

Fwd: Inviting applications for filling up of various vacant posts in NHRC on deputation basis.

From : Shri Dharmendra <csdelhi@nic.in>

Subject : Fwd: Inviting applications for filling up of various vacant posts in NHRC on deputation basis.

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

Tue, Feb 04, 2025 03:55 PM

1 attachment



From: "Yogesh Chandra Misra" <nhrcestdt@nic.in>

To: "K. Vijayanand, IAS" <cs@ap.gov.in>, "Manish Kumar Gupta" <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>, "Dr. V Candavelou IAS" <cs-go@nic.in>, chiefsecretary@gujarat.gov.in, "Dr. Vivek Joshi" <cs@hry.nic.in>, "Prabodh Saxena" <cs-hp@nic.in>, "Alka Tiwari" <cs-jharkhand@nic.in>, cs@karnataka.gov.in, "Smt. SARADA MURALEEDHARAN IAS" <chiefsecy@kerala.gov.in>, "Anurag jain" <cs@mp.nic.in>, cs@maharashtra.gov.in, "cs-manipur" <cs-manipur@nic.in>, "cso-meg" <cso-meg@nic.in>, "cs miz" <cs\_miz@rediffmail.com>, "Jan e Alam, Chief Secretary Nagaland" <csnlg@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>, chiefsecyuk@gmail.com, "chief secretary" <cs-uttarakhand@nic.in>, "Dr. Manoj Pant" <cs-westbengal@nic.in>, "Dr. Chandra Bhushan Kumar IAS" <cs-andaman@nic.in>, adcgovpb@gmail.com, "Office of the Administrator DNH DD" <administrator-dnh@nic.in>, "cs-jandk" <cs-jandk@nic.in>, "Sh. Umang Narula" <narulau@ias.nic.in>, "Advisor to LG" <advisor-lg-ladakh@gov.in>, "Advisor to the Administrator UTL" <lk-advisor@gov.in>, "Praful Patel" <lk-admin@nic.in>, "Shri Dharmendra" <csdelhi@nic.in>, "Dr Sharat Chauhan, I.A.S , Chief Secretary to Government, Government of Puducherry" <cs.pon@nic.in>

Sent: Tuesday, February 4, 2025 3:40:40 PM

Subject: Inviting applications for filling up of various vacant posts in NHRC on deputation basis.

Please find attached.

<https://nhrc.nic.in/sites/default/files/Vacancy%20Adv%2024-12-2024.pdf>

Thanks & regards

Yogesh Chandra Misra  
Section Officer (Estt.)  
National Human Rights Commission  
Tele: 011-24663298



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Regards  
O/o The Chief Secretary, Delhi

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*Handwritten signature: 7h*

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*Handwritten signature: (Signature) 10/2/25*

*Handwritten signature: SO (EDN)*  
*Handwritten signature: OK 11/02/2025*

*Handwritten signature: sr-yogesh*



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राष्ट्रीय मानव अधिकार आयोग

National Human Rights Commission

मानव अधिकार भवन, ब्लॉक-सी, जी.पी.ओ. कॉम्प्लेक्स, आई.एन.ए., नई दिल्ली-110023 Manav

Adhikar Bhawan, Block - C, GPO Complex, INA, New Delhi-  
Fax: 91-011-24663245/ 24663298

E-Mail: nhrcestdt@nic.in

Website: www.nhrc.nic.in



File No. A-12019/1/2024-Estdt 26926

Dated the 3<sup>rd</sup> February, 2025

To,

1. All Ministries/ Departments/ Organizations (As per standard list)
2. The Director General, all CAPFs/RPF.
3. The Chief Secretary All States/UTs
4. The Commissioner/ Director General of Police, all States/UTs.

Sub: **Inviting of applications for filling up various vacant posts in National Human Rights Commission on deputation basis; reg.**

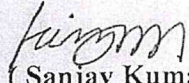
Sir/ Madam,

The undersigned is directed to forward herewith a copy of Deputation Vacancy Notice No. 03/2024 for filling up of various vacant posts in National Human Right Commission on deputation basis for wide publicity to the eligible employees under your organizations.

