और गंगा संरक्षण विभाग
जल शक्ति मंत्रालय
नई दिल्ली-110001

Section Officer (E-III)
DoWR RD& GR
Ministry of Jal Shakti
Shram Shakti Bhawan
New Delhi-110001

Tel No-011-23718165

2 Attachment(s)

letter 483-84 english.pdf

1.8 MB

letter 483-84 hindi.pdf

1.6 MB



No. A. 12034/11/2021-E-III / 483-84

भारत सरकार

Government of India

जल शक्ति मंत्रालय

Ministry of Jal Shakti

जल संसाधन नदी विकास और गंगा संरक्षण विभाग

Department of Water Resources, River Development and Ganga Rejuvenation

Shram Shakti Bhawan, Rafi Marg,
New Delhi, dated: 21st November, 2025

C I R C U L A R

Subject: Vacancy Circular for 01 (One) Statutory post of the Secretary in Brahmaputra Board - regarding.

The Ministry of Jal Shakti (Department of Water Resources, River Development & Ganga Rejuvenation) invites applications for the following positions in the Brahmaputra Board, Guwahati, which is a Statutory Body, under this Department, immediately:

S.No.	Name of Post	Pay Level under 7th Pay Commission	Posts
1	Secretary	L-13A (Rs.131100-216600)	1

2. Details of these posts along with its eligibility criteria for each posts are given in the Annexure-1 to 2 of this Circular.

3. Appointment on deputation basis in respect of a serving Central Government Officer will attract benefits as provided under the Department of Expenditure's O.M. No. 11(2)/97-E.II(B), dated 22.09.1998, O.M. No. 11(6)/2008-E.II(B), dated 02.04.2013 and O.M. No. 28/1/2017-E.II(B), dated 14.08.2018, as amended from time to time.

4. In respect of applicants borne in the Cadre of Central Water Engineering(Group-A) Service of this Department, the period of appointment on deputation basis in the Brahmaputra Board shall be counted as "Field Experience" for consideration of their promotion in the SAG of the same service.

5. All organizations are hereby requested to give wide publicity to this Circular among their officers and nominate eligible and willing officers for consideration of appointment in the aforementioned posts, to **Shri Ravi Ranjan, Room No 635, Under Secretary, Department of Water Resources, River Development & Ganga Rejuvenation, Shram Shakti Bhawan, Rafi Marg, New Delhi – 110001, within 45 days** from the date of publication of this advertisement in the Employment News.

R Ranjan
21-11-25
(Ravi Ranjan)

Under Secretary to the Government of India
Tel: 23718165

To

1. **The Secretaries of all Ministries/ Departments of Govt. of India.**
2. **Chief Secretaries of all State Govts./ UT Administrations.**
3. **All Organisations under Department of WR,RD&GR.**

Annexure-1

Details of eligibility criteria for the post of Secretary are mentioned below-

Post-1: SECRETARY

Applications are invited for filling up the 01 (one) post of Secretary in the Level-13A in the pay matrix (Rs.1,31,100 – 2,16,600/-) by deputation (including short-term contract) in the Brahmaputra Board, Guwahati a statutory body setup under an Act of Parliament (46 of 1980) under the administrative control of the Department of Water Resources, River Development & Ganga Rejuvenation, Ministry of Jal Shakti.

2. BRIEF JOB RESPONSIBILITIES:

The Secretary shall be under the administrative control of the Board. He shall fix the meetings of the Board under the orders of Chairman and issue notices for the Board meetings. He shall prepare List of Business to be transacted at the meetings with explanatory notes on each item and circulate it to other members. He shall prepare the minutes of the proceedings of every meeting. After approval of the minutes by the Chairman, the Secretary shall communicate the decisions to the members of the Board and other authorities. Secretary shall place the Budget proposals prepared by the General Manager in consultation with the Financial Adviser before the Board for its approval.

3. ELIGIBILITY CRITERIA:

Deputation (including short-term contract): Officers of the Central Government or State Governments or Union territory Administration or State Electricity Board or public sector undertakings or statutory organisations or autonomous bodies or Universities or recognised research institutions:-

- (A) (a) (i) holding analogous post on regular basis in the parent cadre or department; or
- (ii) holding the post in level-13 (Rs.1,23,100 – 2,15,900/-) in pay matrix with two years' regular service in the grade; or
- (iii) holding the post in level-12 (Rs.78,800 – 2,09,200/-) in pay matrix with six years' regular service in the grade; and

Desirable:

- (b) possessing the following educational qualifications and experience, namely:-

- (i) Degree in Civil Engineering from a recognised University or equivalent; and
- (ii) working experience in Civil Engineering works with specialisation in the field of Water Resources Projects or Management and General Administration;

- (B) (i) All India Service officers holding the post in level-13 (Rs.1,23,100 – 2,15,900/-) in pay matrix with two years' regular service in the Central Government or State Governments and having working experience in Administration; or

- (ii) All India Service officers holding the post in level-12 (Rs.78,800 – 2,09,200/-) in pay matrix with six years' regular service in Central Government or State Governments and having working experience in Administration.

