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Fwd: Extension of time for vacancy or the various posts in National Mineral Exploration Trust, Ministry of Mines-reg.

Shri Dharmendra <csdelhi@nic.in>

Wed, 28 May 2025 12:55:01 PM +0530

To "Sh Anil Kumar Singh"<secservices@nic.in>



From: "NMET Secretariat" <nmet-mines@gov.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>, csguj@gujarat.gov.in, cs-haryana@nic.in, "Prabodh Saxena" <cs-hp@nic.in>, "Alka Tiwari" <cs-jharkhand@nic.in>, cs@karnataka.gov.in, "Dr. A Jayathilak 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-mizoram" <Cs-mizoram@nic.in>, "Jan e Alam, Chief Secretary Nagaland" <csnagl@nic.in>, "Chief Secretary Odisha" <csodi@nic.in>, "Chief Secretary Punjab" <cs@punjab.gov.in>, csraj@rajasthan.gov.in, "Shri Ravindra Telang, IAS" <Cs-skm@hub.nic.in>, cs@tn.gov.in, "CS Telangana" <cs@telangana.gov.in>, "cs-tripura" <Cs-tripura@nic.in>, "CHIEF SECRETARY OFFCE GOVT OF UP" <csup@nic.in>, "chief secretary" <Cs-uttaranchal@nic.in>, Westbengal@nic.in, "Dr. Chandra Bhushan Kumar IAS" <cs-andaman@nic.in>, admn-chandigarh@nic.in, devcom-d@nic.in, "Shri Amit Singla" <advisor-dnh-dd@daman.nic.in>, "Shri Dharmendra" <csdelhi@nic.in>, k-advisor@gov.in, cs-pondicherry@nic.in, "cs-jandk" <Cs-jandk@nic.in>, "Advisor to LG" <Advisor-lg-ladakh@gov.in>

Cc: "AnandRaj PPS" <anand.raj@nic.in>, "GEETIKA SHARMA" <geetika.sharma@gov.in>, "N.M. Sreenivasan Sreenivasan" <srinivasan.nm@nic.in>

Sent: Wednesday, May 28, 2025 11:44:58 AM

Subject: Extension of time for vacancy or the various posts in National Mineral Exploration Trust, Ministry of Mines-reg.

Sir,

This is in continuation to the Advt. No. 59/3/2021-NMET-Part(1) dated 22.04.2025 for the recruitment of various posts in NMET, the Last date for receipt of applications have been extended up to 26.06.2025. The notice for extension of last date for submission of applications is herewith attached.

This is for your kind information please.

With Regards,

(Geetika Sharma)

Santosh Dabhoop
PS
28/5/25

Su Yogem

So (CN)

Sp. Secy (Sec)

M
28/5

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30.5.25

DS-IT (G)

Deputy Secretary & HoD

National Mineral Exploration Trust
Ministry of Mines
Room No. 325 & 326, Wing-F,
Udyog Bhawan,
Rafi Ahmed Kidwai Marg,
Rajpath Area, Central Secretariat
New Delhi-110011

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----- On Wed, 23 Apr 2025 09:50:10 +0530 **NMET Secretariat** <nmet-mines@gov.in> wrote ---

Respected Sir/Madam,

With reference to the above cited subject, it is informed that applications are being invited for various vacant posts in National Mineral Exploration Trust (an autonomous body under Ministry of Mines), New Delhi. The advertisement has been published in national newspapers and uploaded on the website of NMET, DoPT & Ministry of Mines as well as on e-HRMS.

The vacancy circular is attached herewith kind request to circulate the vacancy amongst the officers under your control and forward the applications of eligible officers to this office with relevant documents by the closing date i.e. 27.05.2025

With warm regards,
Geetika Sharma,
Deputy Secretary
National Mineral Exploration Trust
Ministry of Mines
Room No. 325 & 326, Wing-F,
Udyog Bhawan,
Rafi Ahmed Kidwai Marg,
Rajpath Area, Central Secretariat
New Delhi-110011

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Regards
O/o The Chief Secretary, Delhi

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1 Attachment(s)

Notice cum Circular.pdf

696.4 KB

File No. 59/3/2021-NMET-Part(1)

Government of India
Ministry of Mines
National Mineral Exploration Trust

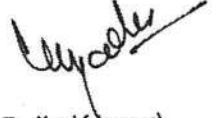
Date: 27.05.2025

Notice

This is in continuation to the Advt. No. 59/3/2021-NMET-Part(1) dated 22.04.2025 for the recruitment of various posts in NMET, the Last date for receipt of applications have been extended up to 26.06.2025.

