

**SERVICES DEPARTMENT: COORDINATION BRANCH**  
**DELHI SECRETARIAT, 5<sup>th</sup> LEVEL, 'A' WING**  
**I.P. ESTATE, NEW DELHI-110002**  
**{<http://services.delhigovt.nic.in>}**

F.10(306)/Coord/2018/Vol-IV/081568659/778-780

Dated: 17/03/2021

To

All HODs/Pr. Secretaries/Secretaries,  
Govt. of NCT of Delhi and  
Autonomous Bodies of Delhi

Madam/Sir,


I am directed to upload the following letters/vacancy circulars/ Office Memorandums received from Ministries/Departments for circulation. This is for your kind information:

S No	Departments	Letter No. & Date	Subject	Last date
1	Department of Higher Education, Language Division, M/o Education, GOI, shastri Bhawan, New Delhi.	F.No.3-20/2013-L-1 dated 22.02.21 (GAD/2021/7258)	Filling up the post of Director, Kendriya Hindi Sansthan (KHS), Agra.	Within 60 days from the date of issue of advertisement in the employment News/Rozgar Samachar.
2	Department of Agriculture Cooperation & Farmers' Welfare, M/o Agriculture & Farmers' Welfare, GOI, Krishi Bhawan, New Delhi	No.16015/03/2019-SD.II dated 18.02.21 (GAD/2021/7612)	Filling up of the post of Director on deputation in the National Seed Research and Training Centre Varanasi (Uttar Pradesh)	Within 60 days from the date of publishing of advertisement in the Employment News.
3	O/o the Assistant Commissioner (D), Delhi Jal Board, GNCT of Delhi	No.DJB/AC(D)/Apptt./CLO/2021/11869 dated 04.03.21	Filling up the post of Chief Law Officer in Delhi Jal Board on deputation basis.	Within 60 days of issue of departments' circular.
4	Central Institute of Fisheries Nautical & Engineering Training (CIFNET) M/o Fisheries, Animal Husbandry and Dairying, GOI, Fine Ars Avenue, Kochi.	F.No.13-01/2021-Adm. Dt. 03.02.2021 (GAD/2021/7370)	Recruitment of one post of Senior Administrative Officer on deputation (including short term contract).	Within 60 days from the date of publishing of this vacancy in the Employment News.
5	M/o Jal Shakti, Department of Water Resources, River Development & Ganga Rejuvenation, Govt. of India,	No.F.A-12026/9/2020-Estt.IV dated 02.03.2021 (GAD/2021/7347 dt. 08.03.21)	Vacancy circular for appointment on deputation (including Short-term contract) basis to the post of executive Member, Narmada Control Authority (NCA), Indore-regarding.	12.04.2021

6	Department of Power, GNCT of Delhi	No.F.11(70)/2003/Power/Pt./1092 dt. 04.03.21 (SER/2021/5699 & 5542)	Filling up the posts of Director (Finance) in DTL/DPCL and Director (Finance) in IPGCL/PPCL on deputation.	Within 21 days from the date of publishing of advertisement
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Encl: As above.

Yours faithfully

  
(PRADEEP KUMAR)  
SECTION OFFICER

F.10(306)/Coord/2018/Vol-IV/081568659/ 778-780

Dated: 17/03/2021

Copy for information to:

1. All Dy. Secy. Services Department, Govt. of NCT of Delhi
2. PS to. Pr. Secretary (Services), Govt. of NCT of Delhi.
3. PA to Special Secretary-I/II, Govt. of NCT of Delhi

  
(PRADEEP KUMAR)  
SECTION OFFICER

Sen/2021/5699  
10/3/21

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197/c

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
(DEPARTMENT OF POWER)  
DELHI SECRETARIAT, 8<sup>TH</sup> LEVEL, B-WING  
NEW DELHI - 110002

No. F.11(70)/2003/Power/Pt./ 1092

Dated: 04-03-2021

To

1. All the Secretaries (Energy/Power), State Governments
2. All HoDs, Govt. of NCT of Delhi
3. The Joint Secretary (Transmission), Ministry of Power, Govt. of India
4. The Joint Secretary (Thermal), Ministry of Power, Govt. of India
5. The Chairman, Central Electricity Authority, Govt. of India
6. The CMD, NTPC/PGCIL/PTC/PFC/NPTI

**Sub.: Filling up the posts of Director (Finance) in DTL/DPCL and Director (Finance) in IPGCL /PPCL on deputation**

Sir,

This department proposes to invite applications for filling up the posts of Director (Finance) in DTL/DPCL and Director (Finance) in IPGCL/PPCL on deputation.

The eligibility conditions and other terms and conditions are annexed herewith. The details of the above vacancies can be seen at [www.power.delhi.gov.in](http://www.power.delhi.gov.in).

The completed applications in all respects may kindly be forwarded to the office of Secretary (Power), GNCTD B-Wing, 8th Level, Delhi Secretariat, I.P. Estate, New Delhi - 110002 within 21 days from the date of publishing of advertisement please.

Yours faithfully,



(J.S. Rana)

Dy. Secretary (Power)

e-mail ID: departmentpower@gmail.com

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11/3/21



Mr. Yogesh

12.3.21



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08/03/2021

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**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**(DEPARTMENT OF POWER)**  
**DELHI SECRETARIAT, 8<sup>TH</sup> LEVEL, B-WING**  
**NEW DELHI - 110002**

No. F.11(70)/2003/Power/Pt./1092

Dated : 04-03-2021

To

1. All the Secretaries (Energy/Power), State Governments
2. All HoDs, Govt. of NCT of Delhi
3. The Joint Secretary (Transmission), Ministry of Power, Govt. of India
4. The Joint Secretary (Thermal), Ministry of Power, Govt. of India
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The completed applications in all respects may kindly be forwarded to the office of **Secretary (Power), GNCTD B-Wing, 8th Level, Delhi Secretariat, I.P. Estate, New Delhi - 110002** within 21 days from the date of publishing of advertisement please.

Yours faithfully,



(J.S. Rana)

**Dy. Secretary (Power)**

e-mail ID: departmentpower@gmail.com

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IMMEDIATE

No.A.12026/9/2020-Estt.IV  
Government of India  
Ministry of Jal Shakti  
Department of Water Resources,  
River Development & Ganga Rejuvenation

08 MAR 2021

Diary No. SA2/2021/7347

08 MAR 2021

DY. Shram Shakti Bhawan, Rafi Marg,  
New Delhi, dated : 2<sup>nd</sup> March, 2021

Subject : Vacancy circular for appointment on deputation (including short-term contract) basis to the post of Executive Member, Narmada Control Authority (NCA), Indore- regarding.

*Narmada Control Authority (NCA) is a Body Corporate set up by the Central Government in exercise of the powers conferred by Section 6A of the Inter State Water Disputes Act, 1956, for the purpose of securing compliance with the implementation of the decision and direction of the Narmada Water Disputes Tribunal. The Narmada Control Authority has its headquarter at Indore, Madhya Pradesh.*

2. Applications are invited from eligible and suitable officers for filling up one post of Executive Member in the Pay Matrix Level-15 (Rs.182200-224100/-) in Narmada Control Authority on deputation (including short-term contract) basis. Details of the post, eligibility conditions etc. are available [mowr.gov.in](http://mowr.gov.in); [dopt.gov.in](http://dopt.gov.in) and [nca.gov.in](http://nca.gov.in).

3. The last date for receipt of applications for appointment on deputation (including short-term contract) basis to the post of Executive Member in Narmada Control Authority, earlier published in the Employment News on 2-8 January, 2021 and 20-26 February, 2021 is hereby **further extended up to 12.04.2021.**

4. Details of the post, eligibility conditions etc. are available at [mowr.gov.in](http://mowr.gov.in); [dopt.gov.in](http://dopt.gov.in) and [nca.gov.in](http://nca.gov.in). Applications (in triplicate) complete in all respects of suitable and eligible officers and who can be spared immediately in the event of selection may be sent through proper channel to:- The Under Secretary (Estt.IV), Department of Water Resources, River Development & Ganga Rejuvenation, Ministry of Jal Shakti, Room No. 435, Shram Shakti Bhawan, Rafi Marg, New Delhi – 110 001 and by email at [usbm-mowr@nic.in](mailto:usbm-mowr@nic.in) & [soe4-mowr@gov.in](mailto:soe4-mowr@gov.in), through proper channel.

5. Advance copies of application or application received after the prescribed period or not accompanied with the requisite information/ documents are liable to be rejected.

6. It is requested that wide publicity may be given to the above vacancy and circulated for information of all the eligible officers.

(Shalini Juneja)  
02/03/2021

Under Secretary to the Govt. of India  
Tel. No. 011-23711946  
e-Mail: [usbm-mowr@nic.in](mailto:usbm-mowr@nic.in)

1. Heads of Organisations under the DoWR, RD and GR.
2. Secretaries of Union Ministries.
3. Principal Secretaries of Water Resources/ Irrigation Departments of the State Governments.
4. Chief Secretaries of States/ Union Territories.
5. Technical Director (NIC), DoWR, RD & GR New-Delhi with a request to upload the information in DoWR, RD & GR website.

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Mr Yogesh

S.O. (Co-ord.)

12-3-21

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1. **Name of the post :** Executive Member, Narmada Control Authority
2. **Number of posts :** One
3. **Classification of post :** Group 'A' Non-Ministerial Engineering
4. **Pay Scale :** Pay Matrix Level-15 (Rs. 182200-224100/-)
5. **Age Limit :** The maximum age limit for appointment by deputation (including short term contract) shall not exceed 58 years as on the closing date of receipt of application.
6. **Eligibility Conditions for appointment on deputation (including short term contract) basis :**

Officers under the Central/ State Government/ Union Territories/ Recognized Research Institutions/ Public Sector Undertakings/ Semi Government/ Autonomous/ Statutory Organizations including officers of Narmada Control Authority:-

- a) i) holding analogous post (Higher Administrative Grade) on a regular basis in the parent cadre/ department; or  
ii) holding post of Chief Engineer or equivalent post (Senior Administrative Grade) in the Pay Matrix Level-14 (Rs. 144200-218200/-) or equivalent with minimum 3 years of regular service in the parent cadre/ department; or  
iii) with minimum of 25 years of regular service in Group 'A' posts or equivalent posts in the service out of which at least 1 year of regular service should be in the Senior Administrative Grade i.e. Chief Engineer or equivalent post in the Pay Matrix Level-14 (Rs.144200-218200/-) in the parent cadre/ department; and
- b) possessing the following qualifications and experiences :-

**Essential**

- i) Degree in Civil/ Electrical/ Mechanical Engineering from a recognized University.
- ii) The officer should have minimum of overall experience of 5 years in planning, formulation/ execution of large, major and multipurpose river valley projects in the irrigation/power sector and also adequate administrative acumen.