2. The last date of receipt of application is 1<sup>st</sup> April, 2025.
3. The detailed eligibility/ terms & Conditions and Application Form are also available on the website of the NHRC [[www.nhrc.nic.in](http://www.nhrc.nic.in)]
4. It is also mentioned that the employees of the National Human Rights Commission (NHRC) including deputationist are **eligible for General Pool Residential Accommodation in Delhi/ NCR as per norms and they are also covered under CGHS.**
5. It is requested that wide publicity may be given to the eligible officers under your administrative control with reference to the above Vacancy Notice and application(s) of willing & eligible candidates may be forwarded to the Under Secretary (Estt), National Human Rights Commission, Manav Adhikar Bhawan, 'C' Block, GPO Complex, INA, New Delhi -110023 by **1<sup>st</sup> April, 2025 alongwith all requisite documents.**

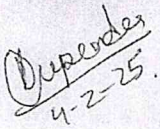
Yours faithfully,

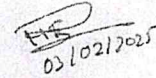
Encl: As above

  
(Sanjay Kumar)  
Deputy Secretary (Estt)

Copy to :-

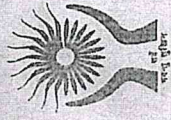
1. Director (CS Division), DoP&T-with the request that the vacancy notice may kindly be uploaded on the website of the DoP&T and also circulated amongst difference organizations for wider dissemination.
2. All Divisional Heads of NHRC with the request to liaise with various Department/ Organizations/ Institutions for sponsoring/ providing nominations of sufficient eligible and suitable officers for advertised posts.

  
4-2-25.

  
03/02/2025



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राष्ट्रीय मानव अधिकार आयोग

## National Human Rights Commission

मानव अधिकार भवन, ब्लॉक-सी, जी.पी.ओ. कॉम्प्लेक्स, आई.एन.ए., नई दिल्ली-110023  
Manav Adhikar Bhawan, Block-C, GPO Complex, INA, New Delhi-110023  
E-Mail: nhrcstt@nic.in, Website: www.nhrc.nic.in

File No. A-12019/1/2024-Estt

Dated the 17th January, 2025

### Deputation Vacancy Notice No. 03/2024

Applications are invited for filling up following exiting/ anticipated vacancies in National Human Rights Commission on deputation basis:-

S.N.	Name of posts	Pay Scale notified/ adopted by the Commission	Number of posts
1	Joint Registrar	Level-13	01
2	Deputy Registrar	Level-12	01
3	Joint Director (Research)	Level-12	01
4	Under Secretary	Level-11	02
5	Assistant Registrar	Level-11	03
6	Principal Private Secretary	Level-11	01
7	Senior Research Officer	Level-11	02
8	Research Officer	Level-10	02
9	Dy. Superintendent of Police	Level-9	01
10	Private Secretary	Level-8	04
11	Assistant Accounts Officer	Level-7	01
12	Inspector	Level-7	12
13	Senior Research Assistant	Level-7	01
14	Programmer Assistant	Level-6	02
15	Accountant	Level-6	01
16	Junior Accountant	Level-4	03
17	Assistant Librarian	Level-4	01
18	Steno Grade 'D'	Level-4	07
19	Constable	Level-3	02

### Note:

- Number of post(s) may vary.
- The Commission reserves the right to cancel/ withdraw the vacancy notice at any time without prior notice or providing any reason.
- Separate application(s) may be submitted if a candidate is eligible and willing for applying more than one post.
- Detailed eligibility conditions of the above posts and Proforma of application are available on the website of the Commission's [www.nhrc.nic.in].
- The last date for receipt of the application is 60 days from the date of publication of notice in Employment News.
- Incomplete applications or applications received directly or after the due date will not be considered and will be summarily rejected.

