भारत सरकार GOVERNMENT OF INDIA
वित्त मंत्रालय MINISTRY OF FINANCE
राजस्व विभाग DEPARTMENT OF REVENUE
प्रधान आयुक्त का कार्यालय
OFFICE OF THE PRINCIPAL COMMISSIONER
केन्द्रीय कर एवं केन्द्रीय उत्पाद शुल्क
CENTRAL TAX & CENTRAL EXCISE
कोच्चि, KOCHI
केन्द्रीय राजस्व भवन, CENTRAL REVENUE BUILDING
आई. एस. प्रेस रोड, कोच्चि, I.S. PRESS ROAD, KOCHI-682 018
E-mail: cexcochi@nic.in Fax: 0484-2390608 Phone: 0484-2390404

C.No.II/7/2/2014-Estt Date: 15.12.2017

ESTABLISHMENT CIRCULAR NO. 18/2017

Attention is invited to the following letter received from CAT Ernakulam Bench/Ministry of Finance:

Sl. No.	Letter No. and date	Subject
1.	No.5/1/2017-Admn dated 20.11.2017	Filling up the vacant posts in the Central Administrative Tribunal on deputation basis
2.	No.A-35011/14/2017-Ad.ED dated 14.11.2017	Filling up of the post of Assistant Director (OL) in the Directorate of Enforcement, on deputation basis

Copy of the mentioned letter may be downloaded from the website of Kochi commissionerate - www.cenexcisekochi.gov.in for information.

15/12/17

[B Umadevi]
Assistant Commissioner [P&V]

To

1. **The DC/AC of divisions under Cochin commissionerate.**
2. **All Section Heads in Headquarters Kochi.**
3. **The Superintendent (EDP) for uploading in website.**
4. **Notice Board, Hqrs Kochi.**
5. **Notice Board, Central Excise Bhavan, Kathrikadavu.**

Copy to:

1. **The Joint Commissioner (CCO), Hqrs Kochi for information.**

ICNO.425/27/11/17



CENTRAL ADMINISTRATIVE TRIBUNAL
ERNAKULAM BENCH

Indira Nagar,
Sastha Temple Road,
Kaloor, Cochin-17

No.5/1/2017-Admn

Dated 20.11.2017

To

The Chief Commissioner,
Central Excise and Customs,
I.S.Press Road. Kochi -18

Subject: Filling up of the vacant posts in the Central Administrative Tribunal on deputation basis.

Sir,

I am to forward herewith a copy of Principal Bench's circular of No. PB/1/6/2010/Estt.I/Vol.II dated 01.11.2017 regarding filling up of the vacant posts in the Central Administrative Tribunal on deputation basis. The details of name and number of posts, classification, place of posting, tenure, scale of pay and eligibility criteria for filling up of these posts on deputation basis are given in the circular. It is requested that this circular may be given wide publicity amongst the officials who are working in your department/office and names of suitable, eligible and willing officials, who can be spared together with their bio-data in the proforma enclosed and APAR dossiers of last five years may be sent to the Principal Bench of Central Administrative Tribunal at the earliest. While forwarding the applications, a certificate to the effect that no disciplinary action/departmental inquiry is pending or being contemplated against the official concerned may also be annexed.

It is also requested that wide publicity of this circular may be given to the subordinate offices under your administrative control.

(T. Indira)
Registrar

Encl: Circular and Proforma
for furnishing bio-data

No. PB/1/6/2010/Estt.I/Vol.II 18238/A

Central Administrative Tribunal
Principal Bench

Phone: 011- 23385097
Fax: 011-23387713
E-mail: cat-delhi@nic.in

61/35, Copernicus Marg,
New Delhi - 110001
Date: 01.11.2017

CIRCULAR

SUB : Filling-up of the vacant posts in the Central Administrative Tribunal on deputation basis.

