

Fwd: Circular for inviting applications for filling up the posts in Legal Cadre at ICAR on deputation basis

From : Shri Dharmendra <csdelhi@nic.in>

Fri, Sep 06, 2024 11:35 AM

Subject : Fwd: Circular for inviting applications for filling up the posts in Legal Cadre at ICAR on deputation basis

1 attachment

To : Sh Anil Kumar Singh <secservices@nic.in>, slaw <slaw@nic.in>



From: Estt-1@icar.gov.in

To: "Neerabh Kumar Prasad, IAS" <cs@ap.gov.in>, "Dharmendra" <cs-arunachal@nic.in>, "Dr. Ravi Kota" <cs-assam@nic.in>, "Chief Secretary, Bihar" <cs-bihar@nic.in>, "Chief Secretary Office Chhattisgarh" <csoffice.cg@gov.in>, "Puneet Kumar Goel IAS Chief Secretary" <cs-go@nic.in>, chiefsecretary@gujarat.gov.in, "Sh. T.V.S.N Prasad, IAS" <cs@hry.nic.in>, "Prabodh Saxena" <cs-hp@nic.in>, "L.Khiangte, IAS" <cs-jharkhand@nic.in>, cs@karnataka.gov.in, "DR SARADA MURALEEDHARAN IAS" <chiefsecy@kerala.gov.in>, "Veera Rana" <cs@mp.nic.in>, cs@maharashtra.gov.in, "cs-manipur" <cs-manipur@nic.in>, "cso-meg" <cso-meg@nic.in>, "cs-mizoram" <cs-mizoram@nic.in>, "Jan e Alam, Chief Secretary Nagaland" <csngl@nic.in>, "Shri Manoj Ahuja" <csori@nic.in>, "Chief Secretary, Punjab" <cs@punjabmail.gov.in>, csraj@rajasthan.gov.in, "Vijay Bhushan Pathak" <cs-skm@hub.nic.in>, cs@tn.gov.in, "CS Telangana" <cs@telangana.gov.in>, "cs-tripura" <cs-tripura@nic.in>, "CHIEF SECRETARY OFFICE GOVT OF UP" <csup@nic.in>, "chief secretary" <cs-uttarakhand@nic.in>, "Dr. Manoj Pant" <cs-westbengal@nic.in>, "Chief Secretary Andamans" <cs-andaman@nic.in>, admn-chandigarh@nic.in, administrator-dd-dng@nic.in, "cs-jandk" <cs-jandk@nic.in>, "Advisor to LG" <advisor-lg-ladakh@gov.in>, "Praful Patel" <Lk-admin@nic.in>, "Shri Dharmendra" <csdelhi@nic.in>, "Admr adranagar" <Admr.adranagar@nic.in>, "cs pondicherry" <cs.pondicherry@nic.in>, "Ajit Kumar SO" <Ajit.kumar67@nic.in>, "MOHAMMED JAINUDDIN" <mohammed.jainuddin@nic.in>, "RAJEEV NAYAN Assistant" <Rajeev.nayan@nic.in>

Cc: "Vampad Sharma, Director" <vampads.icar@gov.in>, "Sandeep Dudi" <Sandeep.Dudi@icar.gov.in>

Sent: Friday, September 6, 2024 10:09:28 AM

Subject: Circular for inviting applications for filling up the posts in Legal Cadre at ICAR on deputation basis

Respected Sir,

The Indian Council of Agricultural Research is filling up the posts in Legal Cadre viz, Legal Advisor and Assistant Legal Advisor (pay level-13 & pay level-12) at ICAR Hqrs, New Delhi and ICAR-NAARM, Hyderabad on deputation basis (ISTC). A copy of the circular No. Admn.6-3/2024-Estt.I dated 04.09.2024 is attached herewith with the request to widely circulate the same amongst the staff/subordinate offices/autonomous bodies/PSUs under your control.