Note- The departmental officers in the feeder grade who are in direct line of promotion shall not be eligible for consideration for appointment on deputation (including short-term contract) basis. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

4. PERIOD OF DEPUTATION:

The 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 organisation or Department of the Central Government shall ordinarily not exceed five years.

5. AGE:

The maximum age for appointment by deputation (including short-term contract) shall not exceed fifty-six years on the closing date of receipt of applications.

6. The cut-off date for determining the qualifying service/experience and age of the candidate for the post will be the last date of receipt of application.

7. Any officer once selected shall not be allowed to withdraw or refuse to join; and it shall be the responsibility of the sponsoring authority to release the selected officers within one month of the issue of the appointment order.

8. The officer selected will have the option to draw his grade pay plus deputation (duty) allowance or to have his pay fixed in the scale of pay of the deputation post in terms of Department of Personnel & Training O.M. No.6/8/2009-Estt.(Pay II), dated 17.06.2010 (as amended from time to time).

9. Applications with full particulars of the applicant in **Annexure-2** should reach to **Shri Ravi Ranjan, Room No 635, Under Secretary, Department of Water Resources, River Development & Ganga Rejuvenation, Shram Shakti Bhawan, Rafi Marg, New Delhi – 110001 within 45 days** from the date of publication of this advertisement in the Employment News. All applications will be treated in strict confidence. Those from Government and Public Sector should apply "Through Proper Channel." Applications without full details as asked for are liable to be rejected.

10. Applications of only such officers/candidates will be considered as are routed through proper channel and are accompanied with (i) Bio-data (in quadruplicate) in the Proforma (ii) Photocopies of ACRs/APARs for the last five years duly attested by an officer not below the rank of Under Secretary (iii) Vigilance clearance (iv) Statement giving details of major or minor penalties imposed on the officer, if any, during the last ten years (v) Integrity Certificate and (vi) Cadre Clearance. All the requisite information/documents should be as per the proforma in **Annexure-2**.

1.	Name of Post	:	Secretary, Brahmaputra Board, a statutory body
2.	Number of Posts	:	01 (one)
3.	Classification	:	Group 'A', Non-Ministerial
4.	Pay Band	:	Level-13A in the pay matrix (Rs.1,31,100 – 2,16,600/-)
5.	Grade Pay	:	-
6.	Period of deputation	:	The 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 organisation or Department of the Central Government shall ordinarily not exceed five years.
7.	Duties and responsibilities of the post	:	The Secretary shall be under the administrative control of the Board. He shall fix the meetings of the Board under the orders of Chairman and issue notices for the Board meetings. He shall prepare List of Business to be transacted at the meetings with explanatory notes on each item and circulate it to other members. He shall prepare the minutes of the proceedings of every meeting. After approval of the minutes by the Chairman, the Secretary shall communicate the decisions to the members of the Board and other authorities. Secretary shall place the Budget proposals prepared by the General Manager in consultation with the Financial Adviser before the Board for its approval.
8.	Pay & Allowances	:	The officer selected will have the option to draw his grade pay plus deputation (duty) allowance or to have his pay fixed in the scale of pay of the deputation post in terms of Department of Personnel & Training O.M. No.6/8/2009-Estt.(Pay II), dated 17.06.2010 (as amended from time to time).
9.	Qualifications, Experiences and Eligibility required for the post	:	Deputation (including short-term contract): Officers of the Central Government or State Governments or Union territory Administration or State Electricity Board or public sector undertakings or statutory organisations or autonomous bodies or Universities or recognised research institutions:-

