

123/C

SECRETARY  
OFFICE & BRANCH  
GOVT. OF NCT OF DELHI  
02 DEC 2024

No. A-35014/02/2023-Ad.V  
भारत सरकार / Government of India  
गृह मंत्रालय / Ministry of Home Affairs  
\*\*\*\*

02 DEC 2024

North Block, New Delhi,  
Dated: the 26<sup>th</sup> November, 2024  
21 NOV 2024

To, (GMD/2024) 53234

1. The Secretary General, Lok Sabha Secretariat/Rajya Sabha Secretariat, New Delhi.
2. The Secretary, President's Secretariat/ Vice-President's Secretariat/ NITI Aayog/ Election Commission of India/ Union Public Service Commission/ Central Vigilance Commission.
3. The Registrar (Administration), Supreme Court of India.
4. The Chairman, University Grants Commission.
5. All State Governments/ Union Territories/ Resident Commissioners in New Delhi.

2/12/2024  
Pa. Secy. (Ser.)

Subject: Filling up of one (01) post of Director for I4C Scheme under Cyber & Information Security Division of Ministry of Home Affairs on 'Deputation (including short-term contract)' basis – extension of the last date of receipt of applications–reg.  
\*\*\*\*

Sir,

This has reference to the vacancy circular of even number dated 6<sup>th</sup> March, 2024, vide which applications were invited from eligible candidates for filling up of one (01) post of Director for Indian Cyber Crime Coordination Centre (I4C) Scheme under Cyber and Information Security Division of Ministry of Home Affairs on 'Deputation (including short-term contract)' basis, which was published in the Employment News dated 23<sup>rd</sup> to 29<sup>th</sup> March, 2024. The last for receipt of applications was further extended by 45 days vide this Ministry's letter of even number dated 27<sup>th</sup> May, 2024, which was published in the Employment News dated 8<sup>th</sup> to 14<sup>th</sup> June, 2024. In this regard, it is informed that the last date for receipt of applications for the said post is **extended by another 45 days** from the date of publication of this Extension Notice in the Employment News. Candidates who have applied earlier against the vacancy circular dated 6<sup>th</sup> March, 2024 and Extension Notice dated 27<sup>th</sup> May, 2024, need not apply again.

2. Other contents of the earlier vacancy circular remain unchanged.

3/12/2024  
SS (Ser.) I

DS I/S. vel 4/12  
sol<sup>ST</sup> R 3/12 sol<sup>(use)</sup>

Yours faithfully,

(Vishvajeet Kumar Gupta)  
Under Secretary to the Government of India  
Tel. No. 2309 3666

Copy to:-

Remains to  
copy cell

1. All Ministries / Departments of the Central Government including CAPFs with the request that wide publicity may be given to the extension notice in their Ministry / Department and in their attached / subordinate offices.
2. All Sections / Desks in the Ministry of Home Affairs (including Department of Official Language and Department of Justice).
3. Leader and all Members of the office Council (Staff side), Ministry of Home Affairs.
4. SO (IT), Ministry of Home Affairs for uploading on the Ministry's Website (under the link mha.gov.in → Notifications → Vacancies) and on e-office portal.

sol<sup>ST</sup>  
Tollin  
Sr. Y 0882

(Vishvajeet Kumar Gupta)  
Under Secretary to the Government of India  
Tel. No. 2309 3666

132/c

**wd: Filling up of the post of Secretary (Pay Level 12– Rs. 78800-209200) and Director (Pay Level 13-Rs. 123100-215900) in the Marine Products Export Development Authority (MPEDA), under the Department of Commerce, Govt. of India – reg.**

**From :** Shri Dharmendra <csdelhi@nic.in>

Tue, Dec 03, 2024 02:18 PM

**Subject :** Fwd: Filling up of the post of Secretary (Pay Level 12– Rs. 78800-209200) and Director (Pay Level 13-Rs. 123100-215900) in the Marine Products Export Development Authority (MPEDA), under the Department of Commerce, Govt. of India – reg.

2 attachments

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



**From:** "SO (EP-MP)" <moc\_epmp@nic.in>

**To:** "Chief Secretary, Bihar" <cs-bihar@nic.in>, "Neerabh Kumar Prasad, IAS" <cs@ap.gov.in>, "Manish Kumar Gupta" <cs-arunachal@nic.in>, "Dr. Ravi Kota" <cs-assam@nic.in>, "Chief Secretary Office Chhattisgarh" <csoffice.cg@gov.in>, "Shri Dharmendra" <csdelhi@nic.in>, "Dr. V Candavelou IAS" <cs-goaa@nic.in>, chiefsecretary@gujarat.gov.in, "Prabodh Saxena" <cs-hp@nic.in>, "cs-jandk" <cs-jandk@nic.in>, "Alka Tiwari" <cs-jharkhand@nic.in>, cs@karnataka.gov.in, "Smt. SARADA MURALEEDHARAN IAS" <chiefsecy@kerala.gov.in>, cs-madhyapradesh@nic.in, cs@maharashtra.gov.in, "cs-manipur" <cs-manipur@nic.in>, "cs miz" <cs\_miz@rediffmail.com>, "Jan e Alam, Chief Secretary Nagaland" <csngl@nic.in>, "Dr Sharat Chauhan, I.A.S , Chief Secretary to Government, Government of Puducherry" <cs.pon@nic.in>, "Chief Secretary Punjab" <cs@punjab.gov.in>, "Vijay Bhushan Pathak" <cs-skm@hub.nic.in>, cs@tn.gov.in, "CS Telangana" <cs@telangana.gov.in>, "Dr. Manoj Pant" <cs-westbengal@nic.in>, "CMO ODISHA" <cmo@nic.in>, "Chief Secretary Odisha" <csodi@nic.in>, "Dr. Chandra Bhushan Kumar IAS" <cs-andaman@nic.in>, "Rahul Singh, IAS" <secretary-utl1@utl.gov.in>, "HO CG Office" <ho-cgoffice@gov.in>, "Dr. Vivek Joshi" <cs@hry.nic.in>

**Cc:** "Praveen Kumar" <praveen.kumar2007@nic.in>

**Sent:** Tuesday, December 3, 2024 1:11:31 PM

**Subject:** Fwd: Filling up of the post of Secretary (Pay Level 12– Rs. 78800-209200) and Director (Pay Level 13-Rs. 123100-215900) in the Marine Products Export Development Authority (MPEDA), under the Department of Commerce, Govt. of India – reg.

महोदया / महोदय, Madam / Sir,

कृपया उपर्युक्त विषय के संदर्भ में आवश्यक कार्रवाई हेतु निम्नलिखित मेल देखें ।

Please see attached the vacancy circular on the subject issue for wide circulation within your respective State/Union Territory.

सादर/Regards,

Section Officer,  
ई.पी (एम. पी), EP (MP) Division,  
वाणिज्य विभाग, D/o Commerce,  
वाणिज्य भवन, Vanijya Bhawan, New Delhi

Handwritten signature and initials: *M. S. / x. / L. / ss (Secy) I / 6/12*



Government of India  
Ministry of Commerce and Industry  
DEPARTMENT OF COMMERCE

Handwritten notes and signatures: *Perkins to CDW cell / DS I (S) cell / 6.12.24 / 9/12/24 / 6/12 / 80-4080*

131/c

Regards  
O/o The Chief Secretary, Delhi

— **MPEDA vacancy .pdf**  
504 KB

130/4

File No. 1/1/2017 – EP (MP)  
Government of India  
Department of Commerce  
EP (MP) Desk

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Vaniya Bhawan, New Delhi  
Dated 21<sup>st</sup> November, 2024

Office Memorandum

**Sub: Filling up of the post of Secretary (Pay Level 12– Rs. 78800-209200) and Director (Pay Level 13- Rs. 123100-215900) in the Marine Products Export Development Authority (MPEDA), under the Department of Commerce, Govt. of India – reg.**

The Marine Products Export Development Authority (MPEDA), a Statutory autonomous organization under the Department of Commerce, Ministry of Commerce and Industry, Government of India, invites the applications from eligible candidates for appointment to the post of Secretary (Pay Level 12– Rs 78800-209200) and Director (Pay Level 13- Rs. 123100-215900) in its Head Office at Kochi on deputation basis.

2. The mode of recruitment, eligibility criteria, period of deputation, etc. are given in **Annexure-I**.

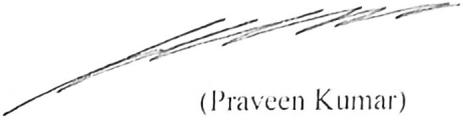
3. It is requested that the above vacancies may be circulated to all organizations under your administrative control and the applications of suitable officers, who can be relieved in the event of their selection, may be forwarded through proper channel in the prescribed proforma in triplicate (as per the specimen given in **Annexure-II**), and a certificate as in **Annexure-III** along with the following:-

- (i) copies of the Annual Performance Appraisal Report (APAR) of the applicants for the last five years upto 2023-24, duly attested by an officer not below the rank of Under Secretary or equivalent (on each page with stamp);
- (ii) a certificate from the employer certifying that no disciplinary/vigilance case is either pending or being contemplated against the Officer;
- (iii) a statement from the employer indicating the details of major/minor penalties, if any, imposed on the officer during the last 10 years;
- (iv) Integrity Certificate duly signed by the Competent Authority; and
- (v) Cadre clearance;

129/C

4. Application may be sent to the following address within thirty days (30) from the date of its publication in Employment News and the applications received after the last date or without confidential reports or other requisite documents or otherwise found incomplete will not be considered:-

Shri Kumar Saurav  
Section Officer, (EP-MP) Desk  
Department of Commerce, Ministry of Commerce & Industry  
W-3115, Vanijya Bhawan  
Akbar Road, New Delhi - 110011

  
(Praveen Kumar)  
Director  
Email: [praveen.kumar2007@nic.in](mailto:praveen.kumar2007@nic.in)

To

1. All Ministries/Departments of the Government of India.
2. Department of Personnel & Training, with request to publish the vacancy on their website.
3. All State Governments/Union Territory Administrations.
4. All Attached/Subordinate Offices of the Department of Commerce.
5. Director General (ICAR), Krishi Bhawan, New Delhi with the request to circulate the vacancy circular among all Fisheries Institutions under ICAR.
6. E-I/E-IV Section, Department of Commerce for circulation among all officers of the rank of Director/Deputy Secretary in the Ministry of Commerce and Industry including DGFT.