It is proposed to fill up the following posts in the Central Administrative Tribunal on deputation basis initially for a period of one year which is likely to be extended or curtailed in administrative exigencies from amongst the serving Govt. servants. The pay and allowances and other terms of deputation of the officers/officials selected for the said posts will be regulated in accordance with the instructions contained in the Department of Personnel & Training OM No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010 as amended from time to time. The employees of central Administrative Tribunal are eligible for and may continue to retain General Pool Residential Accommodation as per extant rules. The name and number of posts, classification, place of posting, tenure, scale of pay and eligibility criteria for filling-up of these posts on deputation basis are as under :-

I. **JOINT REGISTRAR (2)**

Group A (Gazetted) in the scale of pay of Pre-revised Pay Band-3 (Rs.15600 – 39100 Plus Grade Pay of Rs.7600). Two vacancies in the grade are presently available at Allahabad, Cuttack, Jabalpur and Jaipur and two anticipated vacancies likely to arise in Guwahati and Mumbai Benches of the Tribunal.

Eligibility Criteria :-

(i) Officers possessing a degree in law and holding :-
   (a) Analogous post in the Central/State Government/High Court ;
   Or
   (b) Posts with Pre-revised Pay Band-3(Rs.15600-39100 Plus Grade Pay of Rs.6600) with a minimum of five year regular service in the grade ;

Or

(ii) Judicial officer with minimum of eight year regular service.

II. PRINCIPAL PRIVATE SECRETARY (2) (One each reserved for SC & ST)

Group A. (Gazetted) in the scale of pay of Pre-revised Pay Band-3) (Rs.15600-39100 Plus Grade Pay of Rs.6600/-). Vacancies in the grade are presently available at Chandigarh, Cuttack and Hydrabad Benches of the Tribunal.

Eligibility Criteria :-

(i) The Officers of the Central / State Government / High Courts holding analogous posts of Principal Private Secretary on regular basis in Pre-revised Pay Band-3 (Rs.15600 – 39100 Plus Grade Pay of Rs.6600/-).

Or

(ii) Private Secretary with at least eight years combined regular service rendered in Pre-revised Pay Band-2 (Rs.9300 – 34800 Plus Grade Pay of Rs.4800/-) and Pre-revised Pay Band-3 (Rs.15600 – 39100 Plus Grade Pay of Rs.5400/-).

III. DEPUTY CONTROLLER OF ACCOUNTS (1):-

Group A (Gazetted) in the scale of pay of Pre-revised Pay Band-3) (Rs.15600-39100 Plus Grade Pay of Rs.6600/-). Vacancy in the grade is available at Principal Bench, New Delhi.

Eligibility Criteria :-

(i) The Officers working as Deputy Controller of Accounts from the Central Departmentalized Accounting Organisation of the Controller General of Accounts with minimum of 2 years of service in the grade of Deputy Controller of Accounts under C.G.A., C.G.O.A., P&T Accounts or Railway Accounts service.

(ii) The Accounts Officer with minimum of 10 years service in the grade of Accounts Officer in the C.G.A., C.G.O.A., P&T Accounts and Railway Accounts.

IV. **COURT OFFICERS / SECTION OFFICERS (28) :-**

Group "B"(Gazetted) in the scale of pay of Pre-revised Pay Band-2 (Rs.9300-34800 Plus Grade Pay Rs.4800/-). Vacancies in the grade are presently available at Principal Bench(New Delhi), Ahmedabad, Allahabad, Bengaluru, Chandigarh, Chennai, Cuttack, Ernakulum, Hyderabad, Jabalpur, Jodhpur, Kolkata, Lucknow, Mumbai and Patna Benches of the Tribunal.

Eligibility Criteria :-

Essential

(i) Persons working under the Central / State Government / High Court / Subordinate Courts :-

(a) Holding analogous post on regular basis ;

Or

(b) Eight years of regular service in the posts of Assistant or equivalent in the scale of Pre-revised Pay Band-2 (Rs.9300-34800 Plus Grade Pay of Rs.4600/-).

and

(ii) Possessing a Degree of a recognized University or equivalent.

Desirable

(i) Degree in Law.

V. **PRIVATE SECRETARY (09) :-**

Group "B"(Gazetted) in the scale of pay of Pre-revised Pay Band-2 (Rs.9300-34800 Plus Grade Pay Rs.4800/-). Vacancies in the grade are presently available at Ahmedabad, Allahabad, Chennai, Jabalpur, Jodhpur, Kolkata, Mumbai and Patna Benches of the Tribunal.