		<p>(A) (a) (i) holding analogous post on regular basis in the parent cadre or department; or (ii) holding the post in level-13 (Rs.1,23,100 – 2,15,900/-) in pay matrix with two years' regular service in the grade; or (iii) holding the post in level-12 (Rs.78,800 – 2,09,200/-) in pay matrix with six years' regular service in the grade; and Desirable: (b) possessing the following educational qualifications and experience, namely:- (i) Degree in Civil Engineering from a recognised University or equivalent; and (ii) working experience in Civil Engineering works with specialisation in the field of Water Resources Projects or Management and General Administration;</p> <p>(B) (i) All India Service officers holding the post in level-13 (Rs.1,23,100 – 2,15,900/-) in pay matrix with two years' regular service in the Central Government or State Governments and having working experience in Administration; or (ii) All India Service officers holding the post in level-12 (Rs.78,800 – 2,09,200/-) in pay matrix with six years' regular service in Central Government or State Governments and having working experience in Administration.</p> <p>Note- The departmental officers in the feeder grade who are in direct line of promotion shall not be eligible for consideration for appointment on deputation (including short-term contract) basis. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Any officer once selected shall not be allowed to withdraw or refuse to join; and it shall be the responsibility of the sponsoring authority to release the selected officers within one month of the issue of the appointment order.</p>
10.	Age	<p>The maximum age for appointment by deputation (including short-term contract) shall not exceed fifty-six years on the closing date of receipt of applications.</p>

Annexure-2**Bio Data Proforma**

1. Name and address (in Block Letters) :
Telephone Number :
2. Date of Birth (in Christian era) :
3. Date of retirement under Central Government Rules:
4. Educational Qualifications:
5. Whether educational and other qualifications required for the posts are satisfied (if any qualification has been treated as equivalent to those prescribed in the rules, state the authority for the same)

Qualifications / Experience Required	Qualifications / Experience possessed by the Officer
Essential	
Desirable	

6. Please state clearly whether in the light of entries made by you above, you meet the requirements 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/organisation	Post held and service / cadre to which it belongs	From	To	Pay in the pay band and classification of post	Nature of duties

8. Nature of present employment, i.e.,
 - i. Ad-hoc basis
 - ii. Regular / on temporary basis
 - iii. Pay in the Pay Band
 - iv. Grade Pay drawn
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 you belong
10. Additional details about present employment. Please state whether working under:
 - a. Central Government
 - b. State Government
 - c. Autonomous organisation
 - d. Government Undertaking
 - e. Universities

11. Are you in the Revised Pay Structure? If yes, give the Date from which the revision took place and also Indicate the pre-revised scale
12. Total emoluments per month now drawn:
13. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.
14. Whether belonging to SC/ST
15. Remarks

Signature of the candidate

Date :

It is certified that information furnished by the applicant is verified with his / her service record and found correct.

Countersigned with office seal by the authorized signatory of the parent office

Signature of the Competent Authority

VIGILANCE CLEARANCE CERTIFICATE

Certified that no vigilance case or disciplinary proceedings or criminal proceedings is either _____ pending _____ or _____ contemplated _____ against Dr./Shri/Smt./Ms....., who has applied for the post of _____ in the _____ on deputation basis.

(Authorised signatory)
Name & Office Seal :
Date:

NO PENALTY CERTIFICATE

Certified that no minor/major penalty has been imposed during the last ten years on Dr./Shri/Smt./Ms....., who has applied for the post of _____ in the _____ on deputation basis.

(Authorised signatory)
Name & Office Seal :
Date:

INTEGRITY CERTIFICATE

After scrutinizing Annual Confidential Report of
Dr./Shri/Smt./Ms.....,
who has applied for the post of _____ in
the _____ on
deputation basis, it is certified that his/her integrity is beyond doubt.

(To be signed by an officer of the rank of Deputy Secretary or above)

Name & Office Seal :

Date:



सं. ए 12034/11/2021-ई-III / 483-84

**भारत सरकार
जल शक्ति मंत्रालय
जल संसाधन नदी विकास और गंगा संरक्षण विभाग**

श्रम शक्ति भवन, रफी मार्ग,
नई दिल्ली, दिनांक : 21st नवंबर, 2025

परिपत्र

विषय:- ब्रह्मपुत्र बोर्ड में सचिव के 01 (एक) सांविधिक पद के रिक्ति परिपत्र से संबंधित:

जल शक्ति मंत्रालय (जल संसाधन नदी विकास, गंगा संरक्षण विभाग) इस विभाग के आधीन ब्रह्मपुत्र बोर्ड गुवाहटी, एक सांविधिक निकाय, में तत्काल आधार पर निम्नलिखित पदों के लिए आवेदन आमंत्रित करता है:

क्र. सं.	पद का नाम	7वें वेतन आयोग के अंतर्गत वेतन	पद
1.	सचिव	स्तर- 13 ए (रुपए 131100-21660)	1