  
(Praveen Kumar)  
Director  
E-mail: [praveen.kumar2007@nic.in](mailto:praveen.kumar2007@nic.in)

128/4

**ANNEXURE - I**

Name of Organization	<b>Marine Products Export Development Authority (MPEDA)</b>	
Place of Posting	<b>Kochi (Kerala)</b>	
Name of the post	<b>Director</b>	<b>Secretary</b>
Number of post	One (1)	One (1)
Scale of Pay	Level 13 (Rs. 123100 – 215900)	Level 12 (Rs. 78800 – 209200)
Method of recruitment	By Deputation including short term contract	By Deputation including short term contract
Maximum Age Limit for appointment	56 years (as on the closing date of receipt of applications)	56 years (as on the closing date of receipt of applications)
Educational Qualification (Essential)	Master's Degree in Fisheries or Biochemistry or Chemistry or Food Technology or Biotechnology or Zoology or Marine Biology or Aquaculture from a recognized university or institute.	Master's Degree from a recognized university or institute.
Experience (Essential)	15 years' experience of Research, Planning, Development and Technical administration in the field of Fisheries including aquaculture.	10 years' experience in general administration or administration or human resource development or finance management, registration, project formulation, project evaluation, monitoring of project implementation or evaluation of schemes and formulation of schemes.
Desirable	Doctorate of Philosophy in Zoology or Marine Biology or Aquaculture or Biochemistry or Chemistry or Food Technology or Fisheries from a recognized Indian or Foreign university.	Bachelor's or Master's Degree in Fisheries.
Period of Probation	Not applicable	Not applicable
Eligibility Criteria	<p>Officers of the Central Government/State Government/ Union Territory Administration or Autonomous or Statutory Organization or Public Sector Undertaking or recognized University or Institute or Research Institution-</p> <p>(i) Holding analogous post on a regular basis in the parent cadre or Department; or</p> <p>(ii) With 5 years' service rendered after appointment to the post on a regular basis in the level 12; (Rs. 78800 – 209200) in the pay matrix;</p>	<p>Officers of the Central Government or State Government or Union Territory Administration or Autonomous or Statutory Organization or Public Sector Undertaking or recognized University or Institute or Research Institution-</p> <p>(i) Holding analogous post on a regular basis in the parent cadre or Department; or</p> <p>(ii) With 5 years' service rendered after appointment to the post on a regular basis in the level 11; (Rs.</p>

127/c

	or equivalent in the parent cadre or Department.	67700-208700) in the pay matrix; or equivalent in the parent cadre or Department.
Tenure	Period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Government shall ordinarily not to exceed 5 years.	Period of deputation (including short term contract) including the period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Government shall ordinarily not to exceed 4 years.

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126/C

**ANNEXURE - II**

**CURRICULUM VITAE PROFORMA**

(To be submitted in triplicate)

1.	Name and Address (In Block Letters)					
2.	Date of Birth (In Christian era)					
3.	Date of retirement under Central/ State Government Rules					
4.	Educational Qualifications					
5.	Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, in the format as below:-					
	Office/Institution / organization	Post held	From	To	Scale of Pay and Basic Pay	Nature of duties (in detail)
6.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Regular.					
7.	<p>In case the present employment is held on deputation/contract basis, please state:-</p> <p>(a) The date of initial appointment            (b) Period of appointment on deputation/contract            (c) Name of the parent office/organization to which candidate belongs</p>					
8.	<p>Additional details about present employment.            Please state whether working under            (a) Central Government. (b) State Government (c) Autonomous Organization (d) Government Undertaking (e) Universities (f) Others (Please specify).</p> <p><i>(indicate the name of your employer against the relevant column)</i></p>					
9.	Date of return from last ex-cadre post, if any.					
10.	Details of experience (in export promotion) in brief.					
11.	<p>Additional information, if any, which you would like to mention in support of your suitability for the post.</p> <p><i>(This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over</i></p>					

125/C

	<i>and above prescribed in the Advertisement) (Note: Enclose a separate sheet, if the space is insufficient).</i>	
12.	Whether belongs to SC/ST	

I have carefully gone through the vacancy circular and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the Candidate  
Address \_\_\_\_\_  
Date \_\_\_\_\_

\*\*\*\*\*

File No. 1/1/2017 - EP (MP)  
Government of India

# Department of Commerce

EP (MP) Desk

Vaniya Bhawan, New Delhi

Sub: Filling up of the post of Secretary (Pay Level 12 - Rs. 78800-209200) and Director (Pay Level 13 - Rs. 123100-215900) in the Marine Products Export Development Authority (MPEDA), under the Department of Commerce, Govt. of India - reg.

The Marine Products Export Development Authority (MPEDA), a Statutory Autonomous Organization under the Department of Commerce, Ministry of Commerce and Industry, Government of India, invites the applications from eligible candidates for appointment to the post of Secretary (Pay Level 12- Rs. 78800-209200) and Director (Pay Level 13- Rs. 123100-215900) in its Head Office at Kochi on deputation basis.

2. The mode of recruitment, eligibility criteria, period of deputation, etc. are given in Annexure-I.

3. It is requested that the above vacancies may be circulated to all organizations under your administrative control and the applications of suitable officers, who can be relieved in the event of their selection, may be forwarded through proper channel in the prescribed proforma in triplicate (as per the specimen given in Annexure-II), and a certificate as in Annexure-III along with the following:-

(i) Copies of the Annual Performance Appraisal Report (APAR) of the applicants for the last five years upto 2023-24, duly attested by an officer not below the rank of Under Secretary or equivalent (on each page with stamp);

(ii) A certificate from the employer certifying that no disciplinary/vigilance case is either pending or being contemplated against the Officer;

(iii) A statement from the employer indicating the details of major/minor penalties, if any, imposed on the officer during the last 10 years;

(iv) Integrity Certificate duly signed by the Competent Authority; and

(v) Cadre Clearance;

4. Application may be sent to the following address within thirty days (30) from the date of its publication in Employment News and the applications received after the last date or without confidential reports or other requisite documents or otherwise found incomplete will not be considered:-

Shri Kumar Saurav  
Section Officer, (EP-MP) Desk  
Department of Commerce, Ministry of Commerce & Industry  
W-3115, Vaniya Bhawan  
Akbar Road, New Delhi - 110011

(Praveen Kumar)  
Director

Email: praveen.kumar2007@nic.in

### ANNEXURE - I

Name of Organization	Marine Products Export Development Authority (MPEDA)	
Place of Posting	Kochi (Kerala)	
Name of the post	Director	Secretary
Number of post	One (1)	One (1)
Scale of Pay	Level 13 (Rs. 123100-215900)	Level 12 (Rs. 78800 - 209200)
Method of recruitment	By Deputation including short term contract	By Deputation including short term contract
Maximum Age Limit for appointment	56 years (as on the closing date of receipt of applications)	56 years (as on the closing date of receipt of applications)
Educational Qualification (Essential)	Master's Degree in Fisheries or Biochemistry or Chemistry or Food Technology or Biotechnology or Zoology or Marine Biology or Aquaculture from a recognized university or institute.	Master's Degree from a recognized university or institute.
Experience (Essential)	15 years' experience of Research, Planning, Development and Technical Administration in the field of Fisheries including aquaculture.	10 years' experience in general administration or administration of human resource development, registration, project formulation, project evaluation, monitoring of project implementation or evaluation of schemes and formulation of schemes.
Desirable	Doctorate of Philosophy in Zoology or Marine Biology or Aquaculture or Biochemistry or Chemistry or Food Technology or Fisheries from a recognized Indian or Foreign university.	Bachelor's or Master's Degree in Fisheries.
Period of Probation	Not applicable	Not applicable
Eligibility Criteria	Officers of the Central Government/State Government/ Union Territory Administration or Autonomous or Statutory Organization or Public Sector Undertaking or recognized University or	Officers of the Central Government or State Government or Union Territory Administration or Autonomous or Statutory Organization or Public Sector Undertaking or Recognized University or Institute or Research Institution.

	Institute or Research Institution- (i) Holding analogous post on a regular basis in the parent cadre or Department; or (ii) With 5 years' service rendered after appointment to the post on a regular basis in the level 12; (Rs. 78800 - 209200) in the pay matrix; or equivalent in the parent cadre or Department.	(i) Holding analogous post on a regular basis in the parent cadre or Department; or (ii) With 5 years' service rendered after appointment to the post on a regular basis in the level 11; (Rs. 67700-208700) in the pay matrix; or equivalent in the parent cadre or Department.
Tenure	Period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other Organization or Department of the Central Government shall ordinarily not to exceed 5 years.	Period of deputation (including short term contract) including the period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other Organization or Department of the Central Government shall ordinarily not to exceed 4 years.

### ANNEXURE - II CURRICULUM VITAE PROFORMA (To be submitted in triplicate)

1. Name and Address (In Block Letters)					
2. Date of Birth (In Christian era)					
3. Date of retirement under Central/ State Government Rules					
4. Educational Qualifications					
5. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, in the format as below:-					
Office/Institution / Organization	Post held	From	To	Scale of Pay and Basic Pay	Nature of duties (in detail)
6. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Regular.					
7. In case the present employment is held on deputation/contract basis, please state:- (a) The date of initial appointment (b) Period of appointment on deputation/contract (c) Name of the parent office/organization to which candidate belongs.					
8. Additional details about present employment. Please state whether working under (a) Central Government. (b) State Government (c) Autonomous Organization (d) Government Undertaking (e) Universities (f) Others (Please specify). (Indicate the name of your employer against the relevant column)					
9. Date of return from last ex-cadre post, if any.					
10. Details of experience (in export promotion) in brief.					
11. Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Advertisement) (Note: Enclose a separate sheet, if the space is insufficient).					
12. Whether belongs to SC/ST					

I have carefully gone through the vacancy circular and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the Candidate  
Address .....  
Date .....

### ANNEXURE - III CERTIFICATE

(To be filled in by the authority forwarding the application)

1. Certified that:-

(i) The particulars furnished by the candidate have been checked from the available records and found to be correct.

(ii) It has been verified that the candidate is eligible as per conditions mentioned in Department of Commerce OM No. 1/1/2017-EP (MP) dated 21.11.2024

(iii) No vigilance case is either pending or being contemplated against the candidate. There is nothing in the CR Dossiers of the candidate, which makes him/her ineligible for consideration for appointment to the post applied for.

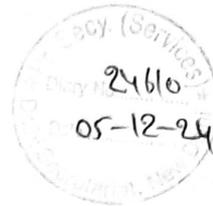
2. Up-to-date CR Dossiers of the last five years of the candidate duly attested by an Officer not below the rank of Under Secretary or equivalent (on each page with stamp) are enclosed.

Signature:  
Name & Designation  
Office Address with Seal

139/K

I/131495/2024

NEW DELHI MUNICIPAL COUNCIL  
PALIKA KENDRA: NEW DELHI  
SECRETARY ESTABLISHMENT

**VACANCY CIRCULAR**

To,

1. The Secretary, Ministry of Home Affairs, North Block New Delhi-110001.
2. The Secretary, Department of Personnel & Training, Government of India North Block New Delhi-110001.
3. The Secretary (Services), Govt. of NCT of Delhi, New Delhi.
4. Chief Secretary (All States/UTs)

**Subject: Filling up the 01 post of Deputy Director in Pay Level-8 under 7th CPC in NDMC for a period of one year (01) on deputation basis.**

Sir/ Madam,

New Delhi Municipal Council proposes to fill up one (01) post of Deputy Director in Pay Level 8 under 7th CPC, on deputation basis for a period of one year (01). The eligibility criteria required for the posts are as under:-

Officers under the Central/State Government/Union Territories:-

- (i) Holding analogous post on regular basis in the parent cadre or Deptt. OR With 2 years regular service in the Level-7 as per 7th CPC Matrix; and
- (B) (i) Degree from a recognized University/College
- (ii) Possessing 5-year experience in Revenue Department of Central or State Govt.