**Desirable**

Experience in dealing with Inter-State issues.

**Note 1:** The period of deputation (including short term contract) including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ department of the Central Government shall ordinarily not exceed 5 years. The maximum age limit for appointment by deputation (including short term contract) shall not exceed 58 years as on the closing date of receipt of application.

**Note 2:** The officer should be from other than the beneficiary States, viz., Gujarat, Maharashtra, Madhya Pradesh and Rajasthan.

**Note 3:** Exemption from rule of immediate absorption is not required for appointment on deputation to the post.

7. **Place of posting :** Indore (M.P.).

BIO-DATA

Name of the post applied for :-			
1.	Name and Address (in Block Letters)	:	
2.	Date of Birth (in Christian era)	:	
3.	(i) Date of entry into service	:	
	(ii) Date of retirement under Central/State Government Rules	:	
4.	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	<b>Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the <b>Administrative Ministry/Department/Office</b> 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	<b>Note:</b> Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Biodata) with reference to the post applied.		

7.	Details of Employment, in chronological order. <b>Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.</b>				
Office/ Institution :	Post held on regular basis ..	From .	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis ;	Nature of Duties (in detail) highlighting experience required for the post applied for ..
<p>• <b>Important:</b> Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;</p>					
Office/ Institution	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme		From	To	
8.	Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent or Permanent :				
9.	In case the present employment is held on deputation/contract basis, please state :				
(a) The date of initial appointment	(b) Period of appointment on deputation/ contract	(c) Name of the parent office/organization to which the applicant belongs.	(d) Name of the post and Pay of the post held in Substantive capacity in the Parent organisation		
9.1	<p><b>Note:</b> In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p>				
9.2	<p><b>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/ organisation</p>				
10.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details. :				
11.	<p><b>Additional details about present employment:</b> Please state whether working under (indicate the name of your employer against the relevant column)</p>				
(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
15.	In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.			
	Basic Pay with Scale of Pay and rate of increment		Dearness Pay/interim relief/ other Allowances etc., (with break-up details)	Total Emoluments
16.A	Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to			:
	(i) additional academic qualifications			:
	(ii) professional training and			:
	(iii) work experience over and above prescribed in the Vacancy Circular/Advertisement (Note: Enclose a separate sheet, if the space is insufficient)			:
16.B	Achievements: 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. (Note: Enclose a separate sheet if the space is insufficient)	:	
17.	Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.# (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract) # (The option of 'STC' / 'Absorption' / 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	:	
18.	Whether belongs to SC/ST	:	
19.	State of Domicile (Whether belongs to Gujarat, Maharashtra, Madhya Pradesh and Rajasthan)	:	

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

(Signature of the candidate)

Address \_\_\_\_\_

\_\_\_\_\_

Date

186/C

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

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

**2. Also certified that;**

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

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



सं. ए.12026/9/2020-स्था.IV

भारत सरकार

जल शक्ति मंत्रालय

जल संसाधन, नदी विकास और गंगा संरक्षण विभाग

श्रम शक्ति भवन, रफी मार्ग  
नई दिल्ली, दिनांक: 2 मार्च, 2021

विषय: कार्यकारी सदस्य, नर्मदा नियंत्रण प्राधिकरण (एनसीए), इंदौर के पद पर प्रतिनियुक्ति (अल्पकालीन संविदा सहित) आधार पर नियुक्ति के लिए रिक्ति प्रपत्र के बारे में।

नर्मदा नियंत्रण प्राधिकरण, नर्मदा जल विवाद अधिकरण के निर्णय और निदेश के कार्यान्वयन को सुनिश्चित करने के प्रयोजन से अंतरराज्य जल विवाद अधिनियम, 1956 की धारा 6क द्वारा सौंपी गई शक्तियों का प्रयोग करते हुए केन्द्र सरकार द्वारा स्थापित किया गया एक निगमित निकाय है। नर्मदा नियंत्रण प्राधिकरण का मुख्यालय इंदौर, मध्य प्रदेश में है।

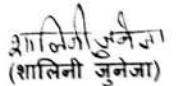
2. नर्मदा नियंत्रण प्राधिकरण में वेतन मैट्रिक्स स्तर-15 (182200-224100 रूपए/-) में प्रतिनियुक्ति आधार (अल्पकालीन संविदा सहित) पर कार्यकारी सदस्य के एक पद को भरने के लिए पात्र और उपयुक्त अधिकारियों से आवेदन आमंत्रित किए जाते हैं। पद के विवरण, पात्रता शर्तें इत्यादि [mowr.gov.in](http://mowr.gov.in), [dopt.gov.in](http://dopt.gov.in) और [nca.gov.in](http://nca.gov.in) पर उपलब्ध हैं।

3. नर्मदा नियंत्रण प्राधिकरण (एनसीए) में कार्यकारी सदस्य के पद को प्रतिनियुक्ति (अल्पकालीन संविदा सहित) के आधार पर भरने हेतु दिनांक 2-8 जनवरी, 2021 और 20-26 फरवरी, 2021 के रोजगार समाचार में पहले प्रकाशित, आवेदन प्राप्त करने की अंतिम तारीख एतद् द्वारा 12.04.2021 तक आगे बढ़ाई जाती है।

4. पद का विवरण, पात्रता शर्तें इत्यादि [mowr.gov.in](http://mowr.gov.in), [dopt.gov.in](http://dopt.gov.in) और [nca.gov.in](http://nca.gov.in) पर उपलब्ध हैं। उपयुक्त और पात्र अधिकारियों, जिन्हें चयन होने की स्थिति में अविलंब कार्यमुक्त किया जा सकता है, के सभी प्रकार से पूर्ण आवेदन (तीन प्रतियों में) अवर सचिव (स्थापना IV), जल संसाधन, नदी विकास और गंगा संरक्षण विभाग, जल शक्ति मंत्रालय, कमरा सं. 435, श्रम शक्ति भवन, रफी मार्ग, नई दिल्ली-110001 और ईमेल द्वारा [usbm-mowr@nic.in](mailto:usbm-mowr@nic.in) एवं [soe4-mowr@gov.in](mailto:soe4-mowr@gov.in) को उचित माध्यम से भेजे जाएं।

5. आवेदन की अग्रिम प्रतियाँ अथवा निर्धारित अवधि के पश्चात प्राप्त अथवा अपेक्षित जानकारी/ दस्तावेजों के बिना प्राप्त आवेदन को अस्वीकार कर दिया जाएगा।

6. यह अनुरोध है कि उपर्युक्त रिक्ति का व्यापक प्रचार किया जाए और इसे सभी पात्र अधिकारियों को सूचना हेतु परिचालित किया जाए।

  
(शालिनी जुनेजा)

अवर सचिव, भारत सरकार

दूरभाष सं. 011-23711946

ई-मेल: [usbm-mowr@nic.in](mailto:usbm-mowr@nic.in)

प्रतिनिधि:-

1. जल संसाधन, नदी विकास और गंगा संरक्षण विभाग के अंशोप निदेशों के प्रमुख।

2. केन्द्रीय मंत्रियों के सचिव।

3. राज्य सरकारों के जल संसाधन/सिंचाई विभागों के प्रधान सचिव।

4. राज्यों/संघ राज्य क्षेत्रों के मुख्य सचिव।

5. तकनीकी निदेशक (एनआईसी), जल संसाधन, नदी विकास एवं गंगा संरक्षण विभाग, नई दिल्ली को इस निवेदन के साथ कि सूचना जल संसाधन, नदी विकास एवं गंगा संरक्षण विभाग की वेबसाइट पर अपलोड करें।

1. पद का नाम: कार्यकारी सदस्य, नर्मदा नियंत्रण प्राधिकरण
2. पदों की संख्या: एक
3. पद का वर्गीकरण: समूह 'क' गैर-अनुसूचित इंजीनियरिंग
4. वेतनमान: वेतन मैट्रिक्स स्तर-15 (रूप 182200-224100/-)
5. आयु सीमा: प्रतिनियुक्ति (अल्पकालीन संविदा सहित) द्वारा नियुक्ति हेतु अधिकतम आयु सीमा, आवेदन की प्राप्ति की अंतिम तारीख को 58 वर्ष से अधिक नहीं होनी चाहिए।
6. प्रतिनियुक्ति (अल्पकालीन संविदा सहित) पर नियुक्ति हेतु पात्रता शर्तें:  
नर्मदा नियंत्रण प्राधिकरण के अधिकारियों सहित केन्द्र/ राज्य सरकार/ संघ राज्य क्षेत्र/ मान्यता प्राप्त शोध संस्थानों/ सार्वजनिक क्षेत्र के उपक्रमों/ अर्ध-सरकारी/ स्वायत्त/ सांविधिक संगठनों के अंतर्गत वे अधिकारी:-  
(क) (i) जिन्होंने मूल संवर्ग/ विभाग में नियमित आधार पर समान पद (उच्चतर प्रशासनिक ग्रेड) धारण किया हुआ हो।  
(ii) मूल संवर्ग/ विभाग में न्यूनतम तीन वर्षों की नियमित सेवा के साथ वेतन मैट्रिक्स स्तर-14 (144200-218200/- रूप) में चीफ इंजीनियर अथवा समकक्ष पद (वरिष्ठ प्रशासनिक ग्रेड) अथवा समतुल्य धारण किया हुआ हो।  
(iii) समूह 'क' पदों अथवा सेवा में समतुल्य पदों में न्यूनतम 25 वर्षों की नियमित सेवा की हो, जिसमें से न्यूनतम एक वर्ष की नियमित सेवा मूल संवर्ग/विभाग में वेतन मैट्रिक्स स्तर-14 (144200-218200/- रूप) में वरिष्ठ प्रशासनिक ग्रेड अर्थात् चीफ इंजीनियर अथवा समतुल्य पद पर होनी चाहिए और,  
(ख) निम्नलिखित अर्हताएं और अनुभव रखते हों-