- इस परिपत्र के अनुलग्नक 1 से 2 में इन पदों के विवरण सहित प्रत्येक पद की योग्यता का मापदंड दिया गया है।
- सेवारत केन्द्र सरकार कर्मचारियों के संबंध में प्रतिनियुक्ति आधार पर नियुक्ति के संबंध में दिए जाने वाले लाभ समय-समय पर यथासंशोधित व्यय विभाग के दिनांक 22.9.1998 के कार्यालय ज्ञापन संख्या 11 (2)/97-ई.॥ (बी), दिनांक 2.4.2013 के कार्यालय ज्ञापन सं. 11 (6)/2008-ई.॥ (बी) और दिनांक 14.8.2018 के कार्यालय ज्ञापन संख्या 28(1)/2017-ई.॥ (बी) के अंतर्गत प्रदान किए जायेंगे।
- इस विभाग के केन्द्रीय जल इंजीनियरिंग (समूह-ए) संवर्ग में आने वाला आवेदनकर्ताओं के संबंध में ब्रह्मपुत्र बोर्ड में प्रतिनियुक्ति आधार पर नियुक्ति की अवधि को उसी सेवा में एसएजी में उनकी पदोन्नति पर विचार करने के लिए "फील्ड अनुभव" माना जायेगा।
- सभी संगठनों से उनके कार्यालयों में इस परिपत्र के व्यापक प्रचार करने और उपर्युक्त पदों की नियुक्ति पर विचार किए जाने के लिए योग्यता प्राप्त और इच्छुक अधिकारियों को नामांकित करने का अनुरोध किया जाता है। इस परिपत्र के रोजगार समाचार में प्रकाशित होने की तारीख से **45 दिनों के भीतर**, आवेदन, श्री रवि रंजन, अवर सचिव, जल संसाधन, नदी विकास और गंगा संरक्षण विभाग, कमरा न 635, श्रम शक्ति भवन, रफी मार्ग, नई दिल्ली-110001 को भेजे जा सकते हैं।

रवि रंजन

(रवि रंजन)

अवर सचिव, भारत सरकार

दूरभाष: 011-23718165

सेवा में

1. भारत सरकार के सभी मंत्रालयों/विभागों के सचिव।
2. सभी राज्य सरकारों/केन्द्र शासित प्रदेशों के मुख्य सचिव।
3. जल संसाधन, नदी विकास और गंगा संरक्षण विभाग के अंतर्गत सभी संगठन प्रमुख।

अनुलग्नक-1

सचिव के पद के लिए पात्रता मानदंड का विवरण नीचे दिया गया है-

पद- 1: सचिव

जल संसाधन, नदी विकास और गंगा संरक्षण, जल शक्ति मंत्रालय के प्रशासनिक नियंत्रण में, संसद के अधिनियम (1980 का 46) के तहत स्थापित सांविधिक निकाय-ब्रह्मपुत्र बोर्ड, गुवाहाटी में प्रतिनियुक्ति(अल्पकालीन संविदा सहित) पर वेतन मैट्रिक्स के स्तर 13 ए (1,31,100 – 2,16,600/-रूपए) में सचिव के 01 (एक) पद को भरने के लिए आवेदन आमंत्रित किए जाते हैं।

2. कार्य दायित्वों का संक्षिप्त विवरण:

सचिव, बोर्ड के प्रशासनिक नियंत्रण के अधीन रहेगा। वह अध्यक्ष के आदेशों के तहत बोर्ड की बैठकें निर्धारित करेगा और बोर्ड की बैठकों की सूचना जारी करेगा। वह बैठकों की कार्य सूची और प्रत्येक के संबंध में व्याख्यात्मक टिप्पणियां तैयार करेगा और इसे अन्य सदस्यों को परिचालित करेगा। वह प्रत्येक बैठक की कार्यवाही का कार्यवृत्त तैयार करेगा। सचिव, अध्यक्ष द्वारा अनुमोदित कार्यवृत्त के निर्णयों की सूचना बोर्ड के सदस्यों तथा अन्य प्राधिकरणों को भेजेगा। सचिव, बोर्ड के समक्ष महाप्रबंधक द्वारा वित्तीय सलाहकार के परामर्श से तैयार बजट प्रस्ताव को अनुमोदन के लिए प्रस्तुत करेगा।

3. पात्रता मानदंड

प्रतिनियुक्ति (अल्पकालीन संविदा सहित): केंद्र सरकार या राज्य सरकारों या संघ राज्य क्षेत्र प्रशासन या राज्य विद्युत बोर्ड या सार्वजनिक क्षेत्र के उपक्रमों या सांविधिक संगठनों या स्वायत्त निकायों या विश्वविद्यालयों या मान्यता प्राप्त अनुसंधान संस्थानों के ऐसे अधिकारी :-