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

3. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications. Terms and conditions of the deputation will be governed by the guidelines issued by the DOP&T/Govt. of India from time to time.

4. The circular along with the Proforma (Annexure-1) may also be downloaded from the NDMC website :[www.ndmc.gov.in](http://www.ndmc.gov.in).

5. Applications alongwith Curriculum Vitae of the candidates and attested copies of their qualifications and experience certificates, APARs for last 5 years, Vigilance/Integrity certificate and cadre clearance must reach through proper channel in the Office of Director (Personnel) Room No. 7008, 7<sup>TH</sup> Floor, NDMC, Palika Kendra, Sansad Marg, New Delhi-110001 latest by 31.12.2024. The envelope containing application should be superscripted **"APPLICATION FOR THE POST OF DEPUTY DIRECTOR"**.

6. Applications received after the closing date or without any of the aforesaid documents or otherwise found incomplete or not in the prescribed proforma are liable to be rejected.

Restrain to  
CDN Cell

9/12/24

CS  
10/12  
Dr. Yashwanth

138/C

1495/2024

Encls.: As above

Yours faithfully,

Signed by

Satish Kumar

Date: 29-11-2024 18:13:59  
Joint Director (Personnel)

Copy to :-

1. Director (IT) is requested to upload the above vacancy circular on the website of NDMC
2. PS to Chairman for information
3. PA to Secretary for information

137/C

ANNEXURE-I

BIO-DATA CURRICULUM VITAE PROFORMA

1. Name and Address (in Block Letters)		
2. Date of Birth (in Christian era)		
3.i) Date of entry into service		
ii) Date of retirement under Central/State Government Rules		
4. Educational Qualifications		
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)		
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular		Qualifications/ experience possessed by the officer
Essential		Essential
A) Qualification		A) Qualification
B) Experience		B) Experience
Desirable		Desirable
A) Qualification		A) Qualification
B) Experience		B) Experience
5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualification 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 Department are to provide their specific comments/views confirming the relevant Essential Qualification/work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.		

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

Office/Institution	Post held on regular basis	From	To	* Pay Band and grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience requested 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 drawn by the Candidate may be indicated as below;

Office/Institution	Pay, Pay Band, and	From	To
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136/C

	Grade Pay drawn under ACP/MACP Scheme		

8. Nature of present employment i.e. Ad-hoc of 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
<p><b>9.1 Note:</b> In case of Officer already on deputation, the application of such officers should be forwarded by the parent cadre/Department along with Cade Clearance, Vigilance Clearance and Integrity Certificate.</p> <p><b>9.2 Note:</b> Information under Column 9(c) &amp; (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</p>			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
<b>11. Additional details about present employment:</b> Please state whether working under (indicate the name of your employer against the relevant column)			
a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others			
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.			
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale			
14. Total emoluments per month now drawn			
Basic Pay in the PB	Grade Pay	Total Emoluments	

135/C

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 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
<p><b>16.A Additional information</b>, 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 qualification (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p><b>(Note: Enclose a separate sheet, if the space is insufficient)</b></p>		
<p><b>16.B Achievements:</b>          The candidates are requested to indicate information with regard to;          (i) Research publications and reports and special projects          (ii) Awards/Scholarships/Official Appreciation          (iii) Affiliation with the professional bodies/institutions/societies and;          (iv) Patents registered in own name or achieved for the organization          (v) Any research/innovative measure involving official recognition          (vi) any other information.  <b>(Note: Enclose a separate sheet if the space is insufficient)</b></p>		
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 Organization 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

134/C

983149(1)/2023/SECRETARY ESTT  
File No. A-12011/5/2018-Secy-Estt. (Computer No. 10905)

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  
Cadre \_\_\_\_\_  
Email: \_\_\_\_\_  
Mobile \_\_\_\_\_  
Address \_\_\_\_\_

Date \_\_\_\_\_

133/C

**Certification by the Employer /Cadre Controlling Authority**

The information / details provide in the above application by the applicant are true and correct as per the facts available on records. He/ She possess educational qualification 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 of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major /minor penalty has been imposed on him/her during the last 10 years Or A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

**Countersigned**

\_\_\_\_\_  
**(Employer / Cadre Controlling Authority with Seal)**

Fwd: Vacancy Circular for the post of Section Officer at UIDAI Head Office, New Delhi

From : Shri Dharmendra <csdelhi@nic.in>

Wed, Dec 04, 2024 12:31 PM  
1 attachment

Subject : Fwd: Vacancy Circular for the post of Section Officer at UIDAI Head Office, New Delhi

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



From: "Jyoti Sharma" <am1.hr-hq@uidai.net.in>

To: "Chairman Railway Board Railway Board" <crb@rb.railnet.gov.in>, "O/o DS/Dir(Admin)" <diradmin@nic.in>, "Shri Dharmendra" <Csdelhi@nic.in>, "Padma Jaiswal" <secy-sainikwel@py.gov.in>, "cs-jandk" <cs-jandk@nic.in>, "Dr. Chandra Bhushan Kumar IAS" <Cs-andaman@nic.in>, "Administrator DNH DD" <administrator-dd-dnh@nic.in>, "Praful Patel" <Lk-admin@nic.in>, "ADMR CHD" <Admr-chd@nic.in>, "Pa Advisor" <Ps.advisor@ladakh.gov.in>, "O/o Director General, NIC" <Dg@nic.in>, Kapil@cdac.in, Director@barc.gov.in, cmd@bel.co.in, "A Robert J Ravi" <Cmdbsnl@bsnl.co.in>, "A Robert J Ravi" <Cmd@bol.net.in>, "Pravin Kumar Purwar" <cmd.bbni@nic.in>, info@railtelindia.com, Cmd@powergrid.in, cbdg@ecil.co.in, "Atul Kumar Chaudhary" <secretary@traigov.in>, "Sudip Chaudhury" <wim.rth@nic.in>, "CMD FCI" <Chairman.fci@nic.in>, Info@elets.in, Ceo@cdot.in, ce@iba.org.in, mdcbg@sbi.co.in, hosd@pnb.co.in, Horecruitment@canarabank.com, "Gm ops ho" <Gm.ops.ho@bankofbaroda.com>, "cgm tib" <cgm.tib@unionbankofindia.bank>, cmd@bankofindia.co.in, liccoeso@bom3.vsnl.net.in, vcoffice@rru.ac.in, Vc@nfsu.ac.in, "Office director" <Office.director@iisc.ac.in>, pradeesha@iitb.ac.in, Bose@iiitd.ac.in, Pjn@iit.ac.in, iitnr@iitnr.ac.in

Cc: "Piyush Chand Gupta" <dir.hr-hq@uidai.net.in>, "Bashisth Gupta" <dd.hr-hq@uidai.net.in>, "Rajat MTO" <mto4.hr-hq@uidai.net.in>, "Deepak Sharma" <dm.hr-hq@uidai.net.in>

Sent: Wednesday, December 4, 2024 12:21:37 PM

Subject: Vacancy Circular for the post of Section Officer at UIDAI Head Office, New Delhi

Madam/Sir,

The Unique Identification Authority of India (UIDAI) is established under the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 for developing the policy, procedure and systems for issuing Aadhaar numbers to individuals and perform authentication thereof under the Act. identification Authority of India (UIDAI) is established under the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 for developing the policy, procedure and systems for issuing Aadhaar numbers to individuals and perform authentication thereof under the Act.

2. UIDAI invites applications on deputation (on foreign service terms) for the post of Section Officer at UIDAI Head Office, New Delhi. in Unique Identification Authority of India in Pay Level-8 of the 7<sup>th</sup> Central Pay Commission. Vacancy circular is available on UIDAI Website, link : [https://uidai.gov.in/images/VC\\_63\\_2024.pdf](https://uidai.gov.in/images/VC_63_2024.pdf)

3. Copy of vacancy Circular is attached for wide circulation in your organization please.

*Handwritten signature*  
~~ss (serv.) I~~

*Handwritten initials*  
6/12

Thanks & Regards,  
Jyoti Sharma  
Assistant Manager  
HR Division

Regards  
O/o The Chief Secretary, Delhi

*Handwritten signatures and notes*  
DS-10  
sol (CDM)  
10/12  
Dr. Yogesh

VC\_63\_2024.pdf  
635 KB

152/C

F. No. HQ-12016/1/2020-HR-HQ-Part(I)  
**Unique Identification Authority of India (UIDAI)**  
(Human Resource Division)

UIDAI Head Office, 4<sup>th</sup> Floor  
Bangla Sahib Road, Gole Market  
New Delhi – 110 001  
Dated 2<sup>nd</sup> December, 2024

**Circular**

**Subject:** Inviting applications on deputation (on Foreign Service terms) for the post of Section Officer in the Unique Identification Authority of India (UIDAI), Head Office, New Delhi.

The Unique Identification Authority of India (UIDAI) is established under the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 for developing the policy, procedure and systems for issuing Aadhaar numbers to individuals and perform authentication thereof under the Act.

2. UIDAI hereby invites applications from eligible officers for filling up the post of Section Officer at the Unique Identification Authority of India (UIDAI), Head Office, New Delhi on deputation basis, on Foreign Service terms.

3. **Eligibility**

3.1 The details and eligibility criteria for the said post are as follows:

Post	Number of vacancy*	Eligibility criteria
Section Officer  { Pay Matrix Level-8 of the 7 <sup>th</sup> Central Pay Commission {(₹ 47,600 – ₹ 1,51,100)}	04 (Four)	<b>1. Essential:</b> 1.1(i) Officers from the Central Government** holding analogous posts on regular basis in the parent cadre/department, or with three years of regular service in the Pay Matrix Level 7 of the 7 <sup>th</sup> Central Pay Commission (₹44,900 – 1,42,400) or With five years of regular service in the Pay Matrix Level-6 (₹35,400 -₹1,12,400). <b>or</b> (ii) Officers from State Government/Public Sector Undertaking/Autonomous Organisation holding regular post in corresponding grades with requisite experience. 1.2 Age below 56 years, as on the closing date for the application  <b>2. Desirable:</b>

15/12

		(i) Experience of work in Administration/Legal / Establishment/ Human Resource/ Finance/Accounts /Budgeting/Vigilance/ Procurement/ Planning and Policy/Project implementation and monitoring/E-Governance etc.
		(ii) Basic skills for working in a computerized office environment.