(Sanjay Kumar)  
Under Secretary (Estt)  
EN 44/94

CBC 53101/11/0008/2425





राष्ट्रीय मानव अधिकार आयोग

National Human Rights Commission

मानव अधिकार भवन, ब्लॉक सी, सी पी ओ. कॉम्प्लेक्स, आई.एन.ए., नई दिल्ली-110023 Manav

Adhikar Bhawan, Block - C, GPO Complex, INA, New Delhi-110023 Fax:

E-Mail: nhrcstt@nic.in

Website: www.nhrc.nic.in



File No. A-12019/1/2024-Estt

Dated the 23<sup>rd</sup> December, 2024

**Deputation Vacancy Notice No. 03/2024**

Applications are invited to fill up the following existing/ anticipated vacancies on deputation basis in the National Human Rights Commission:-

S.No.	Name of posts & Pay Scale notified/ adopted by the Commission	Existing/ anticipated vacancies	Eligibility Condition
1	Joint Registrar Level-13 (Rs.123100-215900)	01	Officers of the Central Government, the State Government, Union Territories, autonomous or statutory organization, Public Sector Undertakings, Universities or Recognized Research Institution ;  (a) Holding analogous post on a regular basis in the parent cadre or department;  and  (b) Possessing a degree in Law from recognized University and five years experience in Court matters or of any other post involving interpretation or application of statutes.
2	Deputy Registrar Level-12 (Rs.78800- 209200)	01	Officers under the Central Government, the State Government, Union territories, autonomous or statutory organizations Public Sector Undertakings, Universities or recognised Research Institutions:  (a) (i) holding analogous post on a regular basis in the parent cadre or department; Or  (ii) with five years' service rendered after appointment to the post on a regular basis in level -11 (Rs. 67700 - 208700) in the pay matrix or equivalent in the parent cadre or department;  and  (b) Possessing a Degree in Law from a recognised University and five years experience in Court matters or of any other post involving interpretation or application of statutes.



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3	<b>Joint Director (Research)</b>  Level-12 (Rs 78800-209200)	01	<p>Officers under the Central Government, the State Government, Union territories, autonomous or statutory organisations, Public Sector Undertakings, Universities or recognised Research Institutions:</p> <p>(a) Holding analogous post on a regular basis in the parent cadre or department; and</p> <p>(b) Possessing following qualifications and experience:</p> <p><b>Essential</b></p> <p>(i) Master of Laws from any recognised University;</p> <p>(ii) Masters' in Political Science or Sociology or Social Work or Economics or Human Rights or Psychology or Population Studies or Criminology from a recognised University;</p> <p>(iii) Five years' research experience in any of the above subjects in a recognised Institution or University.</p>
4	<b>Under Secretary</b>  Level-11 (Rs 67700-208700)	02	<p><b>Officer under the Central Government, the State Government or Union territories:</b></p> <p>(a) (i) holding analogous posts on a regular basis in the parent cadre or department;</p> <p>or</p> <p>(ii) with seven years' service rendered after appointment to the post on a regular basis in level-8 (Rs. 47600- 151100) in the pay matrix or equivalent in the parent cadre or department; and</p> <p>(b) <b>possessing a degree in Law from recognised university</b></p>
5	<b>Assistant Registrar</b>  Level-11 (Rs 67700-208700)	03	<p>Officers of the Central Government, the State Government, Union territories, autonomous or statutory organization, Public Sector Undertakings, University or recognised Research Institution;</p> <p>(a) (i) holding analogous post on a regular basis in the parent cadre or department</p> <p>or</p> <p>(ii) with seven years' service rendered after appointment to the post on a regular basis in the level-8 (Rs. 47600- 151100) in the pay matrix or equivalent in the parent cadre or department and</p> <p>(b) <b>possessing a degree in Law from recognised university</b> /</p>



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6	<b>Principal Private Secretary</b> Level-11 (Rs 67700-208700)	01	Officers of the Central Government, the State Government, Union territories, autonomous or statutory organisations, Public Sector Undertakings, Universities or recognised Research Institutions holding analogous post on a regular basis in the parent cadre or department.
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7	<b>Senior Research Officer</b> Level-11 (Rs.67700-208700)	02	<b>Officers under the Central Government or the State Government or Union territories:</b>  (a) Holding analogous post on a regular basis in the parent cadre or department;
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(b) Possessing following qualifications and experience:

**Essential Qualification:**

- (i) Masters' degree in Political Science, History, Statistics, Sociology from a recognised university;
- (ii) Four years' research experience in any of the social sciences.