The other terms and conditions of the advertisement will remain unchanged.

This issues with the approval of competent authority.



(Rajiv Kumar)
Joint Director
Administration & Legal

Copy for information to:

1. PSO to Secretary, Ministry of Mines, Shastri Bhawan, New Delhi
2. PPS to Joint Secretary, Ministry of Mines, Shastri Bhawan, New Delhi
3. PS to Deputy Secretary & HoD, NMET, New Delhi

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भारत सरकार / Government of India
खान मंत्रालय / Ministry of Mines
राष्ट्रीय खनिज खोज न्यास / National Mineral Exploration Trust

No. 59/3/2021-NMET/

New Delhi, dt. 22.04.2025

CIRCULAR

The following vacant posts in National Mineral Exploration Trust (NMET), an autonomous body under Ministry of Mines, Government of India, are to be filled up by deputation (including short term contract):

S. No.	Designation	Level of Pay	No. of Post(s)	Period of Deputation (ISTC)
PROJECT DIVISION				
1.	Director*	L-13	01	05 Years
MONITROING & COORDINATION DIVISION				
2.	Joint Director	L-12	01	04 Years
3.	Sr. Geologist/Sr. Engineer/Sr. Geophysicist/Sr. Geochemist	L-11	01	04 Years
FINANCE AND ACCOUNTS DIVISION				
4.	Director	L-13	01	05 Years
5.	Asst. Director (Fin.)	L-10	01	03 Years
6.	Accountant	L-6	01	03 Years
ADMIN. AND LEGAL DIVISION				
7.	Assistant	L-6	01	03 Years
	Total		07	

* For post of Director (Project), officers only from Central / State Government are eligible.

2. The detailed eligibility criteria for the posts are given as under:

Sl No.	Name of post	No of Vacancies	Pay Band and grade pay OR pay scale	Eligibility
1	2	3	4	5
01	Director Project	01 (One)	Level-13 in pay matrix	Deputation: Officers of the organized Group A services/ All India Services with level 13 in the parent cadre

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			(₹ 123100-215900)	<p>or department in Ministries/ Departments of Central/ State Government. Preference will be given to officers having direct experience of working in Ministry / Department of Mines / Minerals / Geology.</p> <p>Note 1: The period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other cadre, organization or department of Central Government shall ordinarily not exceed seven years.</p> <p>Note 2: The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application.</p> <p>Note 3: The exemption from rule of immediate absorption is not required for this post.</p>
02	Joint Director (Monitoring & Coordination)	01 (One)	Level-12 in pay matrix (₹ 78,800-2,09,200)	<p>Deputation (ISTC):</p> <p>Officers working under:</p> <ul style="list-style-type: none"> • the Central Government (All India Service / Central Services); or • the State DMGs / DGMs; or • Public Sector Enterprises; or • Statutory or Central Autonomous Organizations / institutions: <p>(a) (i) holding analogous / equivalent posts on a regular basis in the parent cadre or department or organization; or</p> <p>(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in posts in L-11 (₹67700-208700) or equivalent in Pay Matrix in the parent cadre or department;</p> <p style="text-align: center;">And</p> <p>(b) Possessing the following educational qualifications and experience, namely:</p>

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				<p>(i) Master's Degree in geosciences from a recognized University or Institute; and</p> <p>(ii) Minimum 05 years working experience in geological mapping and/or mineral exploration activities in Level-11 or equivalent post.</p> <p>Note 1: The period of deputation including short term contract in another Ex-cadre post held immediately preceding this appointment in the same or some other cadre, organization or department of Central Government shall ordinarily not exceed seven years.</p> <p>Note 2: The maximum age limit for appointment by deputation including short term contract shall not be exceeding 56 years as on the closing date of receipt of application.</p> <p>Note 3: The exemption from rule of immediate absorption is not required for this post.</p> <p>Note 4: Qualifications are relaxable at the discretion of the Search cum Selection Committee, for reasons to be recorded in writing, in the case of candidates otherwise well qualified.</p>
03	Sr. Geologist / Sr. Engineer / Sr. Geophysicist / Sr. Geochemist	01 (One)	Level-11 in pay matrix (₹ 67700-208700)	<p>Deputation: Officers working under:</p> <ul style="list-style-type: none"> • the Central Government (All India Service/Central Services); or • the State DMGs / DGMs; or • Public Sector Enterprises; or • Statutory or Central Autonomous Organizations / institutions: <p>(a) (i) holding analogous / equivalent posts on a regular basis in the parent cadre or department or organization; or</p>