\* UIDAI may change the number at any time, in its discretion

\*\*Only officers who have completed at least five years of government service may apply.

Note:

1. Officers holding analogous post in the parent organisation may be preferred.
2. Individuals who apply for the post may not withdraw their candidature subsequently.
3. Since the post is to be filled up on deputation basis, private candidates are not eligible.
4. Minimum residual service should be 3 years, as on closing date for the application.

3.2 For eligibility of applicants from an organisation that has a different structure of pay than that in the Central Government, the following shall be considered as the equivalent pay scales/grades (along with experience, if any):

Pay level of posts in UIDAI	Equivalent grade of and experience in substantive post in PSUs	Equivalent pay scale of substantive posts in Public Sector Banks	Equivalent pay scale of substantive posts in the Life Insurance Corporation of India
Level-8	(E-2 Grade) Rs.50,000-1,60,000 (Revised) Rs.20,600-46,500 (Pre-Revised)	Deputy Manager/Scale-II Rs.48,170-69,810/- (Revised) Rs.31,705/-45,950/- (Pre-Revised)	Rs.53,600-1,02,900/-
Level-7	(E-1 Grade) Rs. 40,000-1,40,000 (Revised) Rs. 16,400-40,500 (Pre-revised)	Assistant Manager/Scale-I Rs. 36000/- 63,840/(Revised) Rs. 23,700/- 42,020/-(Pre revised)	
Level-6	(Non executive Grade) Rs.34,000-71,000 (Revised) Rs.14,900-27,850 (Pre-revised)		

150/2

#### **4. Terms and conditions of deputation**

4.1 The period of deputation shall be five years. The lending organisation may relieve an officer for a lesser period, as per its policy/rules/regulations, subject to a minimum of three years.

4.2 During the period of deputation,—

- (a) the recruitment, appointment, salary, allowances, joining time, medical benefits, travelling allowance, etc. shall be as per the provisions of the Unique Identification Authority of India (Appointment of Officers and Employees) Regulations, 2020 and the Unique Identification Authority of India (Salary, Allowances and other Terms and Conditions of Service of Employees) Regulations, 2020 (said regulations are available on the website of UIDAI ([www.uidai.gov.in](http://www.uidai.gov.in)));
- (b) leave shall be regulated by the Central Civil Services (Leave) Rules, 1972; and
- (c) subject to the said regulations and rules, the terms and conditions of deputation shall be governed by the provisions of the Department of Personnel and Training (DoPT) Office Memorandum no. 6/8/2009-Estt.(Pay II), dated 17.6.2010 and other orders/guidelines issued by DoPT in this regard from time to time.

4.3 In case the appointment is made from an organisation whose pay structure and/or Dearness Allowance pattern is dissimilar to that in UIDAI, only the pay shall be protected and not the perquisites, as per paragraph 5.1(ii)(b) of DoPT Office Memorandum no.6/8/2009-Estt.(Pay II), dated 17.6.2010.

#### **5. Facilities available to officers of UIDAI**

5.1 Officer/Employee shall be eligible to avail of medical benefits as per Medical Reimbursement Scheme of UIDAI. Alternatively, he/she may opt to avail of medical benefits that may be admissible under the service conditions of his/her parent organisation, subject to the condition that there is no financial liability on UIDAI on account of such benefits. In particular, if the officer/employee is availing of benefits under the Central Government Health Scheme in the parent organisation, he/she may opt to continue with the same.

5.2 Aadhaar Housing Complex for residential accommodation may available for willing UIDAI Officers at DDU Marg, New Delhi.

#### **6. Application procedure**

6.1 Eligible and interested individuals may apply through proper channel in the form set out in Annex I.

6.2 Addressee organisations are requested to forward the applications of such eligible and interested individuals in respect of whom they are the parent organisation, and whose services may be spared by the cadres controlling authority in case such an applicant is selected. Applications of individuals whose services cannot be spared by the cadre controlling authority may not be forwarded.

149/C

6.2.1 In this connection, it is clarified that, for the purposes of this circular,—

- (a) in respect of members of the Indian Administrative Service, Indian Police Service and Indian Forest Service, including in respect of members serving in their allotted State cadre, the reference to cadre controlling authority means, respectively, the Department of Personnel and Training, the Ministry of Home Affairs and the Ministry of Environment and Forest in the Government of India;
- (b) in case no authority is specified as the cadre controlling authority in respect of the parent organisation, such authority as is competent to approve the relieving of the officer on deputation shall be construed as the cadre controlling authority.

6.3 Only applications received through proper channel, along with the following documents, may be considered:

- (a) Application in the form set out in Annex I; and
- (b) Certificate from the forwarding officer in the form set out in Annex II, along with—
  - (i) cadre clearance from the cadre controlling authority; and
  - (ii) copies of ACRs/APARs for the last five years, duly attested on each page by an officer not below the rank of Under Secretary to the Government of India or an officer of equivalent rank in the parent organisation.

6.4 Applications complete in all respects, in the form set out in Annex I, along with the documents specified in paragraph 6.3, may be forwarded to **Director (HR), Unique Identification Authority of India, Bangla Sahib Road, Behind Kali Mandir, Gole Market, New Delhi – 110 001**. The last date for receipt of applications complete in all respects is 3.2.2025. Applications that are received after the last date or are incomplete may not be considered.

7. The Authority reserves the right to withdraw this circular at any time, without assigning any reason.

Signed by  
Piyush Chand Gupta  
Date: 02-12-2024 09:51:17  
(Piyush Chand Gupta)  
Director  
Tel.: 011-23478554  
Email: dir.hr-hq@uidai.net.in

To:

1. Director (CS Division), Department of Personnel and Training, Lok Nayak Bhawan, New Delhi, with the request to post this circular on the Department's website.
2. Secretary to the Government of India in charge of a Ministry/Department (all, as per list), with the request to give wide publicity to this circular in their attached and subordinate offices and the autonomous and statutory organisations and public sector undertakings under their administrative purview.
3. Chairperson and Chief Executive Officer, Railway Board, with the request to give

148/c

wide publicity to this circular in their attached and subordinate offices and the autonomous and statutory organisations and public sector undertakings under their administrative purview.

4. Chief Secretary to State Government (all, as per list), with the request to give wide publicity to this circular in their attached and subordinate offices and the autonomous and statutory organisations and public sector undertakings under their administrative purview.
5. Chief Secretary, Government of NCT of Delhi / Government of Puducherry / Government of Jammu and Kashmir / Andaman and Nicobar Islands Administration, with the request to give wide publicity to this circular in their attached and subordinate offices and the autonomous and statutory organisations and public sector undertakings under their administrative purview.
6. Administrator, Dadra and Nagar Haveli and Daman and Diu Administration/Lakshadweep Administration, with the request to give wide publicity to this circular in their attached and subordinate offices and the autonomous and statutory organisations and public sector undertakings under their administrative purview.
7. Advisor to Administrator, Chandigarh Administration, with the request to give wide publicity to this circular in their attached and subordinate offices and the autonomous and statutory organisations and public sector undertakings under their administrative purview.
8. Advisor to Lieutenant Governor, Ladakh Administration, with the request to give wide publicity to this circular in their attached and subordinate offices and the autonomous and statutory organisations and public sector undertakings under their administrative purview.
9. Director General, National Informatics Centre/Centre for Development of Advanced Computing, with the request to give wide publicity to this circular in their respective organisations.
10. Director, Bhabha Atomic Research Centre, with the request to give wide publicity to this circular in the organisation.
11. Chairman and Managing Director, Bharat Electronics Limited /Bharat Sanchar Nigam Limited /Mahanagar Telephone Nigam Limited / Bharat Broadband Network Limited /RailTel Corporation of India Limited /Powergrid Corporation of India / Electronics Corporation of India Limited, with the request to give wide publicity to this circular in their respective organisations.
12. Secretary, Telecom Regulatory Authority of India, with the request to give wide publicity to this circular in the organisation.
13. Chairman, National Highways Authority of India/ Food Corporation of India, with the request to give wide publicity to this circular in their respective organisations.
14. Managing Director, Centre for Railway Information Systems, with the request to give wide publicity to this circular in the organisation.
15. Chief Executive Officer, Centre for Development of Telematics, with the request to give wide publicity to this circular in the organisation.
16. The Indian Banks' Association (IBA), with the request to give wide publicity to the vacancy in all Public Sector Banks.

147/C

17. Deputy Managing Director and Chief Development Officer, State Bank of India, with the request to give wide publicity to this circular in the bank and its employees posted outside the bank.
18. Chief General Manager in charge of HR Department, Punjab National Bank /Canara Bank / Bank of Baroda / Union Bank of India / Bank of India/ Indian Bank, with the request to give wide publicity to this circular in their respective banks and its employees posted outside the bank.
19. Executive Director (Personnel), Life Insurance Corporation of India, with the request to give wide publicity to this circular in the corporation and its employees posted outside the Corporation
20. Director, Indian Institute of Technology /National Institute of Technology / Indian Institute of Science Education and Research /Indian Institute of Information Technology/Indian Institute of Management (all, as per list),with the request to give wide publicity to this circular in their respective institutions.
21. Vice Chancellor of a Central University (all, as per list), with the request to give wide publicity to this circular in the university.
22. Vice Chancellor, Rashtriya Raksha University / National Forensic Science University, with the request to give wide publicity to this circular in their respective universities.
23. Director, Indian Institute of Science, Bengaluru /International Institute of Information Technology Bangalore /Indraprastha Institute of Information Technology Delhi / International Institute of Information Technology Hyderabad / Dr. Shyama Prasad Mukherjee International Institute of Informational Technology, Naya Raipur, with the request to give wide publicity to this circular in their respective institutions.
24. Website of UIDAI.
25. National Career Service Portal.
26. Media Division, UIDAI Head Office for publicising the vacancy in at least two national dailies, *Employment News* and the social media handles of UIDAI.

146/C

Application Form

To:

Director (HR)  
Unique Identification Authority of India (UIDAI)  
Bangla Sahib Road, Behind Kali Mandir  
Gole Market  
New Delhi – 110 001

Subject: Application for appointment to the post referred to in UIDAI circular no. \_\_\_\_\_/\_\_\_\_\_, dated \_\_\_\_ . December, 2024.