Desirable Qualification: Degree in law from a recognised University.

8	<b>Research Officer</b> Level-10 (Rs.56100-177500)	02	Officers of the Central Government, the State Government, Union territories, autonomous or statutory organisations, Public Sector Undertakings, Universities or recognised Research Institution :
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(a) Holding analogous posts on regular basis in the parent cadre or department;

(b) Possessing the qualifications and experience:-

**Essential:-**

Master's Degree in Social Science from a recognised University.

**Desirable:-**

- (i) Degree in Law from a recognised university;
- (ii) Three years' research experience in any of the social science.



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9	Dy. Superintendent of Police	02	Officers under Central / State Police Organizations;
	Level-9 (Rs.53100-167800)		(a) (i) Holding analogous posts on a regular basis;
			OR
			(ii) Inspectors of Police with 5 years regular service in the grade or equivalent; and
			(b) Possessing experience in investigation of criminal cases.
10	Private Secretary	04	Officers under the Central Government;
	Level-8* (Rs.47600-151100)		(i) Holding analogous posts on regular basis; or
			(ii) With 5 years regular service in a post Stenographer Cadre in Level-7 of Pay Matrix.
11	Assistant Accounts Officer	01	Officers of the Central Government, the State Government, Union territories, autonomous or statutory organisations, Public Sector Undertakings, Universities or recognised Research Institutions:
	Pay Matrix Level-7 (Rs.44900-142400)		(a) (i) Holding analogous posts 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 level-6 (Rs.35400-112400) in the pay matrix in the parent cadre or department; and
			(b) Possessing any one of the following qualifications: -
			(i) Pass in the Subordinate Audit/ Accounts Service examination conducted by any one of the organised Accounts Departments of the Central Government;
			(ii) Successful completion of training in the Cash and Accounts work in Institute of Secretariat Training and Management training course and a minimum of three years' experience in Cash, Accounts and Budget Work.

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12	Inspector Level-7 (Rs.44900-142400)	12	Officers under Central / State Police Forces/ Armed Forces of Union;  (a) (i) Working in similar or equivalent grade in the Central/State Police Forces/Armed Forces of Union: or  (ii) Sub-Inspector in the Central/State Police Forces/Armed Forces of the Union with 5 years regular service as Sub-Inspector: or  (iii) Officers working in the equivalent grade on regular basis under the Central Govt./ or State Govt. Departments/Central Public Undertakings; and  (b) Possessing at least 5 years experience in vigilance or investigation or intelligence work.
13	Senior Research Assistant Level-7 (Rs.44900-142400)	01	Officers of the Central Government, the State Government, Union territories, autonomous or statutory organisations, Public Sector Undertakings, Universities or recognised Research Institution:  (a) Holding analogous posts on regular basis in the parent cadre or department.  (b) Possessing following educational qualifications and experience:  <u>Essential:</u>  (i) Master Degree in Social science from a recognised university.  (ii) Two years' research experience in any of the social science.
14	Programmer Assistant Level-6 (Rs. 35400-112400)	02	Officers under the Central Government or the State Governments or Universities or recognised Research Institutions or Public Sector Undertakings or Statutory or Semi Government or autonomous organizations:  (a) Holding analogous post on a regular basis;  (b) Possessing following educational qualifications and experience:  <u>Essential: -</u>  (i) Masters' Degree in Statistics or Mathematics or Operations Research or Physics or Economics or Commerce (with



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Statistics) or Degree in Engineering or Computer Science from a recognised University;

- (ii) Two years' experience of an electronic data processing work including one year's experience of computer programming or operation; Or two years' experience of data processing work including one year's experience of unit record system (Tabulator or accounting machines, collator etc);

Or

- (i) Degree from a recognised university with Statistics as a subject;
- (ii) Five years' experience as mentioned in (ii) above.