#### अनिवार्य

- i) किसी मान्यता प्राप्त विश्वविद्यालय से सिविल/ इलेक्ट्रिकल/ मैकेनिकल इंजीनियरिंग में स्नातक।
- ii) अधिकारी के पास सिंचाई/ विद्युत् क्षेत्र में वृहद्, बड़ी (मेजर) और बहुउद्देशीय नदी घाटी परियोजनाओं की योजना बनाने, निर्माण/ कार्यान्वयन में न्यूनतम पांच वर्षों का अनुभव और उपयुक्त प्रशासनिक दक्षता भी होनी चाहिए।

#### वांछनीय

अंतरराज्य मुद्दों के सम्बन्ध में कार्य करने का अनुभव।

टिप्पणी 1: केंद्र सरकार के किसी अन्य संगठन/ विभाग में नियुक्ति से ठीक पहले धारित किसी अन्य एक्स कैडर पद में प्रतिनियुक्ति की अवधि सहित प्रतिनियुक्ति की अवधि (अल्पकालीन संविदा सहित) सामान्यतया पांच वर्ष से अधिक नहीं होगी। आवेदन की प्राप्ति की तारीख को प्रतिनियुक्ति (अल्पकालीन संविदा सहित) द्वारा नियुक्ति हेतु अधिकतम आयु सीमा 58 वर्ष से अधिक नहीं होगी।

टिप्पणी 2: अधिकारी, लाभार्थी राज्यों अर्थात् गुजरात, महाराष्ट्र, मध्य प्रदेश और राजस्थान को छोड़कर अन्य राज्यों से होना चाहिए।

टिप्पणी 3: पद पर प्रतिनियुक्ति के लिए तुरंत आमेसन (इमीडियेट एम्सॉर्प्शन) से छूट की आवश्यकता नहीं है।

7. तैनाती का स्थान: इंदौर (मध्य प्रदेश)।

## जीवन-वृत्त

आवेदन किए गए पद का नाम :-					
1.	नाम और पता (स्पष्ट अक्षरों में)	:			
2.	जन्म की तारीख (ईस्वी सन में)	:			
3.	(i) सेवा में आने की तारीख	:			
	(ii) केन्द्र/ राज्य सरकार के नियमों के तहत सेवानिवृत्ति की तारीख	:			
4.	शैक्षिक योग्यता	:			
5.	क्या आप इस पद के लिए अपेक्षित शैक्षिक तथा अन्य योग्यताएं रखते हैं। (यदि किसी योग्यता को नियमों में निर्धारित किसी योग्यता के समतुल्य माना गया है तो इसके लिए प्राधिकरण का उल्लेख करें)	:			
विज्ञापन/ रिक्ति परिपत्र में उल्लिखित अपेक्षित योग्यताएं/ अनुभव		अधिकारी की योग्यताएं/ अनुभव			
अनिवार्य		अनिवार्य			
(क) योग्यता		(क) योग्यता			
(ख) अनुभव		(ख) अनुभव			
वांछनीय		वांछनीय			
(क) योग्यता		(क) योग्यता			
(ख) अनुभव		(ख) अनुभव			
5.1	टिप्पणी: इस कॉलम में परिपत्र जारी होने अथवा रोजगार समाचार में विज्ञापन जारी होने के समय प्रशासनिक मंत्रालय/ विभाग/ कार्यालय द्वारा भर्ती नियमों में किए गए उल्लेख के अनुसार अनिवार्य और वांछनीय योग्यताएं को दर्शाने के लिए विस्तार से सूचना दी जानी है।				
5.2	डिग्री और स्नातकोत्तर अर्हता के मामले में अभ्यर्थी द्वारा चयनित/ मुख्य विषयों तथा सहायक विषयों की जानकारी दर्शाई जानी चाहिए।				
6.	कृपया आप स्वयं द्वारा की गई प्रविष्टियों के संदर्भ में स्पष्ट रूप से उल्लेख करें कि क्या आप पद की अपेक्षा पूरी करते हैं	:			
6.1	टिप्पणी: अधिकारियों को मांगने वाले विभागों को आवेदित पद के संदर्भ में अभ्यर्थी की संबंधित अनिवार्य योग्यता/ कार्य अनुभव (जीवन-वृत्त में दर्शाए अनुसार) की पुष्टि करते हुए उनकी विशिष्ट टिप्पणियां/ विचार बताने होंगे।				
7.	कालक्रमानुसार रोजगार के ब्यौरे। यदि नीचे दिया गया स्थान अपर्याप्त हो तो अपने हस्ताक्षर द्वारा भली-भांति अधिप्रमाणित अलग से एक शीट संलग्न करें।				
कार्यालय/ संस्थान	नियमित आधार पर धारित पद	से	तक	*नियमित आधार पर धारित पद का वेतन बैंड और ग्रेड वेतन/ वेतनमान	आवेदित पद के लिए अनुभव को रेखांकित करते हुए किए जाने वाले कार्य की प्रकृति (विस्तार में)



<p>* महत्वपूर्ण: एसीपी/ एमएसीपी के तहत दिया गया वेतन-बैंड और ग्रेड वेतन अधिकारी की व्यक्तिगत जानकारी है, इसलिए दर्शाई नहीं जानी चाहिए। केवल नियमित आधार पर धारित पद का वेतन बैंड और ग्रेड वेतन/ वेतनमान दर्शाया जाना चाहिए। अभ्यर्थी द्वारा लिए गए एसीपी/ एमएसीपी के लाभों के संबंध में वर्तमान वेतन-बैंड और ग्रेड वेतन का ब्यौरा निम्नानुसार शामिल किया जाए:</p>					
कार्यालय/ संस्थान	एसीपी/ एमएसीपी स्कीम के तहत आहरित वेतन, वेतन बैंड और ग्रेड वेतन	से	तक		
8.	वर्तमान नियुक्ति का स्वरूप अर्थात् तदर्थ अथवा अस्थायी अथवा अर्द्ध-स्थायी अथवा स्थायी :				
9.	वर्तमान पद प्रतिनियुक्ति/ अनुबंध आधार पर धारित होने के मामले में कृपया उल्लेख करें :				
(क) प्रारंभिक नियुक्ति की तारीख	(ख) प्रतिनियुक्ति/ अनुबंध पर नियुक्ति की अवधि	(ग) अभ्यर्थी जिस मूल कार्यालय/ संगठन से संबंधित है उसका नाम	(घ) मूल संगठन में धारित उल्लेखनीय पद का पदनाम और वेतन		
9.1	टिप्पणी: अधिकारी के पहले से ही प्रतिनियुक्ति पर होने पर ऐसे अधिकारियों के आवेदन मूल संवर्ग/ विभाग द्वारा संवर्ग स्वीकृति, सतर्कता निकासी और सत्यनिष्ठा प्रमाण-पत्र के साथ अग्रेषित किए जाने चाहिए।				
9.2	टिप्पणी: ऊपर कॉलम 9 (ग) तथा (घ) में ऐसे सभी मामलों के संबंध में सूचना दी जानी चाहिए जहां अभ्यर्थी संवर्ग/ संगठन के बाहर प्रतिनियुक्ति पर है परंतु अपने मूल संवर्ग/ संगठन में लियन पर है				
10.	यदि अभ्यर्थी पूर्व में किसी पद पर प्रतिनियुक्ति पर रहा हो तो अंतिम प्रतिनियुक्ति से वापस आने की तारीख और अन्य विवरण। :				
11.	वर्तमान रोजगार के विषय में अतिरिक्त विवरण: :				
	कृपया बताएं कि आप किसके अंतर्गत कार्य कर रहे हैं - (संगत कॉलम के सामने अपने नियोक्ता का नाम दर्शाएं)				
	(क) केंद्र सरकार	:			
	(ख) राज्य सरकार	:			
	(ग) स्वायत्त संगठन	:			
	(घ) सरकारी उपक्रम	:			
	(ड.) विश्वविद्यालय	:			
	(च) अन्य	:			

12.	कृपया बताएं कि क्या आप इसी विभाग में कार्य कर रहे हैं और फीडर ग्रेड में हैं अथवा फीडर ग्रेड के फीडर ग्रेड में हैं।	:	
13.	क्या आप संशोधित वेतनमान में हैं? यदि हाँ, तो संशोधन की तारीख बताएं तथा संशोधन पूर्व वेतनमान भी उल्लेख करें	:	
14.	वर्तमान में आहरित कुल परिलब्धियां		
	वेतन बैंड में मूल वेतन	ग्रेड वेतन	कुल परिलब्धियां
15.	ऐसे मामले में जहां आवेदक एक ऐसे संगठन से संबंधित है जो केन्द्र सरकार के वेतन मान का पालन नहीं करते हैं, निम्नलिखित विवरण को दर्शाते हुए संगठन द्वारा जारी अद्यतन वेतन पर्ची संलग्न की जा सकती है।		
	वेतन मान सहित मूल वेतन और वेतन वृद्धि का दर	महंगाई वेतन/अंतरिम राहत/अन्य भत्ता आदि (पूर्ण विवरण सहित)	कुल परिलब्धियां
16.क	अतिरिक्त सूचना, यदि कोई हो, जिसे आप इस पद के लिए अपनी उपयुक्तता के समर्थन में उल्लिखित करना चाहते हैं। (इसमें अन्य बातों के साथ साथ निम्न के संबंध में सूचना दी जा सकती है :-	:	
	(i) अतिरिक्त शैक्षिक योग्यताएं	:	
	(ii) व्यावसायिक प्रशिक्षण और	:	
	(iii) रिक्ति परिपत्र/ विज्ञापन में निर्धारित अनुभव के अतिरिक्त कार्य अनुभव) (टिप्पणी : यदि स्थान अपर्याप्त हो तो अलग से एक शीट लगाएं)	:	
16.ख	उपलब्धियाँ: अभ्यर्थी से निम्न के संबंध में सूचना उपलब्ध कराने हेतु अनुरोध किया जाता है:-		
	(i) शोध प्रकाशनों और रिपोर्टों तथा विशेष परियोजनाओं,	:	
	(ii) पुरस्कार/ स्कॉलरशिप/ अधिकारिक प्रशंसा	:	