Sir/Madam,

I hereby apply for the post(s) in UIDAI, for which applications have been invited by UIDAI vide its circular no. \_\_\_\_\_/\_\_\_\_\_, dated \_\_\_\_ December, 2024, and furnish details as under:

1. Post and location applied for (in order of preference):

S. no.	Post	Location
1.1	Section Officer	Unique Identification Authority of India (UIDAI), Head Office, New Delhi

2. Basic details:

2.1	Name of applicant: (in BLOCK letters)					Recent passport size photograph (to be pasted)							
2.2	Gender:		Male	Female	Third gender								
	Tickas applicable:												
2.3	Date of birth:		D	D	M	M	Y	Y	Y	Y			
			Date of superannuation:		D	D	M	M	Y	Y	Y	Y	
2.5	Contact details:		(a) Correspondence address:										
			(b) Mobile number:										
			(ii) Email: (in BLOCK letters)										
2.6	Education qualification (graduation/diploma level and above):												
	Qualification (degree, diploma,	Year	Name of university, institution or other qualification-awarding			Percentage of marks /Grade Point Average		Discipline / branch / specialisation					

145/6

	certificate etc.)		body			
2.7	If applicant is a member of an organised service, full name of the service:					
2.8	Details of employment: (in reverse chronological order, for preceding 10 years; enclose a separate self-authenticated sheet, if required)					
	Organisation	Position held	Period (month and year)		Scale of pay	Brief description of nature of duties
			From	To		
2.9	Present post held on:	Regular basis		Deputation basis		
	Tick as applicable:					
2.10	If present post is held on regular basis, name of the post, details of the same:	(a) Level/scale of pay:				
		(b) Date of appointment:				

149/c

2.11	If present employment is on deputation basis, details of the same:	(a) Date of appointment:	
		(b) Approved period of deputation:	
		(c) Parent Organisation :	
2.12	Training/ courses attended:		
2.13	Details of awards, honours, appreciation etc.:		
2.14	Details of application forwarding authority:	(a) Name:	
		(b) Full designation:	
		I Full office address:	
		(d) Office telephone number:	

3. Details regarding eligibility for post(s) applied for (see part 1 of this form):

i. For post(s) listed at serial number(s) 1.1: Section Officer

Eligibility criteria	Details regarding meeting of the eligibility criteria
<i>Essential:</i> i) Officers from the Central Government holding analogous posts on regular basis in the parent cadre/department,	
<i>or</i> with three years of regular service in the Pay Matrix Level 7 of the 7 <sup>th</sup> Central Pay Commission (₹ 44,900 – ₹ 1,42,400)	
<i>or</i> With five years of regular service in the Pay Matrix Level-6 of the 7 <sup>th</sup> Central Pay Commission (₹ 35,400 – ₹ 1,12,400).	
<i>or</i>	

143/C

Officers from State/ UT Government/Public Sector Undertaking (PSU) or Autonomous Organisation, holding regular post in corresponding grades with requisite experience.	
<b>Desirable:</b> (i) Experience of work in Administration/Legal/Establishment/ HumanResource/Finance/Accounts/ Budgeting/Vigilance/Procurement/ Planning and Policy/Project implementation and monitoring/E-Governance etc.  (ii) Basic skills for working in a computerized office environment.	
Additional information, if any, in support of the applicant's suitability for the post: (attach separate sheet, if required)	

Date:

Place:

Signature of applicant

Certified that the service particulars given by the applicant above have been verified from his/her service records and found to be correct.

Signature with stamp of office of the forwarding authority

142/c

**Certificate from forwarding authority**

**(on the letter head of the organisation)**

No. \_\_\_\_\_

Date: \_\_\_\_\_

1. Dr/Mr/Ms \_\_\_\_\_, if selected for appointment on deputation in the Unique Authority of India, will be relieved for a period of \_\_\_\_\_<sup>1</sup> years.
2. The information furnished by the said officer has been checked against his/her service records and is correct.
3. Integrity of the officer is certified.
4. No vigilance case is either pending or being contemplated against the officer.
5. It is certified that no penalty has been imposed on the officer during the last 10 years.  

Or

The details of penalties imposed on the officer during the last 10 years are given in the duly signed and stamped enclosed statement.<sup>2</sup>
6. Photocopies of ACRs/APARs for the last five years are enclosed herewith, duly attested on each page by an officer not below the rank of Under Secretary to the Government of India or an officer of equivalent rank.

Encls.: as above

Signature  
Name:  
Designation:  
Telephone:  
Email:  
[Stamp of office]

Date: \_\_\_\_\_

Place: \_\_\_\_\_

---

<sup>1</sup> Period for which the officer shall be relieved should not be less than three years. In respect of officers borne on any cadre of services or posts of the Central Government or a State Government, this confirmation regarding the relieving of the applicant officer in the event he/she or she is selected should be made only with the requisite approval or no objection or "cadre clearance" from the relevant cadre controlling authority. In case no authority is specified as such in respect of the parent organisation, such authority as is competent to approve the relieving of the officer on deputation is to be considered as the cadre controlling authority for the purposes of this circular.

<sup>2</sup> Please strike out whichever is not applicable.

141/4

**Unique Identification Authority of India  
Head Office, New Delhi – 110 001  
RECRUITMENT NOTICE**

No. 63/2024

Dated 2<sup>nd</sup> December, 2024

The Unique Identification Authority of India invites applications on deputation (on Foreign Service terms) for 04 posts of Section Officer, at Unique Identification Authority of India (UIDAI), Head Office, New Delhi. Eligibility criteria is as follows:

**(i) Section Officer :**

**Essential:** Officers, below 56 years of age, from the Central Government, holding analogous posts on regular basis in the parent cadre/department or with three years of regular service in Pay Matrix Level 7 or with five years of regular service in Pay Matrix Level 6, or from a State/UT Government, or a PSU, or an Autonomous Organisation holding regular post in corresponding grade with requisite experience.

**Desirable:** Experience in work in Administration/Legal/Establishment/Human Resource/Finance/Accounts/Budgeting/Vigilance/Procurement/Planning and Policy/Project implementation and monitoring/E-Governance etc.

2. Further details, including the terms and conditions of deputation and application procedure, are available on the Authority's website at [https://uidai.gov.in/images/VC\\_63\\_2024.pdf](https://uidai.gov.in/images/VC_63_2024.pdf).

3. Interested individuals who are eligible may apply through proper channel as per said the application procedure, to **Director (HR), Unique Identification Authority of India, Bangla Sahib Road, Behind Kali Mandir, Gole Market, New Delhi – 110 001**. Last date for receipt of applications complete in all respects is 3.2.2025.

Director

14012

भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई)  
प्रधान कार्यालय, नई दिल्ली-110 001  
भर्ती सूचना

संख्या : 63/2024

दिनांक  
2.12.2024

भारतीय विशिष्ट पहचान प्राधिकरण अपने मुख्य कार्यालय, नई दिल्ली में अनुभाग अधिकारी ( 4 पद ), के पद को प्रतिनियुक्ति (बाह्य सेवा शर्तों) पर भरने हेतु आवेदन आमंत्रित करता है। पात्रता मानदंड इस प्रकार हैं:

**i. अनुभाग अधिकारी :**

**आवश्यक:** केंद्र सरकार के 56 वर्ष से कम आयु के अधिकारी, जो मूल कैडर/विभाग में नियमित आधार पर सदृश्य पद धारण किए हों या वेतन मैट्रिक्स लेवल 7 में तीन साल या वेतन मैट्रिक्स लेवल 6 में पाँच साल की नियमित सेवा सेवा की हो या राज्य सरकार/ संघ-राज्य क्षेत्र/ सार्वजनिक क्षेत्र के उपक्रम/ स्वायत्त संगठन के अधिकारी जो अपेक्षित कार्य अनुभव के समतुल्य श्रेणी में नियमित पद धारण किए हों।

**वांछनीय:** प्रशासन/कानूनी/स्थापना/ मानव संसाधन/ वित्त/लेखा/ बजट/सतर्कता/ खरीद/ योजना और नीति/ परियोजना कार्यान्वयन और निगरानी/ ई-गवर्नेंस आदि में काम करने का अनुभव।

2. प्रतिनियुक्ति और आवेदन प्रक्रिया के नियम और शर्तों का विस्तृत विवरण प्राधिकरण की वेबसाइट [https://uidai.gov.in/images/VC\\_63\\_2024.pdf](https://uidai.gov.in/images/VC_63_2024.pdf) पर उपलब्ध हैं।

3. इच्छुक व्यक्ति जो पात्र हैं, वे उक्त आवेदन प्रक्रिया के अनुसार उचित माध्यम से इच्छुक व्यक्ति जो पात्र हैं, वे उक्त आवेदन प्रक्रिया के अनुसार उचित माध्यम से निदेशक (एचआर), भारतीय विशिष्ट पहचान प्राधिकरण, बंगला साहिब रोड, काली मंदिर के पीछे, गोले मार्केट, नई दिल्ली – 110 001 को आवेदन भेज सकते हैं। सभी प्रकार से पूर्ण आवेदन प्राप्त होने की अंतिम तिथि 3.2.2025 है।

निदेशक

**Circular regarding sponsoring names for the post of Assistant Commissioner/Dy. Assessor & Collector in Municipal Corporation of Delhi on deputation basis.**

**From :** Director Personnel <director-ced@mcd.nic.in>

Thu, Dec 05, 2024 11:46 AM

**Subject :** Circular regarding sponsoring names for the post of Assistant Commissioner/Dy. Assessor & Collector in Municipal Corporation of Delhi on deputation basis.

1 attachment

**To :** 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-ig-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>, CGDA Office <cgda@nic.in>, CAG Office <cagoffice@cag.gov.in>, KV Hamza <sys@nic.in>, Director General Posts <dgposts@indiapost.gov.in>, Sh Anil Kumar Singh <secservices@nic.in>, ceodelhicantt@gmail.com, Manoj Kumar Verma <rga.dhc@nic.in>, SH Ravi Agrawal <chairmancbdt@nic.in>, vcdda@dda.org.in, Satinder Pal Singh <cpwd\_dgw@nic.in>, Chairperson NDMC <chairperson@ndmc.gov.in>, Shri Sanjay Kumar Agarwal <chmn-cbic@gov.in>, RAJIB DHAR CHOUDHURY <rajib\_3441@dmrc.org>, Shri Manish Gupta <psud@nic.in>, Dr(Mr) Himanshu Pathak <dg.icar@nic.in>



Please find attached Circular No. F.11(59)/CED/MCD/SO-I/Part-II/2024/5438 dated 04.12.2024 regarding sponsoring names for the post of Assistant Commissioner/Dy. Assessor & Collector in Municipal Corporation of Delhi on deputation basis along with proforma for application. The names of suitable and willing officers fulfilling the prescribed conditions, along with their application, Bio-data duly attested by Employer, ACRs for the preceding five (5) years, integrity Certificate, Vigilance Clearance and Cadre Clearance etc. may please be forwarded, within a period of 30 days to the office of Director Personnel, Municipal Corporation of Delhi, 22nd Floor, Dr. S.P. Mukherjee Civic Centre, J.N. Nehru Marg, New Delhi-110002.