Desirable: -

- (i) Formal training in computer programming operation;
- (ii) Knowledge of one or more of the programming languages;
- (iii) Experience of operating mechanical tabulation equipment and of planning and supervising work on such equipment.

15 Accountant

01

Level-6 (Rs.35400-112400)

Officers of the Central Government, the State Governments, Union territories, autonomous or statutory organisations, Public Sector Undertakings, Universities or recognised Research Institutions:

- (a) (i) Holding analogous posts on regular basis in the parent cadre or department;
- Or
- (ii) With ten years' regular service rendered after appointment to the post on a regular basis in the level-4 (Rs.25500-81100) in the pay matrix; and
- (b) Who have undergone training in cash and accounts work in the Institute of Secretariat Training and Management and possess three years' experience of cash, accounts and budget work.

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16	<b>Junior Accountant</b> Level-4 (Rs.25500-81100)	03	<p>Officers of the Central Government, the State Government, Union territories, autonomous or statutory organisation, Public Sector Undertakings, universities or recognised Research Institutions:</p> <p>(a) (i) Holding analogous post on regular basis in the parent cadre or department.</p> <p>OR</p> <p>(ii) Upper Division Clerk in Central Secretariat Clerical Service with Cash and Accounts training conducted by the Institute of Secretariat Training and Management.</p> <p>(b) Possessing following educational qualifications and experience:</p> <p><b>Essential:</b></p> <p>(i) B.Com with knowledge in computer applications.</p> <p><b>Desirable:</b></p> <p>(i) Experience in dealing with accounts and cash matters.</p>
17	<b>Assistant Librarian</b> Level-4 (Rs. 25500-81100)	01	<p>Officers under the Central Government or the State Government or Union Territories or Public Sector Undertakings or autonomous organisations –</p> <p>(a) Holding analogous posts on a regular basis.</p> <p>(b) (i) Bachelors Degree in Library Science or Library and Information Science of a recognized University or Institute.</p> <p>(ii) Two years' professional experience in a Library under the Central Government or the State Government or autonomous or statutory organization or Public Sector Undertakings or University or recognised Research or Educational Institution.</p> <p><b>Desirable:</b></p> <p>(i) Diploma in Computer Application from a recognised university or Institute.</p>
18	<b>Steno Grade 'D'</b> Level-4 (Rs. 25500-81100)	07	<p>Officers of the Central Government, the State Governments, Union territories, autonomous or statutory organisations, Public Sector Undertakings, Universities or recognised Research Institutions –</p> <p>Holding analogous post on a regular basis in the parent cadre or department.</p>



Desirable:

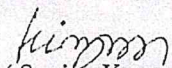
Diploma in Computer from a recognised university or institute.

Note: Preference will be given to those who know English and Hindi stenography.

19	Constable Level-3 (Rs.21700- 69100)	02	From amongst personnel of the Central Armed Police Forces or State Police Organisations: -  Holding analogous post in any Central Armed Police Forces or Constable from State Police organisations with five years' regular service.
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\*Note: There is pay discrepancies to the posts of Dy. Superintendent of Police, Section Officer, Private Secretary & Inspector in the National Human Right Commission, proposed for filling up on deputation basis. The Candidates will not claim for the existing pay scale as a matter of right on selection to the respective posts on deputation basis. It will be as per decision of the Government/NHRC.