Yours sincerely

Under Secretary (Administration)
ICAR Hqrs.
Krishi Bhawan, New Delhi
Tel. 011-23386978

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www.icar.org.in

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Regards
O/o The Chief Secretary, Delhi

 **Vacancy Circular_Legal Cadre_04092024.pdf**
8 MB



VACANCY CIRCULAR

Inviting applications for Filling up the posts in Legal Cadre at ICAR

- A. Legal Advisor (Level 13) & Assistant Legal Advisor (Level 12) on deputation basis.
B. Consultant as Advisor (Legal) & Assistant Advisor (Legal) on contract basis (Applications will be considered only if the posts of Legal Advisor (Level 13) & Assistant Legal Advisor (Level 12) respectively remain unfilled through deputation as per method A above)

A. Filling up the Posts of Legal Advisor (Level 13) & Assistant Legal Advisor (Level 12) on deputation basis.

Competent Authority at Indian Council of Agricultural Research (ICAR) invites applications for filling up the vacancies of following posts on deputation basis (including short term contract) at ICAR Hqrs :-

1. Legal Advisor in Legal Cadre (Pay Level 13)
2. Assistant Legal Advisor in Legal Cadre (Pay Level 12)

The details regarding number of vacancies of each post, location of vacancies & eligibility conditions etc are given under:

Sr.	Name of the post	Number of vacancies & Location	Pay Scale	Eligibility Conditions
1	2	3	4	5
On Deputation basis				
1	Legal Advisor	One vacancy ICAR Hqrs, New Delhi	Level-13 (Rs 1,23,100- 2,15,900)	Officers in the legal cadre/departments of Central or State Government or Union Territories or Autonomous Bodies or Public Sector Undertakings : I.i) Holding analogous posts on regular basis in the parent cadre/department ; Or ii) With 5 years of service in Level-12 of Pay Matrix (Pre-revised PB-3, Rs 15600-39100 with GP Rs 7200) or equivalent pay scale on regular basis; And

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				II. Possessing the bachelors's degree in law and minimum experience of fourteen years of handling legal matters.
2	Assistant Legal Advisor	One vacancy ICAR-NAARM, Hyderabad	Pay Level-12 (Rs 78800-209200)	<p>Officers in the legal cadre/department of Central or State Government or Union Territories or Autonomous Bodies or Public Sector Undertakings :</p> <p>I (i) Holding analogous posts on regular basis in the parent cadre/department;</p> <p>Or</p> <p>(ii) With 05 years of service in Level-11 of Pay Matrix (pre-revised PB-3, Rs 15600-39100 with GP Rs 6600) or equivalent pay scale on regular basis in the parent Cadre/department;</p> <p>And</p> <p>II Possessing the bachelors degree in law and minimum experience of ten years of handling legal matters</p>

- The details regarding duties of Legal Adviser & Assistant Legal Adviser & overall Structure & Functioning of Legal Management System in ICAR may kindly be seen on website of ICAR at *Bulletin Board > Circulars > Category wise Search > Recruitment Division > Restructuring and Streamlining of Legal Affairs & Litigation Management System in ICAR.*
- The general terms and conditions of services at ICAR will be governed as per the Rules and Bye-laws of ICAR.
- The terms of deputation pay and allowances shall be governed by the provisions laid down in the Department of Personnel & Training Office Memorandum No. 61812009-Estt (Pay II) dated 17th June, 2010 and other amendments/orders/guidelines issued in this regard from time to time.
- The period of deputation shall be 2 years for all the posts. However, the same can be terminated prematurely upon giving a 3-month notice from both sides.
- The total period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed 05 years.
- The departmental officers in the feeder category, who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.
- The maximum age limit for appointment on deputation shall not be exceeding 58 years as on the closing date of receipt of applications.
- Eligible and willing candidates may apply in prescribed format - **Annexure-I** along with **Annexure-II** & enclosures mentioned therein.
- Cadre Controlling authorities/Head of Departments are requested to forward applications of eligible and willing candidates whose services can be spared on

deputation immediately on their selection accompanying the following documents latest by **15.10.2024**.

10.

- A. Attested copy of the application in prescribed proforma - **Annexure I**
- B. Duly Filled **Annexure II**, indicating/enclosing following:
 - i. Cadre Clearance Certificate from the Controlling Authority.
 - ii. Certification that the particulars furnished by the applicant have been verified & are correct.
 - iii. Statement giving detail of Major/Minor penalties, imposed upon the Officer, if any, during the last ten (10) years
 - iv. Vigilance Clearance/Integrity Certificate.
 - v. Photocopies of the ACRs/APARs for the last five (5) years duly attested on each page by an officer not below the level of Under Secretary or equivalent.

