

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

F.10(306)/Coord/2018/Vol-IV/081584592/ 804-807

Dated: 19/03/2021

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 Food Safety, Mayur Bhawan, GNCD	No.DoES-103(112)/2015-Admn/Pt.I/6297 dated 25.02.2021 (SER/2021/5031 & GAD/2021/6876)	Filling up of post of Deputy Legal Advisor in the Department of Food Safety on deputation basis	Within 60 days from the date of publication of advertisement in Employment News (Probable dated 27.02.2021)
2	Andaman and Nicobar Administration, Secretariat, Port Blair/	Lr. No. NIL dated 22.02.2021 (GAD/2021/6879)	Vacancy Circular for appointment of Superintending Engineer (Civil) in Andaman Public Works Department, A&N Administration on deputation (ISTC) basis.	Within 30 days from the date of issue/publishing of departments vacancy circular.

Encl: As above.

Yours faithfully

(PRADEEP KUMAR)
SECTION OFFICER

F.10(306)/Coord/2018/Vol-IV/081584592/ 804-807

Dated: 19/03/2021

Copy for information to:

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

(PRADEEP KUMAR)
SECTION OFFICER



अण्डमान तथा निकोबार प्रशासन
Andaman and Nicobar Administration
सचिवालय/Secretariat.

22nd February, 2021

CIRCULAR

Subject: Vacancy Circular for appointment of Superintending Engineer (Civil) in Andaman Public Works Department, A&N Administration on deputation (ISTC) basis.

It is proposed to fill up two (02) post of Superintending Engineer (Civil), (General Central Service) Group 'A' Gazetted (Ministerial) carrying the Pay Level - 13 (₹ 123100-215900) in the Andaman Public Works Department under A&N Administration on deputation (ISTC) basis from the officers under the Central Govt./State Government/Public Sector undertakings/Semi Govt./autonomous or statutory organization and possessing experience and other eligibility conditions of appointment.

The last date for receipt of applications for appointment of Superintending Engineer (Civil) in the Andaman Public Works Department under A&N Administration on deputation (including Short Term Contract) circulated vide Administration's Circular dated 28.02.2020, 24.07.2020, 10.11.2020 and 12.01.2021 are hereby again extended for 30 days. Copy of Circular dated 28.02.2020 is enclosed.

Details of the post, eligibility conditions etc. are available on website of the APWD (www.apwd.and.nic.in) and Administration (www.and.nic.in). The application form for this purpose can be obtained from the Office of CE, APWD, Nirman Bhawan, Port Blair, A&N Islands, Pin-744101 and websites. Applications complete in all respects of suitable and eligible officers may be sent through proper channel to the Office of CE, APWD **within a period of 30 days from the date of issue/publishing of this Vacancy Circular.**

Applications received after the prescribed closing date or not accompanied with the required certificates/documents are liable to be rejected.

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

उप सचिव (लो.नि.वि)
Deputy Secretary (PWD)
A&N Administration
(F.No.2-62/2019-PWD) 214

SS/I Saurabh
4/3/21

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Mr Yogesh
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अण्डमान तथा निकोबार प्रशासन
Andaman and Nicobar Administration
सचिवालय/Secretariat.

28 February 2020.

CIRCULAR

Subject: Vacancy Circular for appointment of Superintending Engineer (Civil) in Andaman Public Works Department, A&N Administration on deputation (ISTC) basis.

It is proposed to fill up two (02) post of Superintending Engineer (Civil), (General Central Service) Group 'A' Gazetted (Ministerial) carrying the Pay Level - 13 (₹ 123100-215900) in the Andaman Public Works Department under A&N Administration on deputation (ISTC) basis from the officers under the Central Govt./State Government/Public Sector undertakings/Semi Govt./autonomous or statutory organization and possessing the following experience and other eligibility conditions of appointment.

Deputation (Including short term contract):

Officers under the Central Government/State Govt./UT Administration/PSUs/Universities/recognized Research Institutions/Semi-Government or Autonomous Bodies or Statutory Organization.

(a)

(i) holding analogous posts on regular basis in the parent cadre/departement.

OR

(ii) with five years service in the grade rendered after appointment thereto on a regular basis in Level-12 (₹.78800-209200) in the Pay Matrix or equivalent in the parent cadre or department; OR

(iii) with ten years service in the grade rendered after appointment thereto on a regular basis in Level-11 (₹.67400-208700) in the Pay Matrix or equivalent in the parent cadre or department; AND

(b) Possessing the following educational qualification and experience

(i) Degree in Civil Engineering of a recognized University/Institute

OR

Having passed Part 'A & 'B' Examination of the institution of Engineers (India) in Civil Engineering.