Eligibility Criteria :-

Officers holding the post of Stenographers in the Central / State Government / High Courts –

(a) Holding analogous post on regular basis ;

Or

(b) Six years of regular service in the scale of Pre-revised Pay Band-2 (Rs.9300 – 34800 Plus Grade Pay of Rs.4600/-).

VI. ACCOUNTS OFFICER (05) :-

Group "B"(Gazetted) in the scale of pay of Pre-revised Pay Band – 2 (Rs.9300 – 34800 Plus Grade Pay Rs.4600). Vacancies in the grade are presently available at Guwahati, Jodhpur, Kolkata, Ernakulam and Patna Benches of the Tribunal.

Eligibility Criteria :-

(i) Regular Accounts/Audit Officers from any of the Organized Accounts Department.

(ii) Officers under the Central Government holding an analogous post on regular basis who have undergone training in Cash and Accounts work in ISTM or equivalent and possess experience in Cash & Accounts & Budget work.

Or

(iii) Junior Accounts Officer / Accounts Audit Officers or equivalent in the scale of Pre-revised Pay Band-2 (Rs.9300-34800 Plus Grade Pay of Rs.4200) with 8/5 years regular service respectively under C&AG, Defence A/Cs, P&T, Railway A/Cs Department.

VII. COURT MASTER / STENOGRAPHER GRADE "C"(09) :-

Group "B"(Non-Gazetted) in the scale of pay of Pre-revised Pay Band-2 (Rs.9300 – 34800 Plus Grade Pay Rs.4600). Vacancies in the grade are presently available at Principal Bench(New Delhi), Ahmedabad, Allahabad, Bengaluru, Chandigarh, Chennai, Ernakulum, Guwahati, Hydrabad, Jabalpur, Jaipur, Jodhpur, Kolkata and Mumbai Benches of the Tribunal.

Eligibility Criteria :-

Officers holding the post of Stenographers in the Central/State Government/High Courts –

(a) Holding analogous post on regular basis ;

Or

(b) Eight years of regular service in the scale of Pre-revised Pay Band-1 (Rs.5200-20200 Plus Grade Pay of Rs.2400).

VII. SENIOR TRANSLATOR (03) :-

Group "B"(Non-Gazetted) in the scale of pay of Pre-revised Pay Band-2 (Rs.9300-34800 Plus Grade Pay Rs.4600). Vacancies in the grade are

presently available at Lucknow, Jabalpur and Principal Bench of the Tribunal.

Eligibility Criteria :-

(i) Officers from the Central Government or State Government or Union Territories or High Courts –

(a) Holding analogous post on regular basis in the parent cadre or department;

Or

(b) With five years service in the grade rendered after appointment thereto on a regular basis in posts in Pre-revised Pay Band-2(Rs.9300-34800 Plus Grade Pay Rs.4200).

and

(ii) Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level ;

Or

Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level ;

Or

Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;

Or

Master's degree of a recognized university in any subject other than Hindi or English, w2ith English medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level;

Or

Master's degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level;

and

(iii) Recognized diploma or certificate course in translation from Hindi to English and vice-versa or three years experience of translation work from Hindi to English and vice-versa in Central Government or State Government offices.

VIII. JUNIOR ACCOUNTS OFFICER (11) :-

Group "B" (Non-Gazetted) in the scale of pay of Pre-revised Pay Band-2 (Rs.9300-34800 Plus Grade Pay Rs.4200). Vacancies in the grade are presently available at Principal Bench(New Delhi), Ahmedabad, Bengaluru, Chennai, Chandigarh, Hydrabad, Lucknow, Ernakulum, Jaipur and Patna Benches of the Tribunal.

Eligibility Criteria :-

(i) Officials under the Central Government holding analogous post or SAS Accountant, Junior Accounts Officer in the various Accounting organizations ;
Or

(ii) Upper Division Clerks of Central Government with 10 years of service in the grade who have undergone Cash & Accounts Training in ISTM or equivalent or possess three years experience of Cash, Accounts and Budget works.