10. Applications received after the last date/incomplete application shall not be entertained. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently. ICAR reserves the right not to fill up all or any of the vacancies or to withdraw the circular at any time without assigning any reasons.
11. The Envelopes containing Complete Applications superscribed as **'Applications for the post ofto be filled on deputation'** may be sent on following address by **15.10.2024**

**Director (Admn.), ICAR, Room No 306,
Krishi Bhawan, New Delhi-110001**

B. Inviting applications for appointment of Consultants as Advisor (Legal) & Assistant Advisor (Legal) on Contract basis

Simultaneously, applications are also invited from retired officials of legal cadre from departments of Central or State Government or UTs or Autonomous Bodies or PSUs for appointment as Consultants on Contract basis as per following terms & conditions. The applications will be considered only in case the posts of Legal Advisor (Level-13) at ICAR Hqrs. and Assistant Legal Advisor (Level-12) at ICAR-NAARM, Hyderabad remain unfilled due to unavailability of suitable serving candidate for appointment on deputation basis. In such a scenario, the Council, as an alternative shall appoint eligible and suitable retired officer as Consultant on contract basis.

The details regarding number of vacancies, location, eligibility conditions, emoluments, terms & conditions etc. of consultancy are given under:

Sl. No.	Designation for Consultant	Number of vacancies & Location	Duties of the Assignment	Eligibility Conditions
1	2	3	4	5
Consultancy on Contract Basis				
1	Advisor (Legal)	One vacancy ICAR Hqrs, New Delhi	The consultant shall perform the job/ assignment similar to the duties associated with post of Legal Advisor with certain limitations.	Officers retired from the legal cadre/ departments of Central or State Government or Union Territories or Autonomous Bodies

			<p>The details regarding duties of Legal Adviser & overall Structure & Functioning of Legal Management System in ICAR may kindly be seen on website of ICAR at <i>Bulletin Board > Circulars > Category wise Search > Recruitment Division > Restructuring and Streamlining of Legal Affairs & Litigation Management System in ICAR.</i></p>	<p>or Public Sector Undertakings:</p> <p>I. (i) Holding analogous posts on regular basis in the parent cadre/department at the time of retirement;</p> <p>Or</p> <p>(ii) With 5 years of service in Level-12 of Pay Matrix (Pre-revised PB-3, Rs 15600-39100 with GP Rs 7200) or equivalent pay scale on regular basis at the time of retirement;</p> <p>And</p> <p>II. Possessing the bachelor's degree in law and minimum of fourteen years experience of handling legal matters.</p>
	Assistant Advisor (Legal)	One vacancy ICAR-NAARM, Hyderabad (Zone-II)	<p>The consultant shall perform the job/assignment similar to the duties associated with post of Assistant Legal Advisor with certain limitations.</p> <p>The details regarding duties of Assistant Legal Adviser & overall Structure & Functioning of Legal Management System in ICAR may kindly be seen on website of ICAR at <i>Bulletin Board > Circulars > Category wise Search > Recruitment Division > Restructuring and Streamlining of Legal Affairs & Litigation Management System in ICAR.</i></p>	<p>Officers in the legal cadre/department of Central or State Government or Union Territories or Autonomous Bodies or Public Sector Undertakings:</p> <p>I. (i) Holding analogous posts on regular basis in the parent cadre/department at the time of retirement;</p> <p>Or</p> <p>ii) With 05 years of service in Level-11 of Pay Matrix (pre-revised PB-3, Rs 15600-39100 with GP Rs 6600) or equivalent pay</p>

				<p>scale on regular basis in the parent cadre/department at the time of retirement;</p> <p>And</p> <p>II. Possessing the bachelor's degree in law and minimum of ten years experience of handling legal matter</p>
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The detailed terms are given as under:

1. Applications are invited from retired officials of legal cadre under departments of Central or State Government or UTs or Autonomous Bodies or PSUs aging up to 64 years as on closing date of receipt of applications.
2. The period of contract will be initially for one year from the date of award of contract or till the appointment of new Legal Adviser/Director (Law) in case of Advisor (Legal) & till appointment of Assistant Legal Adviser in case of Assistant Advisor(Legal) or till further orders of the Council, whichever is earlier.
3. The contract can be further extended for another one year subject to the satisfactory performance of the candidate and subject to the candidate does not cross upper age limit of 65 years.
4. The consultant Advisor (Legal) shall be posted at Krishi Bhawan, New Delhi & Assistant Advisor(Legal) shall be posted in ICAR-NAARM Hyderabad but they may also travel in India as and when required.
5. The appointment of consultants shall be of a temporary (non-official) nature against the specific job/ assignments.
6. Payment will be on a lumpsum monthly basis which shall be the last pay drawn minus basic pension. The basic pension to be deducted from the last salary drawn shall be the pension as fixed at the time of retirement and as such, if the employee has availed of the commutation of pension, the commuted portion of pension shall also be included in the portion of pension to be deducted. No increment and Dearness Allowance shall be allowed during the term of the contract. The amount so fixed shall remain unchanged during the term of appointment.
7. Transport Allowance for the purpose of commuting between the residence and the place of work shall be as allowed to Officers in Level 13 & Level 12 in Gol in case of Advisor (Legal) & Assistant Advisor (Legal) respectively. The same, however, shall not exceed the amount applicable to the appointee at the time of his retirement. The amount so fixed shall remain unchanged during the term of appointment.
8. The consultant shall not be entitled to any allowance/benefits such as HRA, CGHS and Medical reimbursement.
9. A total of eight (08) number of casual leave will be applicable in one year. No other leave will be admissible. No remuneration for the period of his/her absence in excess of admissible leave will be paid to consultant/ contractual employees. Un-availed leave in a calendar year shall not be carried forward to next calendar year.
10. TA & DA and other entitlements on tour will be as admissible to the Director of Gol in Pay Level-13 for the Advisor(Legal) & will be as admissible to Deputy Secretary of Gol in Pay Level 12 in case of Assistant Advisor (Legal). Daily

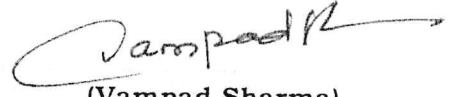
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- Allowance (DA) will be paid to the Consultant for the number of days of tour. Number of days for DA will include the days spent on official duty including travelling days.
11. During the period of contract, consultant will work with council on full time basis and not to be allowed to take up any other assignment during the period of consultancy.
 12. This contract does not confer upon any right for regular appointment/absorption in the Corporation and will have no legal claim for it.
 13. Working Hours shall normally be from 9.00 a.m. to 5:30 p.m. during working days. However, in exigencies of work, they may be required to sit late and may be called on Saturday/ Sundays or other holidays.
 14. They may be governed by the Official Secrets Act, 1923, as amended from time to time and will not disclose to any unauthorized person (s) any information/ data that may come to their notice during the period of their engagement as 'Consultant' in the Council.
 15. They will not utilize or publish or part with, to a third party, any part of the information accessed/collected for the purpose of their assignments or during the course of, assignment for the Department without the express written consent of the Secretary, ICAR.
 16. They must act, at all times in the interest of the Council and render any advice/ service with professional integrity.
 17. They will maintain highest standards of integrity, transparency, competitiveness, economy and efficiency while working as consultant in the council.
 18. The consultant so appointed shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Council nor will they indulge in any activity outside the terms of the contractual engagement. This condition will continue for one year, after termination of Contract with ICAR.
 19. The shortlisted candidates may be called for interview. Selection will be made on the basis of Eligibility Criteria, Experience and performance in the interview.
 20. ICAR reserves the right to cancel the process and may increase or decrease number of posts/ requirements at any point of time without assigning any reason thereof.
 21. For attending the interview and joining the post no TA/ DA will be paid. However, the TA/DA will be paid only for official tour during the contract period.
 22. No office vehicle will be provided to the Consultant for attending duty.
 23. The engagement of consultant can be terminated by Council at any time without assigning any reason thereof. However, Consultant will have to give 30 days' advance notice or remuneration in lieu thereof before resigning from the engagement.
 24. The furnishing of false information or suppression of any factual information in the Form would be a disqualification for the engagement.
 25. If the fact that false information has been furnished or that there has been suppression of any factual information in the form comes to notice at any time during the engagement of retired employee, engagement/contract will be terminated immediately without any notice and the remuneration paid will be refunded/deposited to Council by the consultant. Any further action as deemed fit by Council may be taken in such a case.
 26. Please attach self-attested documents to support educational qualification, experience and last pay drawn/ latest pay slip.
 27. The candidates may mail/send their application in the prescribed format as in **Annexure III**, along with self-attested copies of their certificates of Educational qualification, Age, Experience & last pay drawn/latest pay slip.