	(iii) पेशेवर निकायों/ संस्थाओं/ सोसाइटियों के साथ संबद्धता और	
	(iv) अपने नाम पर अथवा संगठन के लिए प्राप्त पंजीकृत पेटेंट	
	(v) अधिकारिक मान्यता सहित अन्य अनुसंधान/ नवीन उपाय	
	(vi) कोई और सूचना दे सकते हैं (टिप्पणी : यदि स्थान अपर्याप्त हो तो अलग से एक शीट संलग्न करें)	
17.	कृपया बताएं कि क्या आप प्रतिनियुक्ति (आईएसटीसी)/ आमेलन/ पुनर्नियुक्ति आधार के लिए आवेदन कर रहे हैं। # (केन्द्र/ राज्य सरकारों के तहत आने वाले अधिकारी केवल "आमेलन" के पात्र हैं। गैर-सरकारी संगठनों के उम्मीदवार केवल अल्पकालिक अनुबंध के पात्र हैं।) # ('एसटीसी' / 'आमेलन' / 'पुनर्नियुक्ति' का विकल्प तभी उपलब्ध होता है यदि रिक्ति परिपत्र में खासतौर पर 'एसटीसी' / 'आमेलन' / 'पुनर्नियुक्ति' द्वारा भर्ती का उल्लेख किया जाता है।)	
18.	क्या अनुसूचित जाति/ अनुसूचित जनजाति से संबंधित हैं।	
19.	मूल निवास का राज्य (क्या गुजरात, महाराष्ट्र, मध्य प्रदेश और राजस्थान के निवासी हैं।)	

मैंने रिक्ति परिपत्र/ विज्ञापन को ध्यानपूर्वक पढ़ लिया है और मैं इस बात से भली-भांति अवगत हूँ कि चयन के समय चयन समिति द्वारा मेरे द्वारा दस्तावेजों के साथ प्रस्तुत जीवन-वृत्त का आकलन भी किया जाएगा। मेरे द्वारा दी गई सूचना/ विवरण मेरी जानकारी और विश्वास के अनुसार सत्य है तथा मेरे चयन से संबंधित कोई भी खास तथ्य को छुपाया/ रोका नहीं गया है।

(अभ्यर्थी के हस्ताक्षर)

पता \_\_\_\_\_

तिथि \_\_\_\_\_



## नियोक्ता/ संवर्ग नियंत्रण प्राधिकारी द्वारा प्रमाणन

आवेदक द्वारा उपर्युक्त आवेदन में उपलब्ध कराई गई सूचना और विवरण रिकार्ड में उपलब्ध तथ्यों के अनुसार सत्य एवं सही हैं। वह रिक्त परिपत्र में उल्लिखित शैक्षिक योग्यताएं और अनुभव रखते/ रखती हैं। यदि चयनित होते हैं तो उन्हें तत्काल कार्य मुक्त कर दिया जाएगा।

### 2. यह भी प्रमाणित किया जाता है कि

- (i) श्री/श्रीमती..... के विरुद्ध कोई सतर्कता अथवा अनुशासनात्मक मामला लंबित/ विचाराधीन नहीं है।
- (ii) वे सत्यनिष्ठ हैं।
- (iii) उनका/ उनकी मूल सीआर डोजीयर संलग्न है/ भारत सरकार के अवर सचिव अथवा इससे ऊपर के रैंक के अधिकारी द्वारा विधिवत सत्यापित विगत 5 वर्षों की एसीआर की प्रतिलिपि संलग्न है।
- (iv) विगत 10 वर्षों के दौरान उन पर कोई बड़ी/ छोटी शास्ती नहीं लगाई गई है अथवा विगत 10 वर्षों के दौरान उन पर लगाई गई बड़ी/ छोटी शास्ती की सूची संलग्न है। (जैसा भी मामला हो)

प्रतिहस्ताक्षरित

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(नियोक्ता/ संवर्ग नियंत्रण प्राधिकारी मोहर सहित)

Telephone  
Office : 0484-2351610, 2351493, 2351790  
Director : 0484-2351107 (per.)



भारत सरकार  
GOVERNMENT OF INDIA

Fax : 91-0484-2370879  
E-mail : cifnet@nic.in

मत्स्यपालन, पशुपालन और डेयरी मंत्रालय (मत्स्यपालन विभाग)  
MINISTRY OF FISHERIES, ANIMAL HUSBANDRY AND DAIRYING (DEPARTMENT OF FISHERIES)  
केंद्रीय मत्स्य नौचालन एवं इंजीनियरी प्रशिक्षण संस्थान (सिफनेट)  
CENTRAL INSTITUTE OF FISHERIES NAUTICAL & ENGINEERING TRAINING (CIFNET)  
फाईन आर्ट्स एवन्यू कोच्ची 682 016  
FINE ARTS AVENUE, KOCHI - 682 016

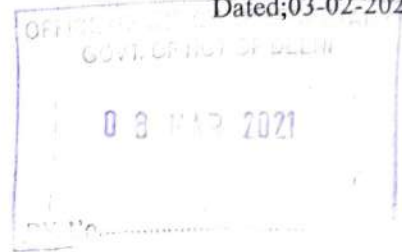
540/2021/7370

F.No:13-01/2021-Adm.

Dated:03-02-2021

To

Chief Secretary,  
Govt. of Delhi (National Capital Territory),  
New Delhi



Subject: Recruitment to one post of "Senior Administrative Officer" in Level 10 of the Pay Matrix (ie. in the pre-revised Pay Band -3 Rs.15600-39100 with Grade Pay of Rs.5400/- in Central Institute of Fisheries Nautical and Engineering Training, Cochin, a subordinate Office of the Department of Animal Husbandry Dairying and Fisheries, on deputation (including short term contract)- regarding.

Sir,

Please find enclosed a notification for filling up of one post of "Senior Administrative Officer" at this Institute on deputation basis (including short term contract). It is requested that the vacancy may kindly be circulated among the eligible staff members of your Department and applications in the prescribed proforma with recent passport size photograph and other relevant documents as required in the vacancy notification may be forwarded to this office within 60 days from the date of publication of this vacancy in the Employment News .

Yours faithfully

DIRECTOR

Encl : as above.

SS-1  
DS-1  
me  
10/3/21  
SO(CN)

Mr Yogesh  
12.3.21

Handwritten signature in blue ink.

177/C 1C

F.No.03-03/2021-Admn.V  
Government of India  
Ministry of Fisheries, Animal Husbandry Dairying  
Department of Fisheries

Chanderlok Building,  
36 Janpath, New Delhi  
Dated: 21.01.2021

To

1. All Ministries/Departments of Government of India,
2. Chief Secretaries of All State Govts/UT Administrations,
3. Indian Council of Agricultural Research
4. Commissioners/Secretaries dealing with Fisheries Departments of all State Govts.

**Subject:** Recruitment to one post of "Senior Administrative Officer" in Level 10 of the Pay Matrix (ie. in the pre-revised pay band -3 Rs.15600-39100 with Grade pay of Rs.5400/-) in Central Institute of Fisheries Nautical and Engineering Training, Kochi, a subordinate office of the Department of Fisheries, on deputation (including short term contract)- regarding.

Sir,

I am directed to say that one post of "Senior Administrative officer" in Level 10 of the Pay Matrix (ie. in the pre-revised pay band -3 Rs.15600-39100 with Grade pay of Rs.5400/-) in Central Institute of Fisheries Nautical and Engineering Training, Kochi is proposed to be filled up on deputation basis (including short term contract) from amongst the Officers of the Central Government or State Governments or Union Territories or Public Sector undertakings or Universities or Recognized Research Institutions or Councils or Semi Government or Statutory or Autonomous organization:-

- (a) (i) holding analogous post on regular basis in the parent cadre or Department; or
- (ii) with three years regular service in the grade rendered after appointment thereto on regular basis in Level - 7 of the Pay Matrix (i.e. in the pre-revised pay band-2 of Rs.9300-34800 with Grade Pay of Rs.4600) or equivalent in the parent Cadre or Department; and
- (b) possessing three years experience in administration, accounts and establishment work in a supervisory capacity in the parent cadre or department.

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

**Note 2:** 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 three years. The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 56 years as on the closing date for receipt of applications.

**Job description:** Function as Head of Office with the Administrative, Financial and Statutory powers as laid in CCS (CCA) Rules, DFPR and GFRs and controlling officer of non-gazetted establishment of the Institute. Assisting the Director in the Administrative Management of the Institute. Co-coordinating and Supervising of all Administrative, Stores





and Accounts matters. Administrative functions include recruitment, promotion, posting, pay fixations, seniority and leave matters. Appointing Authority and Disciplinary Authority of Group C employees. Responsible for attending to cases with Central Administrative Tribunal, High Court, Labour Commissioner etc. Drawing and Disbursing Officer. Consolidation of various reports in Accounts. Member-Secretary of the Departmental Promotion Committee. Any other duties assigned by the superiors.

The place of posting will be at CIFNET, H.Qtrs. Kochi.

2. The pay of the official selected will be governed by the provisions laid down in the Department of Personnel and Training's O.M.No.6/8/2009-Estt(pay II) dated 17<sup>th</sup> June 2010.as amended from time to time.
3. Applications from eligible officers in the enclosed proforma (in duplicate) may be forwarded through proper channel to the Director, Central Institute of Fisheries Nautical and Engineering Training, Foreshore Road, Cochin -682 016 within a period of 60 days from the date of publication of this advertisement in the Employment News along with copies of upto date ACRs for the last five years, duly attested by an officer of the level of Under Secretary or above, vigilance clearance and integrity certificate. Cadre controlling authority may also kindly ensure that while forwarding the application they should verify and certify that the particulars furnished by the officer are correct. It may also be certified that no major or minor penalty was imposed on the officer during the last 10 years of his service.
4. Applications received after the due date or without ACRs or otherwise found incomplete will not be considered.



(Kham Khan Suan)

Under Secretary to the Government of India

Copy to:

1. Director of Fisheries of all States/UT's
2. All Sections/Units/Desks of Department of Fisheries.
3. Director, CIFNET, Cochin with the request that the above circular may please be circulated to all concerned and got advertised in the Employment News at the earliest.
4. Director General, FSI, Mumbai
5. Director, CICEF, Bangalore.
6. Director, NIFPHATT, Cochin.
7. Director, NIC with the request to upload this circular on the website of this department.