(क) (क)(i) मूल संवर्ग या विभाग में नियमित आधार पर सदृश पद धारण किए हों; या

(ii) वेतन मैट्रिक्स में स्तर-13 (1,23,100 - 2,15,900/- रूपए) में पद धारण किए हों और उस ग्रेड में दो वर्ष की नियमित सेवा की हो; या

(iii) वेतन मैट्रिक्स में स्तर-12 (78,800 - 2,09,200/- रूपए) में पद धारण किए हों और उस ग्रेड में छह वर्ष की नियमित सेवा की हो; और

वांछनीय:

(ख) निम्नलिखित शैक्षिक योग्यताएं और अनुभव रखने वाले, अर्थात्:-

(i) किसी मान्यता प्राप्त विश्वविद्यालय से सिविल इंजीनियरिंग में डिग्री या समकक्ष; और

(ii) जल संसाधन परियोजनाओं या प्रबंधन और सामान्य प्रशासन के क्षेत्र में विशेषज्ञता के साथ सिविल इंजीनियरिंग में कार्य अनुभव;

(ख) (i) अखिल भारतीय सेवा अधिकारी जो वेतन मैट्रिक्स में लेवल-13 (1,23,100 - 2,15,900/- रुपये) के पद पर कार्यरत हों और केंद्र सरकार या राज्य सरकारों में दो वर्ष की नियमित सेवा कर चुके हों एवं प्रशासन में कार्य करने का अनुभव रखते हों; या

(ii) अखिल भारतीय सेवा अधिकारी जो वेतन मैट्रिक्स में लेवल-12 (78,800 - 2,09,200/- रुपये) के पद पर कार्यरत हों और केंद्र सरकार या राज्य सरकार में छह वर्ष की नियमित सेवा कर चुके हों एवं प्रशासन में कार्य करने का अनुभव रखते हों।

टिप्पणी – फीडर ग्रेड के विभागीय अधिकारी जो पदोन्नति की सीधी पंक्ति में हैं, प्रतिनियुक्ति (अल्पकालिक संविदा सहित) के आधार पर नियुक्ति के लिए विचार किए जाने के पात्र नहीं होंगे। इसी प्रकार, प्रतिनियुक्ति पर आए अधिकारी पदोन्नति द्वारा नियुक्ति के लिए विचार किए जाने के पात्र नहीं होंगे।

4. प्रतिनियुक्ति की अवधि:

प्रतिनियुक्ति की अवधि (अल्पकालिक संविदा सहित) जिसमें केन्द्रीय सरकार के उसी या किसी अन्य संगठन या विभाग में इस नियुक्ति से तुरंत पहले धारित किसी अन्य बाह्य-संवर्ग पद पर प्रतिनियुक्ति की अवधि (अल्पकालिक संविदा सहित) भी शामिल है, सामान्यतः पांच वर्ष से अधिक नहीं होगी।

5. आयु:

प्रतिनियुक्ति (अल्पकालिक संविदा सहित) के माध्यम से नियुक्ति के लिए अधिकतम आयुसीमा, आवेदन प्राप्त करने की अंतिम तिथि तक छप्पन वर्ष से अधिक नहीं होगी।

6. इस पद के लिए अभ्यर्थी की पात्र सेवा/अनुभव और आयु निर्धारण की अंतिम तारीख आवेदन प्राप्त होने की अंतिम तारीख होगी।

7. किसी भी अधिकारी को चयनित होने के बाद आवेदन वापस लेने अथवा कार्यभार ग्रहण करने से इंकार करने की अनुमति नहीं होगी; और यह प्रायोजित करने वाले प्राधिकरण की जिम्मेदारी होगी कि वह चयनित अधिकारी के नियुक्ति आदेश जारी किए जाने के एक माह के अंदर कार्यमुक्त करे।

8. चयनित अधिकारी के पास, कार्मिक एवं प्रशिक्षण विभाग के दिनांक 17.06.2010 के का.ज्ञा. सं. 6/8/2009-स्थापना (वेतन-II) (समय-समय पर यथा संशोधित) के अनुसार अपना ग्रेड वेतन और प्रतिनियुक्ति (ड्यूटी) भत्ता आहरित करने अथवा प्रतिनियुक्ति के पद के वेतनमान में अपना वेतन निर्धारित करवाने का विकल्प होगा।