1. (i) Number of post(s) may vary.  
(ii) Separate application(s) may be submitted if a candidate is eligible and applying for more than one post.  
(iii) Commission's reserves the right to cancel / withdraw the vacancy notice in any time without prior notice and without providing any reason for it.
2. Proforma of application is attached at Annexure - 'I'.
3. These vacancies are meant for deputation only. Applications of officers/ officials under the Central Government, the State Governments, Union territories, autonomous or statutory organization's, Public Sector Undertakings, Universities or recognized Research Institutions who fulfill the requisite eligibility criteria and experience for these posts, as mentioned against each, will only be considered. Applications of candidates not in regular/ permanent basis, retired officers or candidates serving in the private sector/ Organizations/ Universities/ Institutions will be summarily rejected.
4. The Deputation will be governed by the terms and conditions contained in the Department of Personnel and Training's O.M. No.6/8/2009-Estt.(Pay.II), dated 17.6.2010 as amended from time to time.
5. The maximum age-limit for appointment by deputation shall be not exceeding 'fifty-six years, as on the closing date of receipt of application.
6. The applications of eligible candidates who can be spared immediately on selection, may please be forwarded to the Under Secretary, National Human Rights Commission, Manav Adhikar Bhawan, 'C' Block, GPO Complex, INA, New Delhi - 110023 in the prescribed format as at Annexure-I alongwith all requisite documents i.e. attested photocopies of last 05 years APARs, Integrity Certificate, DE/Vigilance clearance & details of major minor punishment if any etc latest by 60 days of publication of advertisement in the newspapers.
7. Incomplete applications or applications received directly or after the due date will not be considered and will be summarily rejected.
8. The forwarding authority may also certify the information furnished by the candidate in application form.

  
(Sanjay Kumar)  
Under Secretary (Estt)



Name of Posts applied for .....

[illegible]



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9. In case the present employment is held on deputation/contract basis, please state			
(a) The date of initial appointment	(b) Period of appointment on deputation/contract	(c) Name of the present office/organization to which applicant belongs.	(d) Name of the post and pay of the post held in substantive
9.1 Notes: In case of Officers already on deputation, the applications such officers should be forwarded by the parent cadre/ department along with cadre clearance, vigilance clearance and integrity certificate.			
9.2 Note: Information under column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.			
10. If any post held on deputation in the post 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 Organization			
e) Universities			
f) Others			
12. Please state whether you are working in the same department and one 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 rank place and also indicate the pre-revised scale			
14. Total emoluments per month now drawn			
Basic pay in Pay Band/ Pay Matrix		Pay Matrix Level / Grade Pay	Total Emoluments
15. In case the applicant belongs to an organization which does not belong to Central Government pay scales, the latest salary slips issued by the organization showing the following details may be enclosed			
Basic pay in Pay Band/ Pay Matrix		Pay Matrix Level / Grade Pay & applicable rate of DA	Total Emoluments
16. A additional information, if any relevant to the post you applied for the support of your suitability for the post. (This among other things may provide information with regard to (i) Additional academic qualification (ii) professional training (iii) work experience over and above prescribed. In this Vacancy Circular/ Advertisement) (Note: enclose a separate sheet, if the space is insufficient)			



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16.1 The candidates are requested to including information with regard to:

- (i) Research publications and reports and special projects
- (ii) Awards/Scholarship/Official Appreciation
- (iii) Affiliation with the professional bodies/institutions
- (iv) Patents registered in own name or achieved for the organization
- (v) Any research innovative measure involving official regularization
- (vi) Any other information.

Note: enclose a separate sheet if the space is insufficient.

17 Whether belongs to SC/ST/OBC

18 Complete postal Address and contact details i.e. Telephone/Fax Number & e.mail address of the present employer :-  
Postal Address  
Telephone & Fax No. -  
e.mail address:

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

(Signature of candidate)

Address \_\_\_\_\_

Email ID : \_\_\_\_\_

Contact/Mobile No. \_\_\_\_\_

Date \_\_\_\_\_

Certification by the Employee/ Cadre Controlling Authority

The information/ detail provided in the above application by the applicant are true and correct as per the facts available on records. He/ She fulfilling requisite eligibility criteria and also possess essential educational qualification and experience mentioned in the vacancy circular.

2. If selected he/ she will ~~be~~ relieved immediately.

3. It is also certified that:

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt/Ms. \_\_\_\_\_
- ii) His/ Her Integrity is certified.
- iii) His/ Her APAR dossier in original /photocopies of APAR for the last five years duly attested by an officer of the rank of Under Secretary of the government of India or above are enclosed.
- iv) No major/minor penalty has been imposed on him/ her during the last ten years or a list of major/minor penalty imposed on him/ her during the last ten year enclosed ( as the case may be)

Counter signed  
(Employer/Cadre Controller Authority with seal)



So (con)