(Kham Khan Suan)

Under Secretary to the Government of India

175/c

## ANNEUXURE-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	
<p>5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in Employment News.</p> <p>5.2 In the case of Degree and Post Graduate Qualification Elective/main subjects and subsidiary subjects may be indicated by the candidate.</p>		
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.		
<p>6.1 Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.</p>		

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	Name of Duties (in details) highlighting experience required for the post applied for

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

Office/Institution	Pay, Pay Band, and grade pay drawn under ACP/MACP Scheme	From	To

8. Nature of present employment i.e, Adhoc or Temporary or Quasi-Permanent or Permanent			
9. In case the present employment is held on deputation/ contract basis, please state-			
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/Organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organization
9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.			



9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/ organization.		
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
11. Additional details about present employment:  Please state whether working under (indicate the name of your employer against the relevant column) a. Central Government b. State Government c. Autonomous Organization d. Government Undertaking e. Universities f. Others		
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
13. Are you in revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale		
14. Total emoluments per month now drawn		
Basis pay in the PB	Grade Pay	Total Emoluments
15. In cases the applicant belongs to an Organisation which is not following the Central Government Pay-Scales, the latest salary Slip issued by the Organisation showing the following details may be enclosed.		
Basic Pay with scale of pay and rate of increment	Dearness Pay/interim relief / other Allowances etc., (with break-up details)	Total Emoluments
16. A Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) Professional training and (iii) work experience over and above prescribed in the vacancy Circular/Advertisement)  (Note: Enclose a separate sheet, if the space is insufficient)		
16. B Achievements: 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. (Note: Enclose a separate sheet if the space is insufficient)	
17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis. # (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)	
# (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by 'STC' or "Absorption" or "Re-employment").	
18. Whether belongs to SC/ST	

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

(Signature of candidate)

Address-----  
-----

Date-----

17/10

Certification by the Employer/Cadre Controlling Authority

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

2. Also certified that;

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

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DELHI JAL BOARD: GOVT. OF NCT OF DELHI  
OFFICE OF THE ASSISTANT COMMISSIONER (D)  
VARUNALAYA PHASE-II: KAROL BAGH  
NEW DELHI-110005



170/c

Govt. of Delhi

STOP CORONA

"WASH YOUR HAND"

"WEAR MASK"

"MAINTAIN SOCIAL DISTANCING"

No. DJB/AC(D)/Appt./CLO/2021/

Dated: 4-3-2021

**C I R C U L A R**

**SUBJECT: FILLING UP THE POST OF CHIEF LAW OFFICER IN DELHI JAL BOARD ON DEPUTATION BASIS.**

Applications are invited for filling up one post of Chief Law Officer in the pay band 4 of Rs.37400-67000 with the Grade Pay of Rs. 8900/- (Pre-revised) in Delhi Jal Board on deputation basis from the Officers who are working under the Central/State Govts./UTs/Universities/Recognized Research Institutions/Public Sector Undertakings/Semi-Govt./Autonomous or Statutory Organizations:-

- (A) (I) Holding analogous post on regular basis in the parent cadre/ department; OR
- (II) With 2 years regular service in the grade rendered after appointment thereto on a regular basis in the PB-4 of Rs. 37400-67000/- with Grade Pay of Rs. 8700/- (Pre-revised) or equivalent in the parent cadre/ department; OR
- (III) With six years service in the grade rendered after appointment thereto on a regular basis in pay band PB-3, Rs.15600-39100/-with grade pay of Rs.7600/- OR equivalent in the parent cadre department : OR
- (IV) A member of the state judicial service with 16 years of regular service. AND
- (B) Possessing the following educational qualification and experience:-
- (I) Bachelor's degree from a recognized university/institute AND
- (II) 3 Years Bachelor's degree in Law from a recognized university/institute; AND
- (III) 10 years experience as Legal practitioner or 10 years experience in Legal Work OR
- (I) 5 years integrated degree in Law from a recognized University / Institute : AND
- (II) 11 years experience as Legal Practitioner or 11 years experience in Legal Works.

**Note 1:-** In computing the period during which a person has held an office in the State Judicial service, there shall be included any period during which he has held any other legal post or any period during which he has been a Legal Practitioner.

**Note 2:-** In computing the period during which a person has been a qualified Legal Practitioner, there shall be included any period during which he has held any office in the State Judicial Service or has held a legal post in the Department of State or Central Government/Union Territory/Recognized Research Institutions or Universities.

**Note 3:-** The Departmental Officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Contd.....P/2

For Yogee  
12.3.21

**Note 4:-** Period of deputation (ISTC) including period of deputation (ISTC) in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed 5 years. The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding 56 years as on the closing date of the receipt of application.

**Note 5:-** For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01.01.2006 (The date from which the revised pay structure based on the 6<sup>th</sup> CPC recommendations has been extended) shall be deemed to be service rendered in the corresponding grade pay /pay scale extended based on the recommendations of the pay commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay/pay scale, and where this benefit will extend only for the post(s) for which that grade pay/pay scale is the normal replacement grade without any up-gradation.

2. The department Law Officer (Water) in Pay Band 3 of Rs. 15600-39100/- with grade pay of Rs. 7600/- with six years of regular service in the grade will also be considered along with deputationists and in case he is selected for appointment, the post shall be deemed to have been filled by promotion.

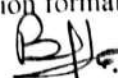
The applications of suitable and willing Officers must reach the office of undersigned through proper channel along-with their complete, Bio-Data, in the enclosed format, Integrity Certificate, Vigilance Clearance, Cadre Clearance and ACR Dossier for the last five years within 60 days of issue of this circular. The applications received thereafter will not be entertained. The detail of the post is also available on DJB's website i.e. [www.delhijalboard.nic.in](http://www.delhijalboard.nic.in).



(VIRENDER SINGH)

ASSISTANT COMMISSIONER (D)

1. All Secretaries of Govt. of India
2. All Chief Secretaries, States/UTs
3. All Director General of Police, States/UTs
4. The Secretary, University Grants Commission, (Ministry of Human Resource Development, Govt. of India, Bahadurshah Zafar Marg, ND-2
5. The Registrar, Supreme Court of India, New Delhi-110001
6. The Registrar, Delhi High Court, New Delhi-110001
7. Central/State Bar Council
8. The Controller General of Defence Accounts, West Block-V, R.K. Puram, N.D.
9. The Assistant Controller and Auditor General, Office of the Controller and Auditor General of India, 10, Bahadur Shah Zafar Marg, ND
10. The Controller General of Accounts, Post & Telegraphs Department, Patel Chowk, ND.
11. The Controller General of Accounts, Ministry of Finance, 7<sup>th</sup> Floor, Lok Nayak Bhawan, Khan Market, ND.
12. Director (Local Bodies), 9<sup>th</sup> Level, A-Wing, Delhi Secretariat, I.P. Estate, ND 1
13. The Special Secretary (Services), GNCTD, I.P. Estate, N.D.-110002.
14. The Chief Executive Officer, Delhi Cantonment Board, Delhi Cantt-110010.
15. The Chairman, CBDT, Ministry of Finance, North Block, ND.
16. The Chairman, DDA, Vikas Sadan, INA, New Delhi.
17. The Director General (Works), CPWD, Nirman Bhawan, N.D. 110011.
18. All Municipal Corporation of Delhi.
19. PRO, with the direction to advertise the vacancy in the Employment news and 5 Nos, of National newspaper in the format being sent separately.
20. EE(EDP), with direction to upload the copy of circular and application format on the DJB website.



ASSISTANT COMMISSIONER (D)



2811  
168/C

**BIO-DATA / PROFORMA FOR THE POST OF CHIEF LAW OFFICER IN DELHI JAL BOARD**

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			
(A)	Qualification*	(I) Bachelor's degree from a recognized university/institute AND (II) Three years Bachelor's degree in Law from a recognized university institute AND (III) Ten Years experience as legal practitioner or ten years experience in legal work OR (IV) Five years integrated degree in law from a recognized university/institute		
(B)	Experience	Eleven years experience as legal practitioner or eleven years experience in legal work.		
	Desirable	<b>Note 1:-</b> In computing the period during which a person has held an office in the State Judicial service, there shall be included any period during which he has held any other legal post or any period during which he has been a Legal Practitioner. <b>Note 2:-</b> In computing the period during which a person has been a qualified Legal Practitioner, there shall be included any period during which he has held any office in the State Judicial Service or has held a legal post in the Department of State or Central Government/Union Territory/ Recognized Research Institutions or Universities.		



**Note 3** The departmental Officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation similarly, deputationists shall not be eligible for consideration for appointment by promotion.

**Note 4:-** (Period of deputation (ISTC) including period of deputation (ISTC) in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed five years. The maximum age limit for appointment by deputation (ISTC) shall be not exceeding 56 years as on the closing date of the receipt of application)

**Note 5:-** For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January of 2006/ the date from which the revised pay structure based on the 6<sup>th</sup> CPC recommendations has been extended, shall be deemed to service rendered in the corresponding grade pay /pay scale extended based on the recommendations of the pay commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay/pay scale, and where this benefit will extend only for the post(s) for which that grade pay/pay scale is the normal replacement grade without any up-gradation.

1. The departmental Law Officer (Water) in pay band 3, Rs.15600-39100/- with grade pay of Rs.7600/- with six years of regular service in the grade will also be considered along with deputationists and in case he is selected for appointment, the post shall be deemed to have been filled by promotion.

\*In the case of Degree and Post Graduate Qualifications Elective/ main subject 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.