**Administrative Officer  
Central Establishment Department  
Municipal Corporation of Delhi**

— AC circular 04.12.2024.pdf  
1 MB

Handwritten signature: Anil Kumar Singh  
SS (Senior) I  
6/12

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15/12  
9/12/24  
Dr. Mohan



# MUNICIPAL CORPORATION OF DELHI

CENTRAL ESTABLISHMENT DEPARTMENT  
22<sup>nd</sup> FLOOR, DR. S.P. MUKHERJEE CIVIC CENTRE  
J.L. NEHRU MARG, NEW DELHI- 110002

F.11(59)/CED/MCD/SO-I/Part-II/2024/5128

Date: 04.12.2024

## CIRCULAR

1. All Secretaries, Government of India.
2. All Chief Secretaries, States/UTs.
3. The Controller General of Defence Accounts, West Block V, R.K. Puram, New Delhi.
4. The Assistant Comptroller and Auditor General, O/o the Comptroller & Auditor General of India, 10, Bahadurshah Zafar Marg, New Delhi.
5. The Controller General of Accounts, Ministry of Finance, 7<sup>th</sup> Floor, Lok Nayak Bhawan, Khan Market, New Delhi.
6. The Chairman Railway Board, Ministry of Railways, New Delhi.
7. The Controller General of Accounts, Posts & Telegraphs Deptt., Patel Chowk, New Delhi.
8. The Chief Executive Officer, Delhi Cantonment Board, Delhi Cantt-110010.
9. The Chairman, CBDT/CBIC, Ministry of Finance, North Block, New Delhi.
10. The Chairman, DDA, Vikas Sadan, INA, New Delhi.
11. The Director General (Works), CPWD, Nirman Bhawan, New Delhi-11.
12. The Secretary General, Rajya Sabha & Lok Sabha.

**Sub-Sponsoring names for the post of Assistant Commissioner/Dy. Assessor & Collector in Municipal Corporation of Delhi on deputation basis.**

Ref.: F.11(59)/CED/MCD/SO-I/Part-II/2024/4847

Dated: 04.11.2024

Sir/Madam,

I am directed to refer to the subject mentioned above and to say that the following post is required to be filled up in Municipal Corporation of Delhi on deputation basis:-

**Name of Post:- Assistant Commissioner/Deputy Assessor & Collector**

**Pay Scale- Level-11 of pay matrix**

**Eligibility conditions:-**

**Suitable officers of the Central Services Class-I and of State Civil Services.**

2. Since the MCD follows the Rules/Regulations/Instructions of the Govt. of India, the laid down terms and conditions of deputation of the Govt. of India shall be applicable mutatis mutandis to the officer on deputation basis in Municipal Corporation of Delhi. Further, the maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

3. It is, therefore, requested that the names of suitable/eligible and willing officers, fulfilling the prescribed conditions, may please be forwarded to this office alongwith following documents within 30 days from the date of issue of this circular (i.e upto 03.01.2025) to enable us to consider selection for appointment to the above-said post on deputation basis:-

- a) Cadre Clearance for 03 years
- b) Vigilance Clearance
- c) Grading of APARs/ACRs for the preceding five (5) years
- d) Application, Bio-data duly verified in attached proforma

4. This may please be given TOP PRIORITY.

Encl:- Bio-data proforma

(Administrative Officer(Estt.)-II

155/c

APPLICATION FOR THE POST OF .....IN MUNICIPAL CORPORATION OF DELHI ON DEPUTATION BASIS.

- 1 Name and address in Block letters :- .....
- 2 Mobile No. & Email ID :- .....
- 3 Date of Birth (in Christian era) :- .....
- 4 Date of retirement under Central/State Government Rules :- .....
- 5 Educational Qualifications :- .....
- 6 Whether education and other qualification required for the post are satisfied :-  
(Details of given qualification) .....
- 7 Please state clearly whether in the light of entries made by you above, you meet the requirements of the post and you are eligible as per RRs. ....
- 8 Details of employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.



Period		Post held	Pay Scale/ Grade Pay	Office	Nature of Duties
From	To				

- 9 Nature of present employment i.e. Adhoc or temporary or quasi-permanent or permanent :- .....
- 10 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 you belong
- 11 Additional details about present employment. :-  
Please state whether working under:  
(a) Central Government  
(b) state Govt.  
(c) Autonomous Organization  
(d) Government Undertaking  
(e) Universities  
(f) Others

154/6

12 Details of Pay Scale on initial appointment and subsequent promotions.

S.No.	1st appointment/Promotions	Date	Pay Scale/Grade Pay	Whether held on Regular/Adhoc/ACP/MACP basis
1				
2				
3				
4				
5				

\*if financial up-graduation on ACP/MACP basis, please give details of regular promotion also.

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 Remarks :- .....

Date:-.....

Signature of the candidate:-  
Address:-

Countersigned  
(Employer)

**CERTIFICATE**  
(To be given by Head of Office of the Applicant)

- 1 It is certified that the particular furnished by the official are correct.
- 2 It is certified that no disciplinary/vigilance case in either pending or contemplated against the applicant and he/she is clear from vigilance angle.
- 3 The record of service of the official has been carefully scrutinized and it is certified that there is no doubt about his/her integrity.
- 4 It is certified that the officer is eligible to hold this post as per the provisions of the Recruitment Rules mentioned in deputation vacancy circular.

NAME OF THE OFFICER/DESIGNATION  
WITH OFFICIAL SEAL OF HEAD OF OFFICE

DATE:-.....

NOTE:- Application should be forwarded though proper channel with approval of Competent Authority.

**Fwd: Vacancy circular dated 05.12.2024 for inviting applications to the posts of Administrative Members in Central Administrative Tribunal (CAT)-reg.**

Fri, Dec 06, 2024 01:30 PM

**From :** Shri Dharmendra <csdelhi@nic.in>

**Subject :** Fwd: Vacancy circular dated 05.12.2024 for inviting applications to the posts of Administrative Members in Central Administrative Tribunal (CAT)-reg.

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



1 attachment

**From:** "Karan meena" <karan.meena93@gov.in>

**To:** "Dr. Rajiv Mani" <secyoffice-ld@gov.in>, "Dr. Rajiv Mani" <secylaw-dla@nic.in>, "Shri Raj Kumar Goyal" <secy-jus@gov.in>, "Dr. Chandra Bhushan Kumar IAS" <cs-andaman@nic.in>, "Neerabh Kumar Prasad, 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>, "Shri Dharmendra" <csdelhi@nic.in>, "Dr. V Candavelou IAS" <cs-goa@nic.in>, chiefsecretary@gujarat.gov.in, csguj@gujarat.gov.in, "Dr. Vivek Joshi" <cs@hry.nic.in>, cs-haryana@nic.in, "Prabodh Saxena" <cs-hp@nic.in>, "cs-jandk" <cs-jandk@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-mizoram" <cs-mizoram@nic.in>, "Jan e Alam, Chief Secretary Nagaland" <csngl@nic.in>, "Shri Manoj Ahuja" <csori@nic.in>, cs-ori@nic.in, "Dr Sharat Chauhan, I.A.S , Chief Secretary to Government, Government of Puducherry" <cs.pon@nic.in>, "cs pondicherry" <cs.pondicherry@nic.in>, "Chief Secretary Punjab" <cs@punjab.gov.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 OFFCE GOVT OF UP" <csup@nic.in>, "chief secretary" <cs-uttarakhand@nic.in>, chiefsecyuk@gmail.com, "Dr. Manoj Pant" <cs-westbengal@nic.in>

**Cc:** "NARESH KUMAR UNDER SECRETARY" <naresh.kumar70@nic.in>, "Rishi Pal" <rishi.pal13@nic.in>

**Sent:** Friday, December 6, 2024 12:03:44 PM

**Subject:** Vacancy circular dated 05.12.2024 for inviting applications to the posts of Administrative Members in Central Administrative Tribunal (CAT)-reg.

Respected Sir / Madam,

Please find enclosed herewith a vacancy circular dated 05.12.2024 for inviting applications to the posts of Administrative Members in Central Administrative Tribunal (CAT).

With warm regards

Karan Meena  
Section Officer, AT-Division,  
DoPT, Lok Nayak Bhawan  
Khan Market, New Delhi  
Tel No. 011 2464 3352

*Handwritten signature and initials: Karan Meena, SS (Secy) I*

*Handwritten initials: m, 6/12*

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Regards  
O/o The Chief Secretary, Delhi

*Handwritten initials: DS II*

**Vacancy\_circular\_dated\_05\_12\_2024\_for\_AM\_in\_CAT.pdf**  
368 KB

*Handwritten notes and signatures: 50/CDN, 10/12, Ph. Yogesh, Sr. Bij*

167/C

F. No. A-11013/1/2024-AT.  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
\*\*\*\*\*

3<sup>rd</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi-110001  
Dated: 5<sup>th</sup> December, 2024

Vacancy Circular

Subject: - Selection for the posts of **Administrative Members** in Central Administrative Tribunal (CAT) -reg.

\*\*\*\*\*

1. **Tribunal:** - The Central Administrative Tribunal has been established under the Administrative Tribunal Act 1985, to adjudicate cases related to service matters of persons appointed under the Government of India. Principal Bench of CAT is situated at New Delhi and its other Benches are situated at 18 places in the country at Ahmedabad, Allahabad, Bangalore, Chandigarh, Madras, Cuttack, Ernakulam, Guwahati, Hyderabad, Jabalpur, Jaipur, Jodhpur, Calcutta, Lucknow, Mumbai, Patna, Jammu and Srinagar. A Member, upon selection, may be posted to any of these places.

2. **Vacancy:** - Applications are being invited for the following existing and anticipated vacancies of Administrative Members in CAT for the year 2025:-

Name of Post	Number of vacancies
Administrative Member	04*

\*the vacancies are liable to vary due to various exigencies.

3. **Qualification:-** The qualifications, eligibility, salary and other terms and conditions of the appointment of a candidate will be governed by the provisions of the Tribunal (Conditions of Service) Rules, 2021 as amended from time to time.

As per Rule 3(5)(c) of the Tribunal (Conditions of service) Rules, 2021, a person shall not be qualified for appointment as Administrative Member, unless he has held the post of Additional Secretary to the Government of India or any other post under the Central Government or a State Government and carrying the scale of pay which is not less than that of an Additional Secretary to the Government of India:

Provided that the officers belonging to the All-India Services who were or are on central deputation to a lower post shall be deemed to have held the post of Additional Secretary from the date such officers were granted proforma promotion or actual promotion whichever is earlier to the level of Additional Secretary and the period spent on Central deputation after such date shall count for qualifying service for the purpose of this clause.

166/c

As per proviso under section 3(1) of the Tribunals Reforms Act, 2021, "a person who has not completed the age of 50 years as on the last date for submission for applications, shall not be eligible for appointment as a Member".

**4. Procedure for selection:** - The Search-Cum-Selection Committee constituted under the Tribunal Reforms Act 2021 for recommending names for appointment to the said posts shall scrutinize the applications with respect to suitability of applicants for the posts by giving due weightage to qualification and experience of candidates and shall shortlist candidates for conducting personal interaction. The final selection will be done on the basis of overall evaluation of candidates done by the Committee based on the qualification, experience and personal interaction.