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28. Applications received after the last date/incomplete application shall not be entertained. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently. ICAR reserves the right not to fill up all or any of the vacancies or to withdraw the circular at any time without assigning any reasons.

29. The Envelopes containing Complete Applications super scribed as 'Applications for engagement as Consultant (Advisor (Legal)) at ICAR' may be sent on following address by **15.10.2024**

**Director (Admin), ICAR, Room No 306,
Krishi Bhawan, New Delhi-110001**


(Vampad Sharma)
Director (Admn.)

To

1. All Ministries/Departments of Government of India with request to widely circulate the vacancy amongst the Staff/subordinate offices/Autonomous bodies/PSUs under their control.
2. Chief Secretaries to State Governments/Administrator of UT Administration with request to widely circulate the vacancy.
3. Under Secretary, PESB, Block Number 14, Public Enterprises Bhawan, CGO Complex Lodhi Road, New Delhi-110003 with request to circulate the vacancy amongst all CPSEs.
4. US (CS-I), CS Division, DoPT, Lok Nayak Bhawan, Khan Market, New Delhi-110003 with request to upload this vacancy circular on DoPT's website.
5. Social Media & Website Management Unit, DKMA, ICAR for placing on the Council's website.
6. ICAR E-Office Notice Board for information of all in ICAR to give wide circulation to the vacancy circular.

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Annexure-I

APPLICATION FOR DEPUTATION TO THE POST OF

1. Post applied for				
2. Name of the Candidate in block letters 			Paste photograph here	
(Paste a self-attested photograph in the space provided)				
3. Date of Birth (DD/MM/YYYY)				
4. Date of retirement (DD/MM/YYYY)				
5. Address for Correspondence				
6. Mobile number & e-mail id				
7. Educational qualifications (Graduation level and above, including additional academic qualifications relevant to nature of the post being applied for)				
Examination passed	Year	Name of University/ Institute	Percentage of marks/CGPA	Subjects

Employment Details			
8. Name of Current Employer			
9. Present grade and date from which held			
10. Complete office address along with telephone number of the Present employer			
11. Nature of the Present Employment whether ad-hoc, Temporary, quasi-permanent or permanent			
12. In case the present employment is held on deputation/Contract basis, please state following			
a. The date of initial appointment	b. Period of appointment/ Contract	c. Name of parent office/ organisation to which the applicant belongs	d. Name of the post & Pay of the post held in substantive capacity in the parent organisation
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 & Integrity Certificate.			
13. If any post is held in deputation in the past by the applicant, then mention the date of return from the last deputation/name of organisation where deputed/name & grade of the post held on deputation.			
14. Additional details about parent department & present employer.			
Please state whether the parent department & present employer (if different from parent department) belong to which of the following category			

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Parent Department		Present Employer (if different from parent department)			
I. Central Government/UT		I. Central Government/UT			
II. State Government		II. State Government			
III. Autonomous Organisation		III. Autonomous Organisation			
IV. PSU		IV. PSU			
V. Others (give details)		V. Others (give details)			
15. In case the applicant belongs to an organisation which is not following the central government pay scale, the latest salary slip issued by the organisation showing the following details may be enclosed.					
Basic pay with scale of pay & rate of increment		Dearness pay/interim relief/other allowances etc (with break up details)			
16. 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 Level*	Nature of Duties (in detail) highlighting Experience required for the post applied for
*Pay band & Grade pay/ Pay Level granted under ACP/MACP are personal to the officer & therefore, should not be mentioned. Only the pay band & Grade pay/Pay Level of the post held on Regular basis should be mentioned. Details of ACP/MACP with pay band & Grade pay where such benefits have been drawn by candidate may be indicated as below					
Office/ Organisation	Pay/Pay band/Grade pay/Pay Level	From	To		

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	drawn under ACP /MACP scheme		
17. Whether educational qualifications or other qualifications required for the Post are satisfied.			
18. Professional Training/Courses attended (Relevant to the post being applied for)			
19. Details of award/ honour/ appreciation/other work experience (Relevant to the post being applied for)			
20. Additional information, if any, which you would like to furnish in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient			
21. Whether belongs to SC/ST/OBC/Ex Service men/PwBD/other categories			

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished herein is duly supported by the documents in respect of qualifications/employment details/work experience submitted by me & will be assessed by the selection committee at the time of selection for the post. The information/details provided by me are correct & true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

Date

Signature of the Candidate
Name & Designation

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Annexure-II

APPLICATION FOR DEPUTATION TO THE POST OF

To be filled up by the cadre controlling authority

Office Of.....
File No.....