IX. PHOTOCOPIER (02) :-

Group "C"(Non-Gazetted) in the scale of pay of Pre-revised Pay Band-1 (Rs.5200-20200 Plus Grade Pay Rs.1900). Vacancies in the grade are presently available at Kolkata and Cuttack benches of the Tribunal.

Eligibility Criteria :-

(i) Officials of the Central or State Government or High Court and District Courts and employees of Central Administrative Tribunal –
(a) Holding the post in the scale of Pre-revised Pay Band-1 (Rs.5200-20200 Plus Grade Pay Rs.1800) with three years of regular service in the grade.

And

(ii) Possessing qualification of Matriculation pass or equivalent from a recognized university or Board with proficiency of experience in handling Photocopying Machines.

2. The period of deputation in respect of above posts including the period of deputation in another ex-cadre post held immediately proceeding this appointment in the same or some other organization / department of the Central Government shall ordinarily not exceed three years.

3. Age Limit : The maximum age limit for appointment on deputation shall not exceed 56 years as on the closing date for receipt of applications.

4. Number of vacancies and place of posting are subject to change. The selected Officer may be posted in the Bench where the vacancy would be available at that relevant point of time.

5. The applications in the given proforma (duly typed in double space) together with attested copies of CR dossiers for the last five years of the eligible officials who are willing to be considered for the said posts and could be spared immediately, may be forwarded to the Principal Registrar, Central Administrative Tribunal, Principal Bench, 61/35, Copernicus Marg, New Delhi – 110 001 within 45 days from the date of publication of the circular.

6. While forwarding the applications, certificate to the effect that the officers/officials are clear from vigilance point of view and there is no disciplinary case pending/contemplated against him/her, may also be given at the bottom of the enclosed proforma.

7. The department while forwarding applications may please ensure that the officials who volunteer for the post shall n ot be allowed to withdraw their names later on.

8. Applications received after the expiry of last date or otherwise found incomplete for want of ACRs/APARs, Vigilance Clearance Certificate or without the seal of the office will not be entertained.

(Padma T.)
Principal Registrar/Consultant

PROFORMA FOR FURNISING BIO-DATA FOR THE POST OF _____

(To be typed in double space on single side)

01. Name of the Applicant (In Block letters): _____

02. Name, Address and Contact No of the office where working at present _____

03. Contact Details of the applicant
    a) Mobile No. _____
    b) E-Mail ID _____
    c) Landline No. _____
    d) Residential Address. _____

04. Date Of Birth _____

05. Sex (Male/Female) _____

06. Date of Entry into the Govt. Service and Service to which the applicant belongs (Central/State/Autonomus) _____

07. Present post held: _____
    a) Date of appointment in the Present post Mention adhoc & regular periods separately _____
    b) Pay Band, Grade Pay & Present Basic Pay: _____

08. Details of earlier deputations, if any _____
    a) Whether presently holding deputation post or not: _____
    b) If 'yes' please mention, Pay Band,Grade Pay & Present Basic Pay _____

09. Educational qualifications in chronological order (including professional qualification)

S.No.	Degree/ Diploma	Year	Subjects taken	University

10. Brief Service particulars/ experience details (Give complete detail in chronological order by indicating Pre-revised & Revised scale of the post held) _____

11. Whether SC/ST/OBC _____

12. Choice of station: _____

_____

Signature of the Applicant

Certificate to be furnished by the Head Office

1. Service particulars given above have been verified from the service record of the Applicant and found correct.
2. Certified that no vigilance enquiry/ Disciplinary case is pending or contemplated against the applicant.
3. The officer/official will be relieved of his/her duties from this office to take up assignment in the Central administrative Tribunal, on his/her selection for appointment to the post.

Place :

Date:

Signature
Designation
Office seal:

ICNO. 445.
29/11/17

No.A-35011/14/2017-Ad.ED
Government of India
Ministry of Finance
Department of Revenue



New Delhi, the 14th November, 2017.

OFFICE MEMORANDUM

Subject :- Filling up of the post of Assistant Director (OL) in the Directorate of Enforcement, on deputation basis– regarding.