165/C 28011

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

Sl. No	Office/ Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/ Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

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

Office/ Institution	Pay, Pay Band and Grade Pay drawn under ACP/ MACP Scheme	From	To
8.	Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent or Permanent		
9	In case of 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>9.1 Note : In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.</p> <p>9.2 Note: 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		
11.	Additional detail about present employment: Please state whether working under (indicate the name of your employer against the relevant column) Central Government State Government		

24/11/18  
165/L

	Autonomous Organization Government Undertaking Universities 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
15.	In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the organization showing the following details may be enclosed.		
	Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/ other Allowances etc., (with break-up details)	Total Emoluments
16.	<p>Additional information, if any, relevant to the post you applied for in support of your suitability for the post.</p> <p>(This among other things may provide information with regard to</p> <p>(i) additional academic qualifications</p> <p>(ii) Professional training and</p> <p>(iii) Work experience over and above prescribed in the Vacancy Circular/ Advertisement)</p> <p>(Note : Enclose a separate sheet, if the space is insufficient)</p>		
16.A	<p><b>Achievements:</b></p> <p>The candidates are requested to indicate information with regard to;</p> <p>(i) Research publications and reports and special projects</p> <p>(ii) Awards/ Scholarships/ Official Appreciation</p> <p>(iii) Affiliation with the professional bodies/ institutions/societies and;</p> <p>(iv) Patents registered in own name or achieved for the organization.</p> <p>(v) Any research/ innovative measure involving official recognition</p> <p>(vi) Any other information.</p> <p>(Note : Enclose a separate sheet if the space is insufficient)</p>		



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17.	Please state whether you are applying for deputation (ISTC)/ Absorption/ Re-employment Basis# (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract) # The option of 'STC' / 'Absorption' / Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").
18.	Whether belongs to SC/ST

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

(Signature of the candidate)

Address : \_\_\_\_\_

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

### Certificate by the Employer/ Cadre Controlling Authority

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

2. Also certified that;

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

09 MAR 2021

Krishna Bhawan, New Delhi,  
Dated 09 February 2021

To

1. The Secretary, All Central Government Ministries/Departments  
2. Chief Secretary, All States / UTs.  
3. All Central/State agricultural Universities.  
4. All recognized Research Institutions.  
5. All Semi-Government Organizations.  
6. All Public Sector Undertakings



Subject: Filling up of the post of Director on deputation in the National Seed Research and Training Centre Varanasi (Uttar Pradesh), a subordinate office under the Department of Agriculture, Cooperation & Farmers' Welfare.

Sir,

I am directed to say that it is proposed to fill up the post of Director, National Seed Research and Training Centre, Varanasi (Uttar Pradesh), a subordinate office under the Department of Agriculture Cooperation & Farmers' Welfare. The mode of recruitment, educational qualifications, experience and other eligibility conditions for the post are as under:

**Name of the post - Director**

General Central Service, Group 'A' Gazetted, (Non Ministerial) in Level-13 of Pay Matrix of Rs.123100-215900 on composite method Deputation (including Short Term Contract) plus promotion failing which by Direct Recruitment.

**Eligibility:**

(a) Officers under the Central Government or State Governments or Union Territories or Agricultural Universities or Recognized Research Institutions or Autonomous Organization or Semi Government Organizations or Public Sector Undertakings;

(i) Holding analogous post on regular basis in the parent cadre or Department; or

(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in Level-12, (Rs.78800-209200) in the pay matrix or equivalent in the parent cadre/department; and

(b) Possessing the following educational qualifications and experience for direct recruits as under:

**Essential Qualification:**

(i) M:Sc (Agriculture) from a recognized University or equivalent.

(ii) Ten years experience in the field of Seed Production/Seed Marketing/Seed Certification/Seed Testing/Seed Quality Control/Seed Development Programmes

P. T. O



Desirable:

Ph.D in the field of Seed Production/Seed Marketing/Seed Certification/Seed Testing/Seed Quality Control

Note 1: Qualifications are relaxable at the discretion of the Union Public Service Commission in case of candidate otherwise well qualified.

Note 2: The qualifications regarding experience are relaxable at the discretion of the Union Public Service Commission in case candidates belonging to Scheduled Caste or Scheduled Tribes, if at any stage of selection the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities are not likely to be available to fill up the vacancies reserved for them.

The Departmental Chief Seed Analyst in Level-12 of Pay Matrix of Rs.78800-209200 with five years' service shall also be considered along with deputationist and if he is selected the post shall be deemed to have been filled by promotion.

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

Similarly deputationist shall not be eligible for consideration for appointment by promotion. Period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/Department of the Central Government shall ordinarily not exceed five years. The maximum age limit for appointment by deputation (including short-term contract) shall not be exceeding 56 years as on the closing date of receipt of application.

The officer selected on deputation basis will have the option to draw his grade pay plus deputation duty allowance to have his/her pay fixed in the scale of the post in accordance with DOPTs OM.No.2/8/1997-Estt(Part.II) dated 11.03.1998 and as amended from time to time.

Applications (in triplicate) only in the enclosed pro-forma (Annexure-I) along with complete and up to date Confidential Reports (photo copies of the APARs attested by an officer not below the rank of Under Secretary to the Government of India) and Integrity Certificate of eligible officers who could be spared in the event of their selection may kindly be forwarded to the Under Secretary (Seeds), Department of Agriculture Cooperation & Farmers Welfare, Ministry of Agriculture & Farmers Welfare, Room No.432, Krishi Bhawan, New Delhi-110001 within 60 days from the date of publication of this advertisement in the Employment News.

Complete advertisement, Bio-data format (Annexure-I) and certificate format for Integrity, Vigilance clearance & Major/Minor Penalty (Annexure-II) etc. can be downloaded from the Department of Agriculture, Cooperation and Farmers Welfare's website : [www.agricoop.nic.in](http://www.agricoop.nic.in) (link-Recruitment-Vacancies).

P.T.O



While forwarding the applications, it may be verified and certified that the particulars furnished by the officer are correct and that no vigilance case is either pending or being contemplated against them and no major/minor penalty has been imposed on them during the last 10 years.

It may also be noted that the applications received without Confidential Reports, Vigilance Clearance, Integrity Certificate and statement of Major/Minor penalty, if any, imposed on the officers during the last 10 years or otherwise found incomplete, his/her application will not be considered.

Yours faithfully,

*S.S. Vagulaparnam* 18.2.2021

(S.S.Vagulaparnam)

Under Secretary to the Government of India

**Distribution:**

1. All Ministries/Department of Government of India with a request that the post may please be given wide publicity in their respective attached and subordinate offices, PSUs, Semi Government/Autonomous under their administrative control.
2. Principal Secretary/Secretary (Agriculture) of all State Governments and Administration of all Union Territories.
3. Vice-Chancellor of all Agricultural Universities/Heads of all Recognized Research Institutions.
4. All Divisional Heads/Director (Personnel)/All Sections/Units under DAC & FW.
5. Department of AH&D/ICAR/DARE/CACP/Directorate of Economics and Statistics.
6. All attached/ subordinate offices under DAC&FW.
7. NIC, DAC&FW for uploading on the website.
8. NSC/PPV&FRA/DC(QC)/AC(Seeds) for wider circulation.
9. Director (NSRTC) for wider circulation and also to upload on the website of NSRTC.
10. Guard File/Spare copies.

Application for the post of .....

## BIO-DATA/CURRICULUM VITAE PROFORMA

1. Name and Address (in Block Letters)		
2. Date of Birth (in Christian era)		
3.i) Date of entry in to 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	
<b>Essential</b>	<b>Essential</b>	
A) Qualification	A) Qualification	
B) Experience	B) Experience	
<b>Desirable</b>	<b>Desirable</b>	
A) Qualification	A) Qualification	
B) Experience	B) Experience	
<p>5.1 <b>Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the <b>Administrative Ministry/Department/Office</b> at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated <b>by the candidate</b>.</p>		
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.		
<p>6.1 <b>Note:</b> Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as indicated in the Bio-date) with reference to the post applied</p>		

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

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

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

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme	From	To

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent.			
9. In case the present employment is held on deputation/contract basis, please indicate			
a) The date of initial appointment	b) period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs	d) Name of the post and pay of the post held in substantive capacity in the parent organization
<p>9.1 <b>Note:</b> In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre clearance, vigilance clearance and Integrity certificate.</p> <p>9.2 <b>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>			



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16.B Achievements:

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.

(Note: Enclose a separate sheet if the space is insufficient)

17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis # (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)

18. Whether belongs to SC/ST

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

(Signature of the candidate)

Date.....

It is certified that particulars furnished are correct and no disciplinary case is either pending or contemplated against the officer and no major or minor penalty was imposed on the officer during the last 10 years and his integrity is beyond doubt.

Signature of the Head of Department (with stamp)

GOVT. OF INDIA  
Ministry of Education  
Department of Higher Education  
Language Division

05 MAR 2021

Diary No. SAD/2021/2258

F. No.3-20/2013-L-1  
Government of India  
Ministry of Education  
Department of Higher Education  
Language Division

Room No. 502-C  
Shastri Bhawan, New Delhi  
Dated 22 February, 2021

OFFICE MEMORANDUM

Subject: Filling up the post of Director, Kendriya Hindi Sansthan (KHS), Agra in 7<sup>th</sup> CPC Level 14 (Rs. 1,44,200 - 2,18,200) P.B.-4 + G.P.- 10,000/.

05 MAR 2021

The undersigned is directed to invite applications from eligible candidates for filling up on Deputation one vacancy of the post of Director, Kendriya Hindi Sansthan (KHS), Agra in 7<sup>th</sup> CPC Level 14 (Rs. 1,44,200 - 2,18,200) P.B.-4 + G.P.- 10,000/. Kendriya Hindi Sansthan, Agra is an autonomous body under the Department of Higher Education, Ministry of Education.

- The details of the post and eligibility conditions alongwith Proforma for application are enclosed.
- The candidate selected for appointment will be treated on deputation as the case may be and will be governed as per extant rules of the Govt. of India. The candidate once selected will not be allowed to withdraw.
- The vacancy may please be circulated amongst suitable persons and applications (in duplicate) in the prescribed proforma alongwith complete and up-to-date Annual Confidential Reports /APAR of suitable persons who could be spared in the event of their selection, may be sent to Smt Suman Dixit, Deputy Secretary (Language Division), Deptt. of Higher Education, Ministry of Education, Room No. 525-C, C-wing Shastri Bhavan, New Delhi- 110001 within 60 days from the date of issue of advertisement for the above post in the employment News/ Rozgar Samachar.
- While forwarding the applications, it may please be verified and certified that the particulars furnished by the candidates are correct and that no disciplinary action is pending or contemplated against the officer. The integrity of the officer may also be certified.
- Incomplete applications and those not accompanied by certified testimonials and ACR dossiers will not be considered.

AP  
Shastri  
05.03.2021  
ALS/Sec. I

Encl; As above.