(ii) 10 years experience in Planning or Execution or Maintenance of Civil Engineering Projects.

The departmental officer in the feeder category who are in the direct line of Promotion will not be eligible for consideration for appointment on deputation. Similarly, Deputationist shall not be eligible for consideration for appointment by promotion.

(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 Govt. shall ordinarily not to exceed five years. The maximum age limit for appointment by Deputation (ISTC) shall be not exceeding 56 years as on the closing date of receipt of applications).

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Note: for the purpose of appointment on Deputation basis, the service rendered on regular basis by an officer, prior to 01.01.2016, the date from which the revised pay structures based on the VIIIth CPC recommendation has been extended, shall be deemed to be the 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 Pay 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 the Grade Pay/Pay scale is the normal replacement grade without any upgradation.

It is requested that the Circular may be given wide publicity by circulating it to eligible officers and applications of such eligible candidate as are desirous of being consider for the aforesaid post and who can be relieved immediately on selection may be forwarded alongwith the bio-data (in duplicate) in the prescribed application form together with the following documents within 15.04.2020:


List of documents to be attached with the nomination:

- i. Statement of Bio-data in the prescribed Proforma (as per Annexure-I) in duplicate duly signed by the Volunteering Officer and forwarded through proper channel.
- ii. Vigilance clearance certificate.
- iii. Integrity certificate.
- iv. Statement of penalty (Major/Minor) imposed if any.
- v. ACR dossier of ACRs for the last five years (it may kindly be noted that in case of photo of ACRs the same should be attested one each page by an officer not below the rank of Under Secretary or equivalent rank).

The application form for this purpose can be obtained from the Office of the Chief Engineer, APWD, Nirman Bhawan, Port Blair, A&N Islands, Pin-744101 upto 31.03.2020. Applications can also be downloaded from the website of the A&N Administration as well as APWD viz. www.and.nic.in or www.apwd.and.nic.in.

The application and the bio-data duly specifying (i) the name (ii) address (iii) date of birth (iv) education qualifications (v) detail of present employees (vi) the details of post presently held (vii) present pay scale (viii) present salary (ix) details of experiences (x) vigilance clearance certificate (xi) Integrity certificate (xii) Statement of penalty (Major/minor) imposes, if any and (xiii) ACRs dossier or ACRs for the last five years and forwarded by the employer should reach the office of the CE, APWD by 15.04.2020.

Incomplete applications and applications forwarded without the complete set of essential documents listed above, shall be rejected. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.


Joint Secretary (PWD)
A&N Administration
(F.No.2-62/2019-PWD)

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PROFORMA OF BIO-DATA

1.	Name and address in BLOCK letters	
2.	Date of birth (in Christian era)	
3.	Date of retirement under Central / State Government Rules	
4.	Educational Qualifications	
5.	Whether educational and other qualifications required for the post are satisfied (if any qualification has been treated as equivalent to the one prescribed for the post, state the authority for the same)	

				Qualifications / Experience required	Qualifications / Experience possessed by the officer
Essential	(a)	(i)			
		(ii)			
	(b)	(i)			
		(ii)			

6.	Please state clearly whether in the lights of entries made by you above, you meet the requirements of the post	
7.	Details of past service in chronological order (please enclosed separate sheet, authenticated by your signature, if required)	

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VERIFICATION / CERTIFICATE TO BE FURNISHED BY THE EMPLOYER

It is certified that the information furnished by Mr. / Ms. has been checked as per the service record of the individual and found correct.

Records of service of Mr. / Ms. who has applied for post of Superintending Engineer (Civil), APWD, A & N Administration has been carefully examined and it is certified that there is no doubt about his / her integrity.

Neither any disciplinary proceedings are pending nor a decision has been taken to initiate disciplinary proceedings against Mr./ Ms. who has applied for the post of Superintending Engineer (Civil), APWD, A & N Administration.

In the event of his / her selection Mr./Ms. will be relieved of his / her duties in this office.

(Signature with office seal)

Name:

Designation:

Tele. No.

Date :

Note: Incomplete applications or applications not in accordance with the format / particulars will not be entertained.

STATEMENT OF PENALTIES FOR THE LAST TEN YEARS IN RESPECT OF

Mr. / Ms.