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				<p>(ii) with five years service in the grade rendered after appointment thereto on a regular basis in posts in L-10 (₹56100-177500) or equivalent in Pay Matrix in the parent cadre or department;</p> <p style="text-align: center;">And</p> <p>(b) possessing the following educational qualifications and experience, namely:</p> <p>(i) Master's Degree in geosciences or Bachelor of Engineering or Bachelor of Technology in Mining Engineering from a recognized University or Institute; and</p> <p>(ii) Minimum 3 years working experience in mineral exploration activities in Level-10 or equivalent post.</p> <p>Note 1: The period of deputation including short term contract in another Ex-cadre post held immediately preceding this appointment in the same or some other cadre, organization or department of Central Government shall ordinarily not exceed seven years.</p> <p>Note 2: The maximum age-limit for appointment by deputation including short term contract shall not be exceeding 56 years as on the closing date of the receipt of applications.</p> <p>Note 3: The exemption from rule of immediate absorption is not required for this post.</p>
04	Director (Finance & Accounts)	01 (One)	Level-13 in pay matrix (₹ 123100- 215900)	<p>Deputation:</p> <p>A. Officers of the organized Group A services/ All India Services with level 13 in the parent cadre or department, with minimum three years experience in Ministries/ Departments of Central/ State government dealing with finance, accounts or budget.</p> <p style="text-align: center;">or</p> <p>B. Officers of the Central Government other than (A) above, State Governments or Union Territories or Autonomous or Statutory Organizations or Public Sector Undertakings or University or Recognized Research Institution:</p>

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				<p>(a) (i) holding analogous post on regular basis in the parent cadre or department or organisation;</p> <p style="text-align: center;">or</p> <p>(ii) with five-years' service in the grade rendered after appointment on Level-12,</p> <p style="text-align: center;">And</p> <p>(b) possessing the following educational qualifications and experience, namely:</p> <p>(i) Master's Degree in Commerce / MBA (Finance) from a recognized University or Institute; and</p> <p>(ii) Minimum 10 years working experience in finance, accounts and budgeting etc.</p> <p>Note 1: The period of deputation including short term contract in another Ex-cadre post held immediately preceding this appointment in the same or some other cadre, organization or department of Central Government shall ordinarily not exceed seven years.</p> <p>Note 2: The maximum age-limit for appointment by deputation including short term contract shall not be exceeding 56 years as on the closing date of the receipt of applications.</p> <p>Note 3: The exemption from rule of immediate absorption is not required for this post.</p> <p>Note 4: Qualifications are relaxable at the discretion of the Search cum Selection Committee, for reasons to be recorded in writing, in the case of candidates otherwise well qualified.</p>
05	Asst. Director (Fin.)	01 (One)	Level-10 in pay matrix (₹ 56100-177500)	<p>Deputation:</p> <p>Officers working under:</p> <ul style="list-style-type: none"> • the Central Government (All India Service/Central Services); or • the State Governments; or • Public Sector Enterprises; or • Statutory or Central Autonomous Organisations / institutions:

				<p>(a) (i) holding analogous / equivalent posts on a regular basis in the parent cadre or department or organization;</p> <p>or</p> <p>(ii) with two (02) years service in the grade rendered after appointment thereto on a regular basis in post L-9 (₹53100-167800) or with four (04) years service in the grade rendered after appointment thereto on a regular basis in post L-8 (₹47600-151100) or equivalent in Pay Matrix in the parent cadre or department;</p> <p>And</p> <p>(b) possessing the following educational qualifications and experience, namely:</p> <p>(i) Master's Degree in Commerce / MBA (Finance) from a recognized University or Institute; and</p> <p>(ii) Minimum two (02) years working experience in Finance & Accounts on L-08/L-09 or equivalent.</p> <p>Note 1: The period of deputation including short term contract in another Ex-cadre post held immediately preceding this appointment in the same or some other cadre, organization or department of Central Government shall ordinarily not exceed seven years.</p> <p>Note 2: The maximum age-limit for appointment by deputation including short term contract shall not be exceeding 56 years as on the closing date of the receipt of applications.</p> <p>Note 3: The exemption from rule of immediate absorption is not required for this post.</p> <p>Note 4: Qualifications are relaxable at the discretion of the Search cum Selection Committee, for reasons to be recorded in writing, in the case of candidates otherwise well qualified.</p>
06	Accountant	01 (One)	Level-06 in pay matrix (₹ 35400-112400)	<p>Deputation:</p> <p>Officers working under:</p> <ul style="list-style-type: none"> the Central Government (All India Service/Central Services); or the State Governments; or