Date.....

1. The applicant Shri/Smt./Ms..... if selected, will be relieved immediately.
2. Certified that the particulars furnished by the officer have been checked from available records and found correct.
3. Certified that the applicant is eligible for the post applied as per conditions mentioned in the circular/advertisement.
4. Integrity of the applicant is certified as 'Beyond Doubt'.
5. No Vigilance case is pending/contemplated against the Officer
6. It is certified that no penalty has been imposed on the applicant during the last 10 years (Alternatively, penalty statement during the last 10 years is being enclosed).
7. Attested photocopies of up-to-date ACRs/APARs for the last 5 years are enclosed. Photocopies of ACRs/APARs have been attested on each page by an officer not below the rank of Under Secretary or equivalent.

Signature.....
Name, Designation &
Telephone of the forwarding
officer

(Office Stamp)

Date:
Place:

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Annexure-III

APPLICATION FORM FOR ENGAGEMENT AS CONSULTANT AS ADVISOR (LEGAL) AT ICAR HEADQUARTERS AND ASSISTNAT ADVISOR (LEGAL) AT ICAR-NAARM, HYDERABAD

APPLICATION FOR APPOINTMENT AS.....

1. Name of the Candidate in block letters (Paste a self-attested photograph in the space provided)		Paste photograph here		
2. Date of Birth (DD/MM/YYYY)				
3. Date of retirement (DD/MM/YYYY)				
4. Address for Correspondence				
5. Mobile number and e-mail id				
6. Educational qualifications (Graduation level and above, including additional academic qualifications relevant to nature of the post being applied for)				
Examination Passed	Year	Name of University/Institute	Percentage of marks/CGPA	Subjects

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Employment Details			
7. Name of Employer from where the officer retired			
8. Designation/Grade at the time of retirement & date from which held			
9. Whether the post belongs to legal cadre under departments of Central or State Government or UTs or Autonomous Bodies or PSUs			
10. Complete office address along with telephone number of the Present employer			
11. Nature of the Present Employment, whether ad-hoc, Temporary, quasi-permanent or permanent (if any)			
12. In case the present employment is held on Contract basis, please state following			
a. The date of initial appointment	b. Period of appointment/ Contract	c. Monthly lump sum Emoluments	d. Nature of duties
13. Additional details about parent department & present employer.			
Please state whether the parent department (from where he/she retired) & present employer belong to which of the following category			
Parent Department		Present Employer	
I. Central Government/UT		I. Central Government/UT	
II. State Government		II. State Government	

III. Autonomous Organisation		III. Autonomous Organisation			
IV PSU		IV. PSU			
V Others (give details)		V Others (give details)			
14. In case at the time of retirement, the applicant belonged to an organisation which is not following the central government pay scale, the latest salary slip issued by the organisation showing the following details may be enclosed					
Basic pay with scale of pay & rate of increment		Dearness pay/interim relief/other allowances etc (with break up details)		Total Emoluments	
15.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 Level*	Nature of Duties (in detail) highlighting Experience required for the post applied for
*Pay band & Grade pay/ Pay Level granted under ACP/MACP are personal to the officer & therefore, should not be mentioned. Only the pay band & Grade pay/Pay Level of the post held on Regular basis should be mentioned. Details of ACP/MACP with pay band & Grade pay where such benefits have been drawn by candidate may be indicated as below					
Office/ Organisation	Pay/Pay band/Grade pay/Pay Level drawn under ACP/MACP scheme	From	To		

16.	Whether educational qualifications or other qualifications required for the Post are satisfied.
17.	Professional Training/Courses attended (Relevant to the post being applied for)
18.	Details of award/ honour/ appreciation/other work experience (Relevant to the post being applied for)
19.	Additional information, if any, which you would like to furnish in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient
20.	Whether belongs to SC/ST/OBC/Ex Service men/PwBD/other categories
21.	Certified copies of last 5 year APARs(before retirement)
22.	Certificate from parent department that the officer at the time of retirement was clear from Vigilance angles & no disciplinary proceedings are initiated against him.

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished herein is duly supported by the documents in respect of qualifications/employment details/work experience submitted by me & will be assessed by the selection committee at the time of selection for the post. The information/details provided by me are correct & 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

Date

Name & Designation at time of retirement