Sl. No.	Name of the penalty	Details of penalty	Period	Remarks

(Signature with office seal)

Name:

Designation:

Tele. No.

Dated:

Note: Kindly furnish 'Nil' statement if no penalty has been imposed.

Name of the Office/ Organization	Post held	Period for which post held		Scale of pay	Nature of duties in brief
		From	To		

8	Nature of present employment i.e. whether adhoc or regular	
9	In case the present Employment is held on deputation / contract basis, please states:	
	a) The date from which on deputation / contract	
	b) Period of appointment on deputation / contract	
	c) Name of the parent office / organization to which candidate belongs	
	d) Scale of pay in the parent department	
	e) Date from which drawing that scale in the parent department against regular appointment	
10.	Additional details about present employment Please State whether working under: -	
	a) Central Government	
	b) State Government	
	c) Autonomous Organizations	
	d) Government undertakings	
	e) Universities	
11.	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.	
12.	Total emoluments per month drawn	
13.	Additional information, if any which candidate would like to mention in support of one's suitability for the post. Enclose a separate sheet, if required.	
14.	Whether belongs to SC / ST	
15.	Remarks	

Signature of the candidate
Address:

Date:

TERMS AND CONDITIONS OF APPOINTMENT

1. In addition to pay the selected persons will be entitled to DA as admissible.
2. Special compensatory allowance and Island Special Allowance as admissible under rules.
3. Rent free unfurnished accommodation subject to general review from time to time.
4. Free sea passage once in a year for self and family members while proceeding / returning from leave in accordance with the orders in force from time to time.
5. Deputation allowance as admissible under rules.
6. Tenure: Initially for a period of 1 (one) year, which may be extended in accordance with the rules.
7. They shall be governed by the relevant rules and order in force from time to time in respect of the Government servants of their category serving under the Andaman & Nicobar Administration.
8. The officer selected for appointment on deputation basis will have the option either to get his pay fixed in the deputations post or to draw pay of the post held by him in his parent department plus deputation allowances in accordance with and, subject to the condition, as modified from time to time and such other general or special orders issued by the Ministry of Finance.
9. The period of deputation / contract of official shall not ordinarily exceed four years. The maximum age limit for appointment by transfer on deputation shall not be exceeding 56 years, as on the closing date of receipt of application.
10. The officer once selected shall not be allowed to withdraw or refused to join and it shall be responsibility of sponsoring authority to release the selected officers within a month of the issue of appointment letter / order.

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ANNEXURE - A

To

The Chief Secretaries / all State Governments to circulate the vacancies among all State Department autonomous / statutory organization public undertaking department.

1. Andhra Pradesh (Hyderabad)
2. Arunachal Pradesh (Itanagar)
3. Assam (Guwahati)
4. Bihar (Patna)
5. Chattisgarh (Raipur)
- ✓ 6. Delhi
7. Goa (Panaji)
8. Gujarat (Ahmedabad)
9. Haryana (Chandigarh)
10. Himachal Pradesh (Shimla)
11. Jammu & Kashmir (Srinagar)
12. Jharkhand (Ranchi)
13. Karnataka (Bangalore)
14. Kerala (Trivandrum)
15. Madhya Pradesh (Bhopal)
16. Maharashtra (Mumbai)
17. Manipur (Imphal)
18. Meghalaya (Shilong)
19. Mizoram (Aizwal)
20. Nagaland (Kohima)
21. Orissa (Cuttack)
22. Punjab (Chandigarh)
23. Rajasthan (Jaipur)
24. Sikkim (Gangtok)
25. Tamil Nadu (Chennai)
26. Tirpura (Agartala)
27. Utter Pradesh (Luckhnow)
28. West Bengal (Kolkata)
29. Chandigarh
30. Pondicherry
31. Daman & Diu
32. Dadara Nagar Haveli & Daman and Diu
33. Lakshadweep
34. Ladakh
35. Telengana
36. Uttarakhand

ANNEXURE - B

The Secretary to the Government of India under various Ministries to circulate the vacancies amongst the eligible candidate for filling up the post of Superintending Engineer (Civil), APWD, A & N Administration.