9. **अनुलग्नक-2** में आवेदक के संपूर्ण विवरण के साथ आवेदन, यह परिपत्र जारी होने अथवा रोजगार समाचार में यह विज्ञापन प्रकाशित होने की तारीख से **45 दिन के अंदर** के अंदर **श्री रवि रंजन, अवर सचिव, जल संसाधन, नदी विकास और गंगा संरक्षण विभाग, श्रम शक्ति भवन, रफी मार्ग, नई दिल्ली-110001** को पहुंच जाने चाहिए। सभी आवेदनों की जानकारी को गोपनीय रखा जाएगा। सरकारी और सार्वजनिक क्षेत्र के आवेदकों को “उचित माध्यम से” आवेदन करना चाहिए। विज्ञापन में मांगे गई संपूर्ण विवरण से रहित आवेदनों को रद्द कर दिया जाएगा।

10. मात्र ऐसे अधिकारी/अभ्यर्थी के आवेदन पर विचार किया जाएगा, जो उचित माध्यम से भेजे गए हैं और जिनके साथ (i) प्रपत्र में दिए गए प्रपत्र में जीवन-वृत्त (चार प्रति) (ii) अवर सचिव अथवा इससे ऊपर के स्तर के अधिकारी से सत्यापित विगत पांच वर्ष की एसीआर/एपीएआर की प्रतिलिपि (iii) सतर्कता स्वीकृति (iv) प्रपत्र के अनुसार पिछले दस वर्षों के

दौरान लगाई गई, बड़ी या छोटी शास्ति, यदि कोई हो, का विवरण और (v) सत्यनिष्ठा प्रमाण पत्र तथा (vi) संवर्ग स्वीकृति संलग्न हो। सभी अपेक्षित जानकारी/दस्तावेज **अनुलग्नक-2** में दिए गए प्रारूप के अनुसार होने चाहिए।

1.	पद का नाम	: सचिव, ब्रह्मपुत्र बोर्ड, सांविधिक निकाय
2.	पदों की संख्या	: 01 (एक)
3.	वर्गीकरण	: समूह 'ए' अनुसचिवीय
4.	वेतन बैंड	: वेतन मैट्रिक्स में लेवल 13 ए (1,31,100 – 2,16,600/- ₹.)
5.	ग्रेड वेतन	: -
6.	प्रतिनियुक्ति की अवधि	: प्रतिनियुक्ति की अवधि (अल्पकालिक संविदा सहित) जिसमें केन्द्रीय सरकार के उसी या किसी अन्य संगठन या विभाग में इस नियुक्ति से तुरंत पहले धारित किसी अन्य बाह्य-संवर्ग पद पर प्रतिनियुक्ति की अवधि (अल्पकालिक संविदा सहित) भी शामिल है, सामान्यतः पांच वर्ष से अधिक नहीं होगी।
7.	पद के कर्तव्य एवं जिम्मेदारी	: सचिव, बोर्ड के प्रशासनिक नियंत्रणा के अधीन रहेगा। वह अध्यक्ष के आदेशों के तहत बोर्ड की बैठकें निर्धारित करेगा और बोर्ड की बैठकों की सूचना जारी करेगा। वह बैठकों की कार्य सूची और प्रत्येक के संबंध में व्याख्यात्मक टिप्पणियां तैयार करेगा और इसे अन्य सदस्यों को परिचालित करेगा। वह प्रत्येक बैठक की कार्यवाही का कार्यवृत्त तैयार करेगा। सचिव, अध्यक्ष द्वारा अनुमोदित कार्यवृत्त के निर्णयों की सूचना बोर्ड के सदस्यों तथा अन्य प्राधिकरणों को भेजेगा। सचिव, बोर्ड के समक्ष महाप्रबंधक द्वारा वित्तीय सलाहकार के परामर्श से तैयार बजट प्रस्ताव को अनुमोदन के लिए प्रस्तुत करेगा।
8.	वेतन एवं भत्ते	: चयनित अधिकारी के पास, कार्मिक एवं प्रशिक्षण विभाग के दिनांक 17.06.2010 के का.ज्ञा. सं. 6/8/2009-स्थापना (वेतन-II) (समय-समय पर यथा संशोधित) के अनुसार अपना ग्रेड वेतन और प्रतिनियुक्ति (ड्यूटी) भत्ता आहरित करने अथवा प्रतिनियुक्ति के पद के वेतनमान में अपना वेतन निर्धारित करवाने का विकल्प होगा।
9.	पद के लिए अपेक्षित योग्यता, अनुभव और पात्रता	: प्रतिनियुक्ति (अल्पकालीन संविदा सहित): केंद्र सरकार या राज्य सरकारों या संघ राज्य क्षेत्र प्रशासन या राज्य विद्युत बोर्ड या सार्वजनिक क्षेत्र के उपक्रमों या सांविधिक संगठनों या स्वायत्त निकायों या विश्वविद्यालयों या मान्यता प्राप्त अनुसंधान संस्थानों के ऐसे अधिकारी :-