*[Handwritten signature]*

*[Handwritten signature]*  
(Suman Dixit)  
Deputy Secretary (Languages)  
Tele; 011-2307 2112

SS-I *[Handwritten signature]*  
DS-II  
MB/M 8321  
SO (CNS)

*[Handwritten signature]*  
9.3.21

156/c

py to:

1. All Ministries and Department of the Government of India.
2. Director, Kendriya Hindi Sansthan, Agra.
3. Chief Secretaries of all the State/UTs.
4. PS to HRM/ PS to MOS (SSD),/PS to Secretary (HE)
5. Vice-Chancellors of All Central Universities.
6. University Grant Commission, New Delhi for circulating to all Universities under UGC.
7. Secretary, University Grants Commission, Bahadurshah Zafar Marg, New Delhi with the request to give wide publicity to the vacancy in all Universities/ Research Bodies etc.
8. Ministry of Information and Broadcasting, Shastri Bhawan, New Delhi for arranging suitable publicity in Air Media about the vacant post.
9. Director, NIC, Ministry of Education is requested to upload the draft advertisement for the post of Director, KHS on the website of the Ministry of Education, D/o Higher Education.
10. Director General, DAVP, Phase IV Sochna Bhawan, CGO complex, New Delhi along with **English and Hindi versions** of the advertisement for immediately releasing it in the Employment News, Rozgar Samachar and newspapers (shortlisted by the DAVP) all over the country. The advertisement to be published in the newspaper (as per DAVP list) all over the country would **exclude** the application proforma. **Note-2 of the advertisement** advising the candidates to get further details including application proforma, by referring to the advertisement for the above post published in the Employment News and Rozgar Samachar dated \_\_\_\_\_ March, 2021, is to be including **only in the advertisements to be released in newspapers throughout the country** by incorporating the date of a advertisement published in the **Employment News/ Rozgar Samachar**. The estimate for publishing the advertisement in (a) Employment News (b) Rozgar Samachar, and (c) newspapers as per DAVP list, may be furnished immediately to enable this Ministry to make the necessary payment to the DAVP.



(Suman Dixit)

Deputy Secretary (Languages)

Tele; 011-2307 2112



**Advertisement for the post of Director, Kendriya Hindi Sansthan, Agra**

Applications are invited from eligible candidates for filling up on Deputation basis, one vacancy of the post of Director, Kendriya Hindi Sansthan (KHS), Agra, an autonomous body under Ministry of Education Government of India in 7<sup>th</sup> CPC Level-14 (Rs. 1,44,200 – 2,18,200) from persons possessing qualifications and experience mentioned below in the prescribed proforma as published in the Employment News/ Rozgar Samachar. The application form can also be downloaded from M/o Education's website [www.education.gov.in](http://www.education.gov.in).

**Pay Scale:** 7<sup>th</sup> CPC Level-14 (Rs. 1,44,200 – 2,18,200)  
Pre-revised PB-4 Rs. 37,400-67,000/- + G.P.-Rs. 10,000/-

**Mode of  
Recruitment:** Deputation

**Period of  
Deputation:** The period of deputation shall ordinarily be three (3) years. The incumbent's tenure may be extended, utmost by two years.

**Age Limit:** The age shall not exceed 55 years. The age of the applicants would be reckoned as on the closing date for receipt of applications as per advertisement for the post published in the Employment News/ Rozgar Samachar.

**Field of Selection:** The candidate should be the Dean of faculty/Principal of a Post Graduate College/Vice-Chancellor of University/Head of a University Department; AND

(b) Possessing the following educational qualifications and experience:

**Qualifications and  
Experience Essential.**

- (i) A Master's degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) by a recognized University.
- (ii) A Ph.D Degree in Hindi from a recognized University.
- (iii) Published works in reputed journals and published works as evidenced in authoring books.

**Experience: Academic**

- (i) Teaching experience of at least ten (10) years at higher levels (graduation and above) in recognized College/Institutes.
- (ii) Experience of imparting Research guidance.
- (iii) Organising and directing academic programmes related to Hindi teaching and teachers training and production of teaching material especially for instruction in Hindi as a second/foreign language as well as service medium.

**Experience: Administrative:**

- (i) Five (5) years administrative experience as Dean of the faculty/Principal of a Post-Graduate College/Rector/PVC/Vice-Chancellor of a University/Head of a University Department.
- (ii) Familiarity with Govt. policies, rules and procedures.

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irable:

1. Master's degree in Linguistics from a recognized University.
2. Practical knowledge of English language and study as a subject up to graduate level.
3. Knowledge of regional literatures and cultures of India.

Last Date:

Duly filled in applications complete in all respects and forwarded through Proper Channel by the concerned University/College/Department, etc. should reach **Smt Suman Dixit, Deputy Secretary (Language Division), Deptt. of Higher Education, Ministry of Education, Room No. 525-C, C-wing Shastri Bhavan, New Delhi- 110001** within **60 days** from the date of publication of the advertisement for the above post in the Employment News/ Rozgar Samachar.

Note-1:-

The applicants who are in Central Govt./ State Govt. Service/ Autonomous Bodies/ Union Territories or other Govt. Bodies should submit their application through proper channel along-with integrity Certificate and a certificate to the effect that no disciplinary proceedings are pending or contemplated against the officer. Attested photocopies of the A. C. Rs. of the last five years may also be forwarded along-with the application.

Note-2:-

For getting further details including application proforma, candidates may refer to the advertisement for the above post published in the Employment News and Rozgar Samachar dated \_\_\_\_\_ March, 2021.

**PROFORMA OF APPLICATION FOR THE POST OF DIRECTOR, KHS, AGRA**

15310

**PHOTO**

1. Name and Address (in Block letters) :
2. Date of Birth :
3. Date of retirement under  
Central/ State Govt. Rules\ :
4. Educational Qualification :
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	Qualifications/Experience possessed by the officer
Essential (1)		
(2)		
(3)		
Desirable (1)		
(2)		
(3)		

6. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post \_\_\_\_\_
7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature.

Office/ Institutions	Post held	From	To	Scale of Pay and Basic Pay	Nature Duties details)	of (in

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent:
9. In case the present employment is held on deputation/contract basis, Please state
  - a. The date of initial appointment :
  - b. Period of appointment on deputation/contract :
  - c. Name of the parent office/organization to which you belong:
10. Additional details about present employment. Please state whether working under (indicate the name of your employer against the relevant column)



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- Central Govt. :  
State Govt. :  
Autonomous Organisation :  
Government Undertaking :  
Universities :  
Others :

11. Please state whether you are working in the same department :

12. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place also indicate the pre-revised Scale :

13. Total emoluments per month now drawn :

14. Additional information, if any, which you would like to mention, in support of your suitability for the post.

(This among other thing may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient) :

15. Whether belongs to SC/ST :

16. Remarks (The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards/Scholarship/Official appreciation (iii) Affiliation with the professional bodies/institutions/societies and (iv) any other information. (Note: enclose a separate sheet if the space is insufficient) :

I have carefully gone through the vacancy circular/advertisement 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\_\_\_\_\_

Cont/....

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FORWARDING NOTE BY THE EMPLOYER

- i. Information given in the above proforma is correct as per the service records of the applicant.
- ii. The applicant is clear from vigilance angle.
- iii. The integrity of the applicant is beyond doubt.
- iv. That no major/minor penalty has been imposed on the applicant during the last ten (10) years.
- v. The cadre controlling authority of the applicant has given clearance to enable him/her to apply for the post.
- vi. The applicant has enclosed with his/her application the attested photocopies of all the required testimonials/certificates/degrees., etc. starting with Matriculation/Class-X certificates.
- vii. Attested photocopies of the last five (5) years of the applicant's Annual Confidential Report/Annual Performance Appraisal Report has been enclosed while forwarding this Application.

\*Note:- If ACRs/ APARs not adopted/ not relevant the employer has to categorically certify the same in lieu of sending ACRs/ APARs.

Countersigned by the authorized signatory on behalf of the employer.

Signature of the Head of the Office  
(with stamp)

Place \_\_\_\_\_

Date \_\_\_\_\_

भारत सरकार  
शिक्षा मंत्रालय  
उच्च शिक्षा विभाग  
भाषा प्रभाग

निदेशक, केंद्रीय हिंदी संस्थान, आगरा के पद हेतु विज्ञापन

केंद्रीय हिंदी संस्थान, आगरा शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त निकाय में निदेशक के पद की एक रिक्ति को प्रतिनियुक्ति पर भरने के लिए पात्र उम्मीदवारों से एम्प्लॉयमेंट न्यूज/रोजगार समाचार में प्रकाशित निर्धारित प्रपत्र में नीचे उल्लिखित योग्यताएँ और अनुभव रखने वाले व्यक्तियों से 7वें वेतन आयोग के वेतनमान स्तर-14 : रुपये 1,44,200 – 2,18,200 (पूर्व संशोधित पे बैंड - 4 (रु. 37400-67000) ग्रेड पे 10000/-) में आवेदन आमंत्रित किए जाते हैं। आवेदन पत्र शिक्षा मंत्रालय की वेबसाइट [www.mhrd.gov.in](http://www.mhrd.gov.in) से भी डाउनलोड किए जा सकते हैं।

वेतनमान : 7वें वेतन आयोग का वेतनमान स्तर-14 : रुपये 1,44,200 – 2,18,200  
पूर्व संशोधित पे बैंड-4 (रु. 37400-67000/-), ग्रेड पे रु. 10000/-

भर्ती का तरीका : प्रतिनियुक्ति

**प्रतिनियुक्ति**

- की अवधि: प्रतिनियुक्ति की अवधि साधारणतः तीन वर्ष होगी, उम्मीदवार की अवधि अधिकतम दो वर्ष तक बढ़ाई जा सकती है।
- आयु-सीमा : आयु 55 वर्ष से अधिक नहीं होनी चाहिए (आवेदक की आयु की गणना एम्प्लॉयमेंट न्यूज/रोजगार समाचार में प्रकाशित पद के लिए विज्ञापन के अनुसार आवेदन प्राप्ति की अंतिम तिथि से की जाएगी)।
- चयन का क्षेत्र : उम्मीदवार संकाय का डीन/स्नातकोत्तर कॉलेज का प्रधान/विश्वविद्यालय का वाइस चांसलर/विश्वविद्यालय चांसलर/विश्वविद्यालय विभाग का प्रधान होना चाहिए; और
- (ख) निम्नलिखित शैक्षिक योग्यताएँ और अनुभव रखता हो।

**योग्यताएँ और**

**अनुभव : अनिवार्य**

- मान्यताप्राप्त विश्वविद्यालय से कम से कम 55% अंकों सहित मास्टर डिग्री (या प्वाइंट स्केल में समकक्ष ग्रेड जहाँ ग्रेडिंग सिस्टम अपनाया गया है)।
- मान्यता प्राप्त विश्वविद्यालय से हिंदी में पी-एच.डी. डिग्री।
- ख्यातिप्राप्त शोध पत्रिकाओं (जर्नलों) में प्रकाशित कार्य एवं पुस्तकों के लेखन में प्रामाणिक तौर पर प्रकाशित कार्य।