1. The Secretary Minister of External Affairs, Room No. South Block, New Delhi - 110 011	2. The Secretary Minister of Rural Development Room No. 48, Krishi Bhawan New Delhi - 110 001
3. The Secretary Minister of Defence, Room No. 104 South Block, New Delhi - 110 011	4. The Secretary Information & Broadcasting, Parliamentary Affairs, Room No. 210, Shram Shakti Bhawan, New Delhi - 110 001.
5. The Secretary Minister of Human Resource Development Room No. 30, 1C-Wing, Shastri Bhawan, New Delhi - 110 001.	6. The Secretary, Development of North - Eastern Region, Minister of Panchayati Raj, Youth Affairs & Sports, Room No. 201, Shastri Bhawan, New Delhi - 110 001.
7. The Secretary Minister of Agriculture and Minister of Consumer Affairs, Food & Public Distribution, Room No. 120, Krishi Bhawan, New Delhi - 110 001	8. The Secretary Minister of Coal, Room No. 353- Wing, Shastri Bhawan, New Delhi - 110 003.
9. The Secretary Minister of Railways, Room No. 239, Rail Bhawan, New Delhi - 110 001.	10. The Secretary Minister of Social Justice & Empowerment, Room No. 120, Shram Shakti Bhawan, New Delhi - 110001
11. The Secretary Minister of Home Affairs, Room No. 104, North Block, New Delhi - 110 001.	12. The Secretary Minister of Labour & Employment Room No. 120, Shram Shakti Bhawan, New Delhi - 110 001.
13. The Secretary Minister of Chemicals & Fertilizers and Minister of Steel, Room No. 192, Udyog Bhawan, New Delhi - 110 011.	14. The Secretary Minister of Environment & Forests Room No. 423, Paryavaran Bhawan, New Delhi - 110 003.
15. The Secretary Minister of Urban Development, Room No. 106, C-Wing, Nirman Bhawan, New Delhi - 110 011.	16. The Secretary Minister of Communications & Information Technology, Electronic Niketan Lodhi Road. New Delhi - 110 003
17. The Secretary Minister of Mines, Room No. 101C, C- Wing, Shastri Bhawan, New Delhi.	18. The Secretary Minister of Health & Family Welfare, Room No. 150-A Nirman Bhawan,

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			New Delhi - 110 003.
19.	The Secretary Minister of Finance, Room No. 134 North Block, New Delhi - 110 001	20.	The Secretary Minister of Overseas Indian Affairs, Akbar Bhawan, 10 th Floor, Chanakyapuri, New Delhi.
21.	The Secretary Minister of Small Scale Industries and Minister of Agro & Rural Industries, Room No. 168, Udyog Bhawan, New Delhi - 110 011.	22.	The Secretary Minister of Petroleum, Room No. 201 Shastri Bhawan, New Delhi - 110 001.
23.	The Secretary Minister of Shipping, Road Transport & Highways, Room No. 504, Transport Bhawan, New Delhi - 110 001.	24.	The Secretary Minister of Water Resources, Room No. 210, Shram Shakti Bhawan, New Delhi - 110 001.
25.	The Secretary Minister of Textiles, Room No. 130 A, Udyog Bhawan, New Delhi - 110 011.	26.	The Secretary Heavy Industries & Public Enterprises, Udyog Bhawan, New Delhi.
27.	The Secretary Minister of Commerce & Industry, Udyog Bhawan, New Delhi - 110 011.	28.	The Secretary Company Affairs, Room No. 437, C- Wing, New Delhi.
29.	The Secretary Minister of Law & Justice, Room No. 401, Shastri Bhawan, New Delhi - 110 001	30.	The Secretary Science & Technology, Ocean Development, CSIR Building, Rafi Marg, New Delhi.
31.	The Secretary Minister of Power, Room No. 201, Shram Shakti Bhawan, New Delhi - 110 001.		

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ANNEXURE - C

Sl. No.	Department
1.	Chief Engineer, APWD, Nirman Bhawan, A & N Administration, Port Blair.
2.	CEO, Zilla Parishad, South Andaman, Port Blair
3.	Chief Engineer-cum-Chief Administrative Officer, ALHW, Port Blair.
4.	Executive Director (P), Regional Office, NHIDCL, 2 nd Floor, Near Karpagam Dream Hotel, Birdline, Calicut (PO), Port Blair.
5.	Commander Work Engineer, Military Engineering Services, Minniebay, Junglighat (PO), Port Blair - 744103.