		<p>(क) (क)(i) मूल संवर्ग या विभाग में नियमित आधार पर सदृश पद धारण किए हों; या</p> <p>(ii) वेतन मैट्रिक्स में स्तर-13 (1,23,100 - 2,15,900/- रूपए) में पद धारण किए हों और उस ग्रेड में दो वर्ष की नियमित सेवा की हो; या</p> <p>(iii) वेतन मैट्रिक्स में स्तर-12 (78,800 - 2,09,200/- रूपए) में पद धारण किए हों और उस ग्रेड में छह वर्ष की नियमित सेवा की हो; और</p> <p>वांछनीय:</p> <p>(ख) निम्नलिखित शैक्षिक योग्यताएं और अनुभव रखने वाले, अर्थात्:-</p> <p>(i) किसी मान्यता प्राप्त विश्वविद्यालय से सिविल इंजीनियरिंग में डिग्री या समकक्ष; और</p> <p>(ii) जल संसाधन परियोजनाओं या प्रबंधन और सामान्य प्रशासन के क्षेत्र में विशेषज्ञता के साथ सिविल इंजीनियरिंग में कार्य अनुभव;</p> <p>(ख) (i) अखिल भारतीय सेवा अधिकारी जो वेतन मैट्रिक्स में लेवल-13 (1,23,100 - 2,15,900/- रुपये) के पद पर कार्यरत हों और केंद्र सरकार या राज्य सरकारों में दो वर्ष की नियमित सेवा कर चुके हों एवं प्रशासन में कार्य करने का अनुभव रखते हों; या</p> <p>(ii) अखिल भारतीय सेवा अधिकारी जो वेतन मैट्रिक्स में लेवल-12 (78,800 - 2,09,200/- रुपये) के पद पर कार्यरत हों और केंद्र सरकार या राज्य सरकार में छह वर्ष की नियमित सेवा कर चुके हों एवं प्रशासन में कार्य करने का अनुभव रखते हों।</p> <p>टिप्पणी – फीडर ग्रेड के विभागीय अधिकारी जो पदोन्नति की सीधी पंक्ति में हैं, प्रतिनियुक्ति (अल्पकालिक संविदा सहित) के आधार पर नियुक्ति के लिए विचार किए जाने के पात्र नहीं होंगे। इसी प्रकार, प्रतिनियुक्ति पर आए अधिकारी पदोन्नति द्वारा नियुक्ति के लिए विचार किए जाने के पात्र नहीं होंगे।</p> <p>किसी भी अधिकारी को चयनित होने के बाद आवेदन वापस लेने अथवा कार्यभार ग्रहण करने से इंकार करने की अनुमति नहीं होगी; और यह प्रायोजित प्राधिकारी की जिम्मेदारी होगी कि वह चयनित अधिकारी के नियुक्ति आदेश जारी किए जाने के एक माह के अंदर कार्यमुक्त करे।</p>
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10.	आयु	:	प्रतिनियुक्ति (अल्पकालिक संविदा सहित) के माध्यम से नियुक्ति के लिए अधिकतम आयुसीमा, आवेदन प्राप्त करने की अंतिम तिथि तक छप्पन वर्ष से अधिक नहीं होगी।
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अनुलग्नक-2**जीवन-वृत्त प्रपत्र**

1. नाम और पता (स्पष्ट अक्षरों में)
टेलीफोन नंबर :
2. जन्म तिथि (ईस्वी सन में):
3. केन्द्र सरकार नियमों के तहत सेवानिवृत्ति की तारीख:
4. शैक्षिक योग्यताएं:
5. क्या आप इस पद के लिए अपेक्षित शैक्षणिक तथा अन्य योग्यताएं रखते हैं (यदि किसी योग्यता को नियमों में निर्धारित किसी योग्यता के समतुल्य माना गया है तो इसके लिए प्राधिकरण का उल्लेख करें)।