**5. Selection for re-appointment:** The Members of Central Administrative Tribunal shall be eligible for re-appointment in the same manner as that for the original appointment, preferably, alongwith all the persons shortlisted in response to the vacancy circular or otherwise. While making its assessment for suitability to a post, the Committee shall give additional weightage to the persons seeking re-appointment for their experience in the Tribunal and while doing so, shall take into account, the performance of the person while working as a Member in the Tribunal.

**6. Application Procedure:-** Applications of eligible and willing officers are requested through proper channel (wherever applicable) and should be accompanied with:-

- (i) Bio-data in the proforma at Annexure-I;
- (ii) Certificate to be furnished by the employer/ head of office/ forwarding authority as in Annexure-II;
- (iii) Clear photocopies of the up-to-date CR/APAR dossier of the officer containing CR/APARs of at least last five years duly attested by a Group A officer;
- (iv) Cadre clearance ;
- (v) Integrity certificate/clearance from vigilance and disciplinary angle as in Annexure-III;
- (vi) Statement giving details of major or minor penalties, if any, imposed on the officer during the last ten years,

Duly filled-in (neatly typed) original applications in the prescribed format should reach the Secretary, Department of Personnel and Training, North Block, New Delhi-110001 latest by **5:30 P.M. on or before 15<sup>th</sup> January, 2025 (Wednesday)** (by hand or by speed post or registered post).

**7.** No TA/DA will be admissible to the candidates to be called for interview/interaction. The candidates are required to make their own arrangements.

16576

8. Advertisement and prescribed application form can be downloaded from the websites of DoPT / CAT i.e. [www.dopt.nic.in](http://www.dopt.nic.in) / [www.cgat.gov.in](http://www.cgat.gov.in).

9. Any application received after due date or incomplete application or application without necessary Annexures as mentioned above will not be entertained. This Department will not be responsible for the postal delay/loss of application, for reasons whatsoever. It is therefore, in the interest of the applicants to ensure that their applications reach well within the closing date and time as stipulated.

10. The last date of receipt of the applications will be the crucial date for ascertaining the eligibility of the applicants

11. This appointment process will be subject to outcome of pending matters in Hon'ble Supreme Court and Hon'ble High Courts.

Wide publicity may be given in all organizations and their field formations to facilitate early and optimum number of applications.

(Rishi Pal)

Under Secretary to the Govt. of India (AT)

Tel No. 011 2464 3352

To

1. Secretaries to Government of India.
2. Chief Secretaries of all States/ UTs.
3. Principal Registrar, Central Administrative Tribunal, Copernicus Marg, New Delhi with a request to upload this vacancy circular on CAT's website.

Copy to: NIC with request to upload the vacancy circular on DoPT's website.

164/K

Annexure-I

**PROFORMA**

**APPLICATION FOR APPOINTMENT TO THE POST OF ADMINISTRATIVE MEMBER IN CAT**

FRESH  / RE-APPOINTMENT

(Appropriate option may be ticked ✓)

- 1. Name :
- 2. Date of Birth :
- 3. Category (SC/ST/OBC/UR) :
- 4. Designation/Profession :
- 5. Contact Details :

Space for  
 photograph  
 duly signed  
 by candidate

	Residential		Official
	Present	Permanent	
Address:			
Mobile / Phone No.			
Email:			

6. Cadre/Service/Year [Wherever applicable] :

6a. Date of appointment:

6b. Date of retirement:

7. Educational qualification (in reverse chronological order):

Sl. No.	Name of University/ Equivalent Institution	Degree	Year of passing	Division/ % of marks obtained	Academic Distinction	Subject/ Specialization

8. Work Experience:

8a. For the experience as employee, Employment record in chronological order starting with present Employment, list in reverse:

Sl. No.	Name & address of employer (Govt./PSU/Ministry/Department/any other	Designation, Pay Level and Pay*	Period of Service		Nature of work/ experience
			From	To	

\*Also indicate Sl No. in above, which is equivalent to Additional Secretary (as applicable under the qualification) or above, along with a copy of self attested latest pay slip.

8b. For the experience as Professional record in chronological order starting with present Engagement, list in reverse:

Sl. No.	Details of Profession	Period of Service		Nature of work done*
		From	To	

\*Such as Administration /Service matters /Judicial or Quasi-Judicial /Criminal /Civil /Taxation /Company Affairs/Environmental matters /Finance /Accountancy /Economics

162/C

/Business /Commerce /Management /Public Affairs or any other as may be applicable.  
Engagement with Government, if any, may be indicated.

9. Date from which drawing the pay scale :  
in the grade of Additional Secretary/  
or any equivalent rank (wherever applicable).

10. Write up on adjudicating experience :  
of the applicant (200 words)

[Wherever applicable]

11. Experience along with brief write up in handling :  
cases before the relevant Courts/ Tribunals/

Details of Such cases  
(Reported Cases/  
Unreported Cases)

[if applicable]

12. Proof of Experience, including  
Enrolment/Registration No. as an Advocate/CA etc.  
[For candidates other than Govt. or Judicial  
officers] :

13. Annual Income along with copy of :  
latest ITR [For candidates from Advocate stream]

14. Write up on 05, major achievement :  
(200 words each)

15. Awards/honours/Publications, if any :

16. Affiliation with the professional bodies/ :  
Institutions/societies/or any other body  
Including political party.

161/c

17. Additional information, if any, which :  
you would like to mention in support  
of the application for the post.

### DECLARATION

1. I certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed/ distorted. If at any time I found to have concealed/distorted any material information; my appointment shall be liable to summary termination without notice.
2. I shall not withdraw my candidature after the meeting of the Selection Committee.
3. I shall not decline the appointment, if selected for appointment by the ACC.
4. I shall join within 30 days from the date of issue of order of appointment.
5. I am aware that in case I violate any of the conditions mentioned at Sl. No. 2 to 4, the Government of India is likely to debar me for a period of three years for consideration for appointment outside the cadre and in any Autonomous Body/Statutory Body/Regulatory Body.

Place :

Date:

Signature of the candidate

N.B: Please fill up all the points/columns of application. If any point/column is not relevant, the same may be mentioned. Incomplete application is liable to be rejected.

160/C

Annexure-II

**CERTIFICATE TO BE FURNISHED BY THE EMPLOYER/HEAD OF  
OFFICE/FORWARDING AUTHORITY**

1. Certified that the particular furnished by Shri/Smt/Kum-----  
-----are correct and he/she possesses educational qualifications and experience mentioned in Annexure-I.
  
2. It is also certified that there is no vigilance/ disciplinary case either pending or being contemplated against him/her and vigilance clearance issued by CVO in the enclosed Annexure (III).
  
3. His/her integrity is certified.
  
4. No major or minor penalty was imposed on Shri/Smt/Kum-----  
-----during the last 10 years period.
  
5. The up-to-date attested Photostate copies of ACR/APAR of last five years (each Photostat copy of ACR/APAR should be attested) in respect of Shri/Smt/Kum-----  
-----are enclosed herewith.

Seal & Signature of the Cadre Controlling Authority

159/K

Annexure-III

**PARTICULARS OF THE OFFICERS FOR WHOM VIGILANCE CLEARANCE IS BEING SOUGHT**

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

- 1. Name of the Officer (in full) :
- 2. Fathers name :
- 3. Date of Birth :
- 4. Date of Retirement :
- 5. Date of entry into service :
- 6. Service to which the officer belongs :  
including batch /year/ cadre etc.,  
wherever applicable

7. Positions held (During ten preceding years):

S.No.	Organisation (name in full)	Designation & Place of Posting	Administrative/ Nodal Ministry/ Department concerned (in case of officers of PSUs etc.)	From	To

- 8. Whether the officer has been placed on :  
the agreed list or list of Officer of  
Doubtful Integrity (if yes, details to be given)
- 9. Whether any allegation of misconduct :  
Involving vigilance angle was examined  
against the officer during the last 10  
Years and if so with what result (\*)
- 10. Whether any punishment was awards to :  
the officer during the last 10 years and if  
so, the date of imposition and details of

158/K

penalty (\*)

11. Is any disciplinary/ criminal proceedings :  
or charge sheet pending against the  
officer as on date (if so, details to be  
furnished, including reference number, if  
any of the Commission)

12. Is any action contemplated against the :  
Officer as on date (if so, details to be  
furnished (\*)

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

Date:

(NAME AND SIGNATURE)

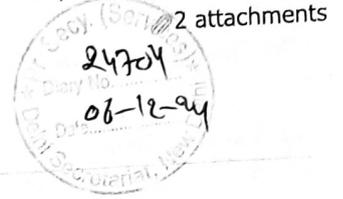
mail  
Fwd: Filling up the posts of Presiding Officer in Debts Recovery Tribunals-Reg.

Fri, Dec 06, 2024 01:30 PM

From : Shri Dharmendra &lt;csdelhi@nic.in&gt;

Subject : Fwd: Filling up the posts of Presiding Officer in Debts Recovery Tribunals-Reg.

To : Sh Anil Kumar Singh &lt;secservices@nic.in&gt;



From: "DRT Section DFS" &lt;drt@nic.in&gt;

To: "Neerabh Kumar Prasad, 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>, "cs-jandk" <cs-jandk@nic.in>, bharatbhushanvyasias@gmail.com, "Alka Tiwari" <cs-jharkhand@nic.in>, officeofcs@gmail.com, "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" <csngl@nic.in>, "Shri Manoj Ahuja" <csori@ori.nic.in>, "Shri Manoj Ahuja" <csori@nic.in>, "Chief Secretary Punjab" <cs@punjab.gov.in>, csraj@rajasthan.gov.in, "Vijay Bhushan Pathak" <cs-skm@hub.nic.in>, cs@tn.gov.in, tnstateeoc@gmail.com, "CS Telangana" <cs@telangana.gov.in>, "cs-tripura" <cs-tripura@nic.in>, cstripura@gmail.com, "CHIEF SECRETARY OFFCE 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>, "Shri Dharmendra" <csdelhi@nic.in>

Cc: "Shrikant Namdeo" &lt;shrikant.namdeo@gov.in&gt;, "Shiv Dutt Sharma" &lt;shiv.sharma67@nic.in&gt;

Sent: Friday, December 6, 2024 12:03:50 PM

Subject: Filling up the posts of Presiding Officer in Debts Recovery Tribunals-Reg.