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GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF FOOD SAFETY, 8TH FLOOR, MAYUR BHAWAN
CONNAUGHT PLACE, NEW DELHI-110001

No. DoFS-103(112)/2015-Admn/Pt.I/ 6297

Dated:- 25.02.21

OFFICE MEMORANDUM

Subject:- Filling up of post of Deputy Legal Advisor in the Department of Food Safety on deputation basis - reg.

The undersigned is directed to invite applications for filling up the post of Deputy Legal Advisor on deputation basis (including short-term contract) in the Department of Food Safety, Govt. of National Capital Territory of Delhi as per details below:-

S.No	Name of post	No. of post	Classification	Pay Matrix
1.	Deputy Legal Advisor Deputation (including short term contract)	01	General Central Service Group 'A' Gazetted Non-Ministerial	LEVEL-11 Rs. 67,700 - 2,08,700/-

2. The eligibility and other requirements are given in Annexure-I. The terms and conditions of the deputation would be the same as prescribed by the Department of Personnel & Training vide their O.M. No. 2/29/91-Estt(Pay-II) dated 05.01.1994 as amended from time to time.

3. Applications should be sent through proper channel in the prescribed Proforma (Annexure-II), while forwarding the application concerned department should ensure to send the up-to-date ACRs /APARs of last five years and Vigilance Clearance Certificate of the applicant. Duties of post are enclosed as Annexure-III. It may also be ensured that no major / minor penalty has been imposed on the concerned officer and the particulars furnished by the application are correct and that no disciplinary/vigilance cases is either pending or contemplated against the applicant.

4. It is requested that vacancy may be given publicity and the particulars of eligible officer who are fulfilling the eligibility criteria and who are willing to be considered for deputation and also possessing requisite experience and whose services can be spared by the parent department may kindly be forwarded to this office within 60 days from the date of publication of advertisement in Employment News (Probable dated 27.02.2021). Application received after the last or without the ACRs or otherwise found incomplete will not be considered. No applicant will be permitted to withdraw his / her name of selection. The advertisement and other details/annexures are also available on the website of the department i.e., <https://foodsafety.delhigovt.nic.in>

(Gurpreet Singh)
Administrative Officer

To

1. All Ministries / Departments of the Govt. of India.
2. All Chief Secretaries of all States / UTs for wide publication
3. All HoDs, Govt. of NCT of Delhi
4. Universities / Institutions as per list

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF FOOD SAFETY, 8TH FLOOR, MAYUR BHAWAN
CONNAUGHT PLACE, NEW DELHI-110001

25/03/2021/5031
03/03/2021
327/c

No. DoFS-103(112)/2015-Admn/Pt.I/ 6297

Dated:- 25-02-21

OFFICE MEMORANDUM

Subject:- Filling up of post of Deputy Legal Advisor in the Department of Food Safety on deputation basis - reg.

The undersigned is directed to invite applications for filling up the post of Deputy Legal Advisor on deputation basis (including short-term contract) in the Department of Food Safety, Govt. of National Capital Territory of Delhi as per details below:-

S.No	Name of post	No. of post	Classification	Pay Matrix
1.	Deputy Legal Advisor Deputation (including short term contract)	01	General Central Service Group 'A' Gazetted Non-Ministerial	LEVEL-11 Rs. 67,700 - 2,08,700/-

2. The eligibility and other requirements are given in Annexure-I. The terms and conditions of the deputation would be the same as prescribed by the Department of Personnel & Training vide their O.M. No. 2/29/91-Estt(Pay-II) dated 05.01.1994 as amended from time to time.

3. Applications should be sent through proper channel in the prescribed Proforma (Annexure-II), while forwarding the application concerned department should ensure to send the up-to-date ACRs /APARs of last five years and Vigilance Clearance Certificate of the applicant. Duties of post are enclosed as Annexure-III. It may also be ensured that no major / minor penalty has been imposed on the concerned officer and the particulars furnished by the application are correct and that no disciplinary/vigilance cases is either pending or contemplated against the applicant.

4. It is requested that vacancy may be given publicity and the particulars of eligible officer who are fulfilling the eligibility criteria and who are willing to be considered for deputation and also possessing requisite experience and whose services can be spared by the parent department may kindly be forwarded to this office within 60 days from the date of publication of advertisement in Employment News (Probable dated 27.02.2021). Application received after the last or without the ACRs or otherwise found incomplete will not be considered. No applicant will be permitted to withdraw his / her name of selection. The advertisement and other details/annexures are also available on the website of the department i.e., <https://foodsafety.delhigovt.nic.in>

(Gurpreet Singh)
Administrative Officer

To

1. All Ministries / Departments of the Govt. of India.
2. All Chief Secretaries of all States / UTs for wide publication
3. All HoDs, Govt. of NCT of Delhi
4. Universities / Institutions as per list

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per Yogendra

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DEPUTY LEGAL ADVISOR**Eligibility conditions, Educational Qualification, Experience etc, for filling the post on Deputation Basis**

Officers under Central Government / State Governments / Union Territory Administrations / Public Sector Undertakings / Recognized Universities / recognized research institutions / Autonomous bodies / Statutory Organizations:.