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				<ul style="list-style-type: none"> • Public Sector Enterprises; or • Statutory or Central Autonomous Organisations / institutions: <p>(a) (i) holding analogous / equivalent posts on a regular basis in the parent cadre or department or organization;</p> <p style="text-align: center;">or</p> <p>(ii) accountant in Level-5 (Rs. 29200-92300) of the Pay Matrix with Six (06) years regular service in the grade:</p> <p style="text-align: center;">And</p> <p>(b) possessing the following educational qualifications and experience, namely:</p> <p>(i) Possessing degree from recognized university. Desirable: Degree in commerce.</p> <p>(ii) Minimum 02 years experience in accounts handling.</p> <p>Note 1: The period of deputation including short term contract in another Ex-cadre post held immediately preceding this appointment in the same or some other cadre, organization or department of Central Government shall ordinarily not exceed seven years.</p> <p>Note 2: The maximum age-limit for appointment by deputation including short term contract shall not be exceeding 56 years as on the closing date of the receipt of applications.</p> <p>Note 3: The exemption from rule of immediate absorption is not required for this post.</p> <p>Note 4: Qualifications are relaxable at the discretion of the Search cum Selection Committee, for reasons to be recorded in writing, in the case of candidates otherwise well qualified.</p>
07	Assistant	01 (One)	Level-06 in pay matrix (₹ 35400-112400)	<p>Deputation:</p> <p>Officers working under:</p> <ul style="list-style-type: none"> • the Central Government (All India Service/Central Services); or • the State Governments; or • Public Sector Enterprises; or

				<p>• Statutory or Central Autonomous Organisations / institutions:</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) With ten (10) years regular service in Upper divisional clerk in Level-4 (₹25500-81100) or 06 years regular service in Level-5 (₹ 29200-92300) of the Pay matrix. And (b) possessing the following educational qualifications and experience, namely: (i) Possessing degree from recognized university. (ii) Minimum 02 years experience in Establishment/Administration.</p> <p>Note 1: The period of deputation including short term contract in another Ex-cadre post held immediately preceding this appointment in the same or some other cadre, organization or department of Central Government shall ordinarily not exceed seven years.</p> <p>Note 2: The maximum age-limit for appointment by deputation including short term contract shall not be exceeding 56 years as on the closing date of the receipt of applications.</p> <p>Note 3: The exemption from rule of immediate absorption is not required for this post.</p> <p>Note 4: Qualifications are relaxable at the discretion of the Search cum Selection Committee, for reasons to be recorded in writing, in the case of candidates otherwise well qualified.</p>
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4. The pay and allowances of the selected officer will be regulated by the Rules/ OMs issued by Government of India from time to time.

5. The deputation period for various posts will be as per details mentioned in the table above and may be considered for further extension maximum up to 7 years, including the initial period of deputation, on the basis of requirement and NOC from the parent

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department. However, the officer may also be considered for premature reversion to the parent department by serving 03 month's advance notice to the parent department as well as to the officer in terms of provisions contained in DOPT OM No. 6/8/2009-Estt.(Pay II) dated 17.06.2010.

6. The application containing the bio-data (in triplicate) of the officer who fulfills the above criteria as on the closing date must be sent through proper channel addressed to the Deputy Secretary & HoD, National Mineral Exploration Trust (either through speed post or through email at below mentioned address) in the enclosed bio-data proforma (Annexure-I) within 27.05.2025 along with (i) up-to-date Confidential Reports/Dossiers for the preceding 5 years, (ii) Integrity Certificate, (iii) Vigilance Clearance, (iv) No Penalty Certificate for preceding 10 years of the officer concerned. (v) The certificates in support of the educational qualifications and experience issued by the parent organization in prescribed format. (vi) NOC from Cadre Controlling Authority/Parent Organization. Applications received after the closing date will not be entertained. Also, advance copies of application or not accompanied with all above certificates/enclosures are liable to be rejected.