महोदय,  
कृपया, उपर्युक्त विषय के संदर्भ में, संलग्नक देख लें।

सादर,

Section Officer (DRT)/ अनुभाग अधिकारी (डी.आर.टी)

Tel: 011-23748741

Mail ID: drt@nic.in

Ministry of Finance/ वित्त मंत्रालय

Department of Financial Services/ वित्तीय सेवाएं विभाग

Jeevan Deep Building

Parliament Street

New Delhi-110001

हम हिंदी में पत्राचार का स्वागत करते हैं

Azadi Ka  
Amrit Mahotsav

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SS(serv) I

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Regards  
O/o The Chief Secretary, Delhi

— **Vacancy Circular 2024 for PO.pdf**  
2 MB

— **Image\_1163.pdf**  
237 KB

175/C

F No. 07/02/2024-DRT  
Government of India  
Ministry of Finance  
Department of Financial Services  
\*\*\*\*\*

3<sup>rd</sup> Floor, Sansad Marg,  
Jeevandeep Building  
New Delhi-110001  
Dated, the 06<sup>th</sup> December 2024

Vacancy Circular

**Subject: – Selection for the posts of Presiding Officer in Debts Recovery Tribunals-reg.**

\*\*\*\*\*

**1. Tribunal:** – The Debts Recovery Tribunals (DRTs) are established under The Recovery of Debts and Bankruptcy Act, 1993 for expeditious adjudication and recovery of debts due to banks and financial institutions and for matters connected therewith or incidental thereto. There are 39 Debts Recovery Tribunals in India. A Presiding Officer, upon selection, may be posted at any of the place of vacancy.

**2. Vacancy:** – Applications are being invited for the anticipated vacancy of Presiding Officer at DRT Allahabad, the post of which is anticipated to fall vacant on 21.12.2024 and any unforeseen vacancies in any of the other DRTs, across the country, which may arise up to 31.03.2025.

**3. Qualification:** - The qualifications, eligibility, salary and other terms and conditions of the appointment of a candidate will be governed by the provisions of the Tribunal (Conditions of Service) Rules, 2021 as amended from time to time.

A per Rule 3 (8) of the Tribunal (Conditions of Service) Rules, 2021, a person shall not be qualified for appointment as Presiding Officer of Debts Recovery Tribunal, unless he, is, or has been, a District Judge.

As per proviso under Section 3(1) of the Tribunal Reforms Act, 2021, 'a person who has not completed the age of 50 years as on the last date for submission of application, shall not be eligible for appointment as a Chairperson or Member.'

As per the Tribunal (Conditions of Service) Amendment Rules, 2023, "Notwithstanding anything contained in Rule 3, a person holding or has held the post of Chairperson or Member, as the case may be, of any Tribunal shall be eligible for re-appointment".

As per the Tribunal (Conditions of Service) Second Amendment Rules, 2023, "Where the person appointed as a Chairperson or a Member is a serving Judge of the Supreme Court or a High Court or a serving Member of an organized service, he shall either resign or obtain voluntary retirement from his parent service before joining the Tribunal".

**4. Tenure:** - As per Section 5 (i) of The Tribunal reforms Act, 2021, Presiding Officer of a DRT shall hold office for a term of four years or till he attains the age of seventy years, whichever is earlier.

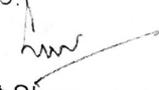


174/c

**5. Procedure for selection:** – The Search-Cum-Section Committee constituted under the Tribunal Reforms Act 2021 for recommending names for appointment to the said post shall scrutinise, or cause to be scrutinized, the applications with respect to suitability of application for the posts by giving due weightage to qualification and experience of candidates and shortlist candidates for conducting personal interaction. The final selection will be done on the basis of overall evaluation of candidates done by the Committee based on the qualification, experience and personal interaction.

**6. Application Procedure:** - Applications of eligible and willing officers are requested through proper channel (wherever applicable) and should be accompanied with following documents:

- (i) Bio-data in the proforma at Annexure-I
  - (ii) Certificate to be furnished by the employer/ head of office/ forwarding authority as in Annexure-II (where ever applicable)
  - (iii) Clear photocopies of the up-to-date CR/APAR dossier of the officer containing CR/APARs of at least last five years i.e. from 2018-19 to 2022-23 duly attested by a Group A officer. In case ACR/APAR for a period more than 3 months is not recorded, then ACRs/APARs prior to five years for the matching period along with No Report Certificate (NRC) may be submitted (where ever applicable)
  - (iv) Cadre clearance (In case of serving candidates)
  - (v) Integrity certificate/clearance from vigilance and disciplinary angle as in Annexure III (In case of serving candidates)
  - (vi) Statement giving details of major or minor penalties, if any, imposed on the officer during the last ten years
7. No TA/DA will be admissible to the candidates to be called for interview/interaction. The candidates are required to make their own arrangements.
8. Advertisement and Prescribed application form is available at Department's website (URL: <https://financialservices.gov.in/beta/en/vacancies>)
9. Any incomplete application or application received after due date will not be entertained. This Department will not be responsible for the postal delay/ loss of application, for reasons whatsoever. It is, therefore, in the interest of applicant to ensure that his application reaches well within the closing date as stipulated.
10. The last date of receipt of the applications will be the crucial date for ascertaining the eligibility of the applicants.
11. Duly filled in original applications in the prescribed format should reach the Under Secretary (DRT), Department of Financial Services, 3<sup>rd</sup> Floor Jeevan Deep Building, Sansad Marg, New Delhi-110001 latest by 5:00 PM on or before 21.01.2025.

  
(Shiv Dutt Sharma)  
Under Secretary to the Govt. of India

173/2

Annexure-I

PROFORMA

Space for photograph duly signed by candidate

- 1. Name:
- 2. Date of Birth:
- 3. Category (SC/ST/OBC/UR):
- 4. Designation/Profession:
- 5. Contact Details:

	Residential		Official
	Present	Permanent	
Address:			
Mobile/Phone No			
Email:			

6. Cadre/Service [Wherever applicable]:

7. Educational qualification (Bachelor and above in reverse chronological order):

Sl. No.	Name of University/ Equivalent Institution	Degree	Year of passing	Division/ % of marks obtained	Academic Distinction	Subject/ Specialization

8. Work Experience:

Employment record in chronological order; starting with present employment, list in reverse:

Sl. No.	Name & address of employer	Designation, Pay or Scale of pay (Pay in Pay Matrix)	Period of Service		Nature of work/ experience
			From	To	

172/2

- 9 A Whether the candidate is or has been a District Judge (Yes/ No)?
- 9 B. If 'Yes', details of tenure along with the documentary evidence of having served as District Judge
- 9 C Whether the candidate has served as Member or Chairperson of a Tribunal (Yes/No)?
- 9D If 'Yes', details of tenure along with the documentary evidence of having served as Member or Chairperson of a Tribunal
- 10. Present Pay-level and Basic Pay (If retired, last pay drawn):
- 11. Write up on adjudicating and administrative experience:  
(Not more than 200 words)
- 12. Number of cases disposed of in past 2 years; (Last 2 years of service .if retired):
- 13. Awards/honours/publications, if any:
- 14. Affiliation with the professional bodies/institutions/societies/or any other body including political party:
- 15. Any other Qualification/ Experience not covered above:
- 16. Additional information, if any, which, you would like to mention in support of the application for the post:

**DECLARATION**

- 1. I certify that the foregoing information is correct and complete to the best of knowledge and belief and nothing has been concealed/distorted. If at any time I found to have concealed/distorted any material information; my appointment shall be liable to summary termination without notice.
- 2. I shall not withdraw my candidature after the meeting of the Selection Committee.
- 3. I shall not decline the appointment, if selected for appointment by Government.
- 4. I shall join within 30 days from the date of issue of order of appointment.
- 5. I am aware that in case I violate any of the conditions mentioned at Sl. No.2 to 4, the Government of India is likely to debar me for a period of three years for consideration for appointment outside the cadre and in any Autonomous Body/Statutory Body/Regulatory Body.

Place:  
Date:

Signature of the candidate

**CERTIFICATE TO BE FURNISHED BY THE EMPLOYER/HEAD OF  
OFFICE/FORWARDING AUTHORITY**

1. Certified that the particular furnished by Shri/Smt/Kum\_\_\_\_\_are correct and he/she possesses educational qualifications and experience mentioned in Annexure-I.
2. It is also certified that there is no vigilance/ disciplinary case either pending or being contemplated against him/her and vigilance clearance issued by CVO in the enclosed Annexure (III).
3. His/her integrity is certified.
4. No major or minor penalty was imposed on Shri/Smt/Kum\_\_\_\_\_during the last 10 years period.
5. The up-to-date attested Photostat copies of ACR/APAR of last years (each Photostat copy of ACR/APAR should be attested) in respect of Shri/Smt/Kum\_\_\_\_\_in enclosed herewith.

Seal & Signature of the cadre controlling Authority

170/6

Annexure-III

**PARTICULARS OF THE OFFICERS FOR WHOM VIGILANCE CLEARANCE IS  
BEING SOUGHT**

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

1. Name of the Officer (in full) :
2. Fathers name :
3. Date of Birth :
4. Date of Retirement :
5. Date of entry into service
6. Service to which the officer belongs :  
including batch /year/ cadre etc. , wherever applicable
7. Positions held (During ten preceding years):

Sl. No.	Organisation (name in full)	Designation & Place of Posting	Administrative/ Nodal Ministry/ Department concerned (in case of officers of PSUs etc.)	From	To

8. Whether the officer has been placed on :  
the agreed list or list of Officer of  
Doubtful Integrity (if yes, details to be given)
9. Whether any allegation of misconduct :  
Involving vigilance angle was examined  
against the officer during the last 10  
Years and if so with what result (\*)
10. Whether any punishment was awards to :  
the officer during the last 10 years and if  
so, the date of imposition and details of penalty (\*)
11. Is any disciplinary/ criminal proceedings :  
or charge sheet pending against the  
officer as on date (if so, details to be  
furnished, including reference number, if any of the Commission)
12. Is any action contemplated against the :  
Officer as on date (if so, details to be furnished (\*)  
(\* ) If vigilance clearance had been obtained from the Commission in the past, the  
information may be provided  
for the period thereafter,  
Date:

(NAME AND SIGNATURE)

169/C

No. 07/02/2024-DRT  
Government of India  
Ministry of Finance  
Department of Financial Services

3<sup>rd</sup> Floor Jeevan Deep Building  
Sansad Marg, New Delhi-11001  
06<sup>th</sup> December 2024

To

The Chief Secretary,  
All state Governments/ Union Territory Administrations

Subject: Filling up the posts of Presiding Officer in Debts Recovery Tribunals-Reg.

Sir/ Madam,

I am directed to say that applications are invited from eligible and willing candidates to fill up the anticipated vacancy of Presiding Officer, Debts Recovery Tribunal, Allahabad and any unforeseen vacancies in any of the other Debts Recovery Tribunals, across the country, which may arise up to 31.03.2025 as per the provisions of the Tribunal (Conditions of Service) Rules, 2021.

2. A copy of vacancy circular along with Annexures is enclosed.
3. For details, candidates may visit the Department's website at URL <https://financialservices.gov.in/beta/en/vacancies>. The last date of receipt of application is 21.01.2025.
4. It is requested to place the vacancy circular on the notice board of your office.

Encl: As above

Yours faithfully,



(S.D Sharma)  
Under Secretary to the Govt. of India