(A)(I) Holding analogous post on regular basis in the parent cadre / department;

OR

(A)(II) With five years' service in the grade rendered after appointment thereto on regular basis in Level – 9 (Rs. 53,100-1, 67,800) / Level-10 (Rs. 56100-177500) or equivalent in the parent cadre or department;

AND

Possessing the following educational qualification and experience

ESSENTIAL:

(I) Degree of Law from a recognized university.

(II) EXPERIENCE

Five years experience in legal work for Department of Central Government /State Governments/UTs / PSU / Autonomous or Statutory Bodies / recognized institutes/ recognized universities, **OR** listed companies **OR** Law firm **OR** as a legal practitioners

(III) DESIRABLE

(i) LLM from a recognized university.

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

The period of deputation including the period deputation in another ex-cadre post held immediately preceding this appoint in the same or some other organization/department of the Central Government shall ordinarily not exceed four years.

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 retire 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.	
Qualification / experience required as mentioned in the advertisement / vacancy circular Essential - Qualification - Experience Desirable - Qualification - Experience	Qualification / experience possessed by the officer: Essential - Qualification - Experience Desirable - Qualification - Experience

<p>5.1 Note: The column needs to be amplified to indicate essential and Desirable Qualification as mentioned in the RRs by the Administrative Department at the time of issue of circular and issue of advertisement in the employment news</p>	
<p>5.2 In case of Degree and Post Graduate qualifications, Elective/main subjects and subsidiary subjects may be indicated by the candidate.</p>	
<p>6. Please state clearly whether in the light of entries made by you above meet the requisite Essential Qualifications and work experience of the post</p>	
<p>a. Note: Borrowing department are to provide their basis 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	Pose held on regular basis	From	To	* Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

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

Office / Institution	Pay Band and Grade Pay 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 of present employment 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. Named 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) <ul style="list-style-type: none"> - Central Government - State Government - Autonomous Organization - Government Undertaking 		

<ul style="list-style-type: none"> - Universities - Others 	
12. Please state whether you are working in the same Department 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 relieved/other Allowances etc., (with break-up details)
Total emoluments	
16. 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 the prescribed in the vacancy Circular / Advertisement) (Note: Enclose a separate sheet, if the space is in sufficient)	
16B Achievements: Any outstanding work done (Note: Please enclosed a separate sheet if the space is insufficient)	
17. Please state whether your 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 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 Qualifications / Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information / details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed / withheld.

Date:
 candidate

Signature of the

Address _____

320/c

CERTIFICATE BY THE EMPLOYER / CADRE CONTROLLING AUTHORITY

The information / details provide in the above application by the applicant are true and correct as per the facts available on records. He / she possess education 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 ACRs/APARs (photo copies) for the last 5 (five) 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)

Duties:

1. Overall administration of Prosecution Branch.
2. To coordinate with Addl. Public Prosecutor and Senior Public Prosecutor/Chief Prosecutor, of Designated Court i.e., Patiala House Court..
3. To Advise on all matter referred by the Commissioner, Designated Officers, Administrative Officer & Food Safety Officers.
3. To look after litigation of Department.
4. To pursue court cases and to appear in courts wherever required.
5. Processing and preparation of consents and complaints for filing cases in lower court and Adjudicating Officer of concerned districts.
6. Filing of appeal in session and Tribunal court, imparting advice at various stages of the cases in various courts.
7. To liaison with the Standing Counsels in the High Court and Supreme Court of India.
9. To appear in ACMM-II Court, Session Courts, Tribunal, ADMs Court and other District Civil Courts, whenever directed by the Courts.
10. Visit the registry and concerned branches of High Courts and Supreme Court to remove objections and defects raised in the matter by the registries.
11. To facilitate payment of professional fee to Govt. Counsels.
12. To perform administrative and other works as may be assigned.
13. Maintenance of data base of various court cases and monitoring.