**अनुभव: शैक्षिक**



- (i) मान्यता प्राप्त कॉलेजों/संस्थानों में उच्च स्तर (स्नातक और इससे ऊपर) का कम से कम दस (10) वर्ष का शिक्षण अनुभव।
- (ii) शोध-निर्देशन करने का अनुभव।
- (iii) हिंदी-शिक्षण, शिक्षक-प्रशिक्षण और शिक्षण-सामग्री निर्माण, विशेषतः द्वितीय/विदेशी भाषा के साथ-साथ सेवा माध्यम के रूप में हिंदी में अनुदेशन से संबंधित शैक्षणिक कार्यक्रमों का आयोजन और निर्देशन।

#### अनुभव: प्रशासनिक

- (i) संकाय के अधिष्ठाता (डीन)/स्नातकोत्तर महाविद्यालय के प्राचार्य/विश्वविद्यालय के कुलदेशिक/सम कुलपति/कुलपति/विश्वविद्यालय के विभागाध्यक्ष के रूप में पाँच (5) वर्ष का प्रशासनिक अनुभव।
- (ii) सरकारी नीतियों, नियमों और प्रक्रियाओं की जानकारी।

#### वांछनीय:

- (i) मान्यता प्राप्त विश्वविद्यालय से भाषाविज्ञान में स्नातकोत्तर उपाधि।
- (ii) अंग्रेजी भाषा का व्यावहारिक ज्ञान और स्नातक स्तर तक एक विषय के रूप में अध्ययन।
- (iii) भारत के क्षेत्रीय साहित्यों और संस्कृतियों का ज्ञान।

#### अंतिम तिथि:

सभी दृष्टि से पूर्णरूपेण भरे हुए आवेदन, जो संबद्ध विश्वविद्यालय/कॉलेज/विभाग द्वारा उचित माध्यम द्वारा अग्रेषित किए गए हों, श्रीमती सुमन दीक्षित, उप सचिव (भाषा प्रभाग), विभाग उच्च शिक्षा, शिक्षा मंत्रालय, कमरा नंबर 525-सी, सी-विंग शास्त्री भवन, नई दिल्ली- 110001 के पास उक्त पद के लिए एम्प्लॉयमेंट न्यूज/रोजगार समाचार में विज्ञापन के प्रकाशन की तिथि से 60 दिनों के भीतर पहुँच जाने चाहिए।

नोट-1 : जो आवेदक केंद्र सरकार/राज्य सरकार सेवा/स्वायत्त निकायों/संघ शासित क्षेत्रों या अन्य सरकारी निकायों में हैं, उन्हें अपने आवेदन उचित माध्यम द्वारा सत्यनिष्ठा प्रमाणपत्र और इस आशय का प्रमाणपत्र के साथ जमा करने चाहिए कि आवेदक अधिकारी के विरुद्ध कोई अनुशासनिक मामला लंबित या विचारणीय नहीं है। आवेदन आवेदन के साथ पिछले पाँच वर्षों की प्रशासनिक गोपनीय आख्याएँ (एसीआर) भी अग्रेषित की जानी चाहिए।

नोट-2 : आवेदन पत्र सहित और अधिक विवरण प्राप्त करने के लिए, उम्मीदवार रोजगार समाचार और रोजगार समाचार में प्रकाशित उपरोक्त पद के लिए विज्ञापन का उल्लेख कर सकते हैं दिनांकित \_\_\_\_\_ मार्च 2021

**केंद्रीय हिंदी संस्थान, आगरा**

**(शिक्षा मंत्रालय, भारत सरकार)**

**आवेदन पत्र का प्रारूप**

1. नाम एवं पता (अंग्रेजी के बड़े अक्षरों में).....

2. जन्म-तिथि (ईस्वी सन् में).....

3. केंद्र अथवा राज्य सरकार के नियमानुसार सेवा-निवृत्ति की तिथि .....

4. शैक्षणिक अर्हताएँ - .....

5. क्या आवेदक पद के लिए निर्धारित शैक्षणिक एवं अन्य अर्हताएँ पूरी करता है (यदि कोई ऐसी अर्हता जो नियम में उल्लिखित अर्हता के समकक्ष हो, के लिए समकक्ष मान्यता प्रदान करने वाले प्राधिकार का उल्लेख करें)

	अपेक्षित अर्हताएँ एवं अनुभव	अधिकारी की अर्हताएँ एवं अनुभव
आवश्यक (1)		
(2)		
(3)		
वांछनीय (1)		
(2)		
(3)		

6. कृपया स्पष्ट उल्लेख करें कि आपके द्वारा प्रस्तुत प्रविष्टियों के आलोक में आप इस पद के लिए अपेक्षित योग्यताएँ पूरी करते हैं अथवा नहीं

7. आरंभ से अब तक अपने नियोजन/अपनी नियुक्तियों का कालक्रमानुसार विवरण दें, विवरण के लिए स्वतः प्रमाणित पत्रक (शीट) अलग से संलग्न करें :

कार्यालय/संस्था	पद का नाम	से	तक	वेतनमान एवं मूल वेतन	कार्य-प्रकृति (विस्तारपूर्वक)

8. वर्तमान नियुक्ति की प्रकृति यथा - तदर्थ, अस्थायी अथवा स्थायीवत् (अर्धस्थायी) या स्थायी

9. वर्तमान नियुक्ति प्रतिनियुक्ति अथवा अनुबंध के आधार पर होने की दशा में उल्लेख कीजिए

(अ) प्रथम नियुक्ति की तिथि (ब) प्रतिनियुक्ति अथवा अनुबंध पर नियुक्ति की अवधि (स) पैतृक कार्यालय अथवा संस्था से संबद्ध हैं, उसका नाम

10. वर्तमान नियुक्ति के संबंध में अतिरिक्त सूचना :

निम्नलिखित में से किसके अधीन आप कार्यरत हैं (संबंधित कॉलम के समक्ष अपने नियोक्ता का उल्लेख करें)

केंद्र सरकार : राज्य सरकार : स्वायत्त शासी संगठन :

सरकारी उपक्रम : विश्वविद्यालय :

11. यदि आप इसी विभाग में कार्यरत हैं तो उल्लेख करें :

12. क्या आप संशोधित वेतनमान में सम्मिलित हैं ? यदि हाँ तो संशोधित वेतनमान मिलने की तिथि का उल्लेख करें और पूर्व संशोधित वेतनमान का भी उल्लेख करें।

13. वर्तमान में प्रति माह प्राप्त होने वाली कुछ परिलब्धियाँ :

14. अतिरिक्त सूचना यदि कोई हो, जिसे इस पद के लिए अपनी उपयुक्तता के संदर्भ में आप उल्लेख करना चाहते हैं :

(ये सूचनाएँ अग्रलिखित के संदर्भ में दी जा सकती हैं : (अ) अतिरिक्त शैक्षणिक अर्हताएँ, (ब) दक्षतापरक प्रशिक्षण एवं (स) कार्य-अनुभव यदि रिक्ति परिपत्र अथवा विज्ञापन में उल्लिखित सीमा से अधिक हो) (टिप्पणी : स्थान पर्याप्त न होने पर अलग से पत्रक (शीट) संलग्न करें)

15. क्या आप अनुसूचित जाति अथवा जनजाति से संबंधित हैं :

16. टिप्पणी (अभ्यर्थी द्वारा अग्रलिखित के संदर्भ में सूचनाएँ दी जा सकती हैं : (अ) शोध प्रकाशन, रिपोर्ट्स एवं विशिष्ट परियोजनाएँ, (ब) पुरस्कार/अध्येतावृत्ति/कार्यालयी प्रशंसात्मक टिप्पणी, (स) व्यावसायिक निकाय/संस्था/सभा से संबद्धता, (द) अन्य सूचना (टिप्पणी : स्थान पर्याप्त न होने पर अलग से पत्रक (शीट) संलग्न करें)

मैंने रिक्ति परिपत्र/विज्ञापन का ध्यानपूर्वक अध्ययन कर लिया है और मैं यह भली-भाँति जानता हूँ कि इस पद के लिए चयन के समय मेरे द्वारा विधिवत् रूप से प्रमाणों से पुष्ट व्यक्तिगत विवरण का चयन समिति द्वारा भी मूल्यांकन किया जाएगा।

अभ्यर्थी का हस्ताक्षर

पता.....

.....

प्रति हस्ताक्षर

.....(नियोक्ता, मुहर सहित)



## नियोक्ता का अग्रसारण टिप्पण

1. संलग्न आवेदन पत्र में दी गयी जानकारी आवेदक के सेवा रिकॉर्ड के अनुसार सही है।
2. आवेदक की पात्रता सतर्कता की दृष्टि से स्पष्ट है।
3. आवेदक की सत्यनिष्ठा संदेह से परे है।
4. पिछले 10 वर्षों में आवेदक पर किसी भी प्रकार बड़ा मामूली जुर्माना नहीं लगाया गया है।
5. आवेदक ने अपने आवेदन के साथ मैट्रिकुलेशन/ दसवीं कक्षा के प्रमाण-पत्र के साथ-साथ अन्य सभी आवश्यक शंसा पत्र/प्रमाण-पत्र / डिग्री आदि की सत्यापित छायाप्रतियाँ संलग्न की हैं।
6. इस आवेदन को अग्रसारित करते समय आवेदक की वार्षिक परफॉर्मंस रिपोर्ट (ACR)/वार्षिक प्रदर्शन मूल्यांकन रिपोर्ट (APAR) के पिछले पाँच वर्षों की सत्यापित छायाप्रतियाँ संलग्न की गई हैं।

नोट - यदि एसीआर/एपीएआर ग्रहण नहीं की गई हैं / प्रासंगिक नहीं हैं, तो नियोक्ता को एसीआर/एपीएआर भेजने के न भेजे जाने की स्थिति में इसे श्रेणीबद्ध ढंग से प्रमाणित करना होगा।

नियोक्ता की ओर से अधिकृत हस्ताक्षरकर्ता द्वारा प्रति हस्ताक्षरित

कार्यालय प्रमुख के हस्ताक्षर

(मुहर सहित)

स्थान -

दिनांक -