अपेक्षित योग्यताएं/अनुभव	अधिकारी की योग्यताएं/ अनुभव
अनिवार्य	
वांछित	

6. कृपया स्वयं द्वारा की गई प्रविष्टियों के संदर्भ में स्पष्ट रूप से उल्लेख करें कि क्या आप पद की अपेक्षाएं पूरी करते हैं।
7. कालक्रमानुसार रोजगार के ब्यौरे (यदि नीचे दिया गया स्थान अपर्याप्त हैं तो अपने हस्ताक्षर द्वारा भली-भांति अधिप्रमाणित अलग से एक शीट संलग्न करें।)

कार्यालय/संस्था/संगठन	धारित पद और सेवा/ कैडर जिससे यह संबंधित है	कब से	कब तक	वेतन बैंड में वेतन और पद का वर्गीकरण	दायित्वों का स्वरूप

8. वर्तमान नियुक्ति का स्वरूप अर्थात्,

- (i) तदर्थ
- (ii) स्थाई/अस्थायी आधार पर
- (iii) वेतन बैंड में वेतन
- (iv) आहरित ग्रेड वेतन

9. वर्तमान पद प्रतिनियुक्ति/अनुबंध आधार पर धारित होने के मामले में कृपया उल्लेख करें
 - (क) प्रारंभिक नियुक्ति की तारीख
 - (ख) प्रतिनियुक्ति/अनुबंध पर नियुक्ति की अवधि
 - (ग) आपके मूल कार्यालय/संगठन का नाम
10. वर्तमान रोजगार के विषय में अतिरिक्त विवरण। कृपया बताएं कि आप किसके अंतर्गत कार्य कर रहे हैं:
 - (क) केन्द्र सरकार
 - (ख) राज्य सरकार
 - (ग) स्वायत्त संगठन
 - (घ) सरकारी उपक्रम
 - (ङ) विश्वविद्यालय
11. क्या आप संशोधित वेतनमान में हैं ? यदि हां, तो संशोधन की तारीख बताएं तथा संशोधन पूर्व वेतनमान का भी उल्लेख करें
12. वर्तमान में आहरित कुल मासिक परिलब्धियां:
13. अतिरिक्त सूचना, यदि कोई हो, जिसे आप इस पद के लिए अपनी उपयुक्तता के समर्थन में उल्लेखित करना चाहते हों। यदि स्थान अपर्याप्त हो तो अलग से शीट संलग्न करें।
14. क्या अनुसूचित जाति/अनुसूचित जनजाति से संबंधित हैं
15. अभ्युक्तियां

आवेदक के हस्ताक्षर

दिनांक:

प्रमाणित किया जाता है कि आवेदक द्वारा दी गई सूचना उसके सेवा रिकार्ड से सत्यापित कर ली गई है और सही पायी गयी है।

मूल कार्यालय के प्राधिकृत हस्ताक्षरकर्ता के प्रति हस्ताक्षर मोहर सहित

सक्षम प्राधिकारी के हस्ताक्षर

सतर्कता निकासी प्रमाण-पत्र

प्रमाणित किया जाता है कि डा./श्री/श्रीमती/सुश्री.....जिन्होंने -----
----- में प्रतिनियुक्ति आधार पर ----- के पद के लिए आवेदन किया है, के विरुद्ध न तो कोई सतर्कता
निकासी अथवा अनुशासनिक कार्यवाही अथवा अपराधिक कार्रवाई लंबित है और न ही शुरू किए जाने का
विचार है।

(प्राधिकृत हस्ताक्षरकर्ता)
नाम और कार्यालय की मोहर
दिनांक :

शास्ति प्रमाण-पत्र

प्रमाणित किया जाता है कि डा./श्री/श्रीमती/सुश्री.....जिन्होंने -----
----- में प्रतिनियुक्ति के आधार पर ----- के पद के लिए आवेदन किया है, पर पिछले 10 वर्षों में कोई
बड़ी/छोटी शास्ति नहीं लगायी गयी है।

(प्राधिकृत हस्ताक्षरकर्ता)
नाम और कार्यालय की मोहर
दिनांक :

सत्यनिष्ठा प्रमाण-पत्र

डा./श्री/श्रीमती/सुश्री.....जिन्होंने -----में प्रतिनियुक्ति के आधार
पर ----- के पद के लिए आवेदन किया है, की वार्षिक गोपनीय रिपोर्ट की जांच करने के बाद यह
प्रमाणित किया जाता है कि उनकी सत्यनिष्ठा में कोई संदेह नहीं है।

(उपसचिव अथवा उससे ऊपर के स्तर के
अधिकारी द्वारा हस्ताक्षर किए जाएं)
नाम और कार्यालय की मोहर:
दिनांक :