**DEPUTY SECRETARY & HoD,
NATIONAL MINERAL EXPLORATION TRUST(NMET)
ROOM NO. 309D
MINISTRY OF MINES, SHASTRI BHAWAN,
NEW DELHI -110001
EMAIL ID: nmet-mines@gov.in
TELE: - 011-23381172**


GEETIKA SHARMA
DEPUTY SECRETARY & HoD

Copy to:

1. The Secretaries (All Ministries), Government of India and the Chief Secretaries of State Governments / UT Administrations / Officer in-charge of Public Sector Undertakings / Universities/ Recognized Research Institutions/ Autonomous Bodies/Statutory Organizations with request to circulate the vacancy amongst the officers under their control and forward the applications of suitable officers to this office with relevant documents by the closing date / period indicated above.
2. PSO to Secretary, Ministry of Mines, Shastri Bhawan, New Delhi.
3. PPS to Joint Secretary (NMET), Ministry of Mines, Shastri Bhawan, New Delhi.

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BIO-DATA / CURRICULUM VITAE PROFORMA

1. Name and Address (in Block Letters)					
2. Date of Birth (in Christian era)					
3. Date of entry into service ii) Date of retirement under Central / State Government Rules					
4. Educational Qualifications					
5. Whether Educational and other qualifications required for the post are satisfied (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same).					
Qualifications / Experience required as mentioned in the advertisement / vacancy circular				(Qualification / experience possessed by the officer)	
Essential					
A) Qualification:					
B) Experience:					
The certificates in support of the educational qualifications and experience are also required to be attached.					
Desirable					
A) Qualification:					
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 case of Degree and Post Graduate Qualifications Elective / main subjects and subsidiary subjects may be indicated by the candidate.					
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post					
6.1 Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualifications / Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.					
7. Details of Employment, in chronological order, enclose a separate sheet duly authenticated by your signature, if space below is insufficient.					
Office / Institution	Post held on Regular basis	From	To	*Pay band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

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

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Office / Institution	Pay, Pay Band and Grade Pay drawn under ACP/MACP scheme	From	To
8.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent		
9.	In case present employment is held on deputation / contract basis, please state		
9(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
<p>9.1 Note: In case of Officers already on deputation, the application of such officers should be forwarded by the parent cadre / Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.</p> <p>9.2 Note: Information under column 9 (c) and (d) above must be given in all cases where a person holding a post on deputation outside the cadre / organization but still maintaining a lien in his parent cadre / organization.</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 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 pre-revised scale			
14. Total emoluments per month now drawn		Latest Pay Slip enclosed)	
Basic pay in the pay band	Grade Pay	Total Emoluments	
15. In case the applicant belongs to an organization which is not following the Central Government Pay-Scales, the latest salary slip issued by the organization showing the following details may be enclosed.			
Basic Pay with scale of Pay and rate of increment	Dearness Pay / Interim relief / other Allowances etc. (with break up details)	Total Emoluments	

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<p>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)</p> <p>Note: Enclose a separate sheet, if the space is insufficient)</p>	
<p>16. B: Achievements</p> <p>The candidates are requested to indicate information with regard to:</p> <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 / institutions / societies and; (iv) Patents registered under own name or achieved for the organization (v) Any research / innovative measure involving official recognition (vi) Any other information <p>(Note: Enclose a separate sheet, if space is insufficient)</p>	
<p>17. Please state whether you are applying for deputation / Short Term Contract.</p> <p>(Candidates of Non-Government Organizations are eligible only for Short Term Contract)</p>	
<p>18. Whether belongs to SC/ST</p>	

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

Date:

(Signature of the Candidate)

Address.....

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Certification by the Employer / Cadre Controlling Authority

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

2. Also certified that:

- i) There is no vigilance or disciplinary case pending / contemplated against Shri/Smt.....
- (ii) His / Her integrity is certified.
- (iii) His / Her CR Dossier in original is enclosed / photocopies of the ACR 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)

Signatures
Employer / Cadre Controlling Authority with seal)

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**The form of certificate to be produced by Candidates for claiming experience
(to be issued by the parent organization)**

Experience Certificate

Letter Head of the institution / Issuing Authority

Telephone No.....
Fax No.....

Name of Organization
Address of the Organization

Dated.....

This is to certify that Shri/Ms.....S/o, D/o, W/o Shri.....was/is
an employee of this Organization / Department / Ministry since..... (date) and the duties
performed by him/her are as under:-

Name of Post held	From dd/mm/yy	To dd/mm/yy	Total period dd/mm/yy	Nature of appointment Permanent, Regular, Temporary, Part-time, Contract, Guest, Honorary etc.
(1)	(2)	(3)	(4)	(5)
Pay scale and last salary drawn	Duties Performed / experience gained in brief in each post (please give details. If need be, in attached sheet)		Place of Posting	
(6)	(7)		(8)	

2. It is certified that above facts and figures are true and based on service records available in our organization / Department / Ministry.

Signature
Name of Competent Authority
Stamp of Competent Authority