The undersigned is directed to say that it has been decided to fill up 2 posts of Assistant Director (OL) at Level-10 (Rs.56100-177500) in the pay matrix, on deputation basis in the Directorate of Enforcement for the locations at Delhi(Hqrs) and Chandigarh.

The following officers are eligible:-

Officers of the Central Government or State Government or Union territories or Recognized Research Institutions or Universities or Public Sector Undertakings or Semi-Government or Statutory or Autonomous organisations:

(a) (i) holding analogous post on regular basis in the parent cadre or department; or
(ii) with three years service rendered after appointment thereto on a regular basis in Level-7 (Rs.44900-142400) in the pay matric; **and**

(b) possessing the following educational qualifications and experience:-

Essential:

(i) Master's degree from a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; or

Master's degree from a recognized University in English with Hindi as a compulsory or elective subject or as the medium of the examination at the degree level; or
Master's degree from a recognized University in any subject other than Hindi or English with Hindi medium and English as an elective or compulsory subject or as the medium of examination at the degree level; or

Master's degree from a recognized University in any subject other than Hindi or English with English medium and Hindi as a compulsory elective or subject or as a medium of examination at the degree level; or

Master's degree from a recognized University in any subject other than Hindi or English with Hindi and English as a compulsory elective or subject or either of the two as a medium of examination and other as a compulsory or elective subject at the degree level;

(ii) Three year's experience of using or applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice versa, preferably of technical or scientific literature under Central Government or State Governments or

Autonomous Bodies or Statutory Organisations or Public Sector Undertakings or Universities or Recognised Research or Educational Institutions; or

Three years' experience of teaching in Hindi and English or Research in Hindi or English under Central Government or State Governments or Autonomous Bodies or Statutory Organisations or Public Sector Undertakings or Universities or Recognised Research or Educational Institutions.

Desirable:

Studied one of the languages other than Hindi included in the eighth Schedule of the Constitution at 10th standard from a recognized Board.

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 and similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note 2: Period of deputation (including short term contract) including the period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years.

Note 3: 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.

2. The pay & allowances and other terms will be regulated in accordance with the Department of Personnel & Training's O.M/No.6/8/2009-Estt(Pay-II) dated 17th June, 2010 as amended from time to time.

3. The Cadre Controlling Authorities are requested that applications of eligible and willing officers may be forwarded in the pro-forma annexed so as to reach the Joint Director(Admn), Directorate of Enforcement, 6th Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003. The advertisement for the post can be seen at the Department's website **http://dor.gov.in** and also available on the website of Directorate of Enforcement www.enforcementdirectorate.gov.in.

4. While forwarding the applications, **the Cadre Controlling Authorities shall verify and ensure that the particulars furnished by the applicants are correct** and no disciplinary case is either pending or contemplated against the officer concerned. The following documents should also be sent along with the applications:-

(i) Bio-data.
(ii) Complete and up-to-date C.R. dossier for the last five years or attested photocopy on each page thereof
(iii) Vigilance Certificate/Clearance
(iv) Integrity Certificate/Clearance
(v) Cadre Clearance
(vi) A statement of major/minor penalties, if any, imposed upon the officer during the last 10 years.
(vii) Immovable Property Return

5. Incomplete applications or applications not received through proper channel or applications received after due date are liable to be rejected. The candidates will not be allowed to withdraw their candidature subsequently on any ground. The candidate may indicate choice of place, however, he/she may be considered and appointed against any other place also. An officer appointed against a location can be transferred as per Transfer Policy of Enforcement Directorate. **This is an open vacancy circular. Complete applications received by 30th of every month shall be considered for selection in the subsequent month for available vacancies. This process will continue till all the vacancies are filled up.**

6. A check list of documents to be attached with the application may also be sent (proforma enclosed).

Santosh Kumar

(Santosh Kumar)
Under Secretary to the Govt. of India

To

1. All Ministries & Departments of Government of India with the request that this circular may be circulated in their Ministries/Departments and also among their Autonomous Bodies/Statutory Organisations/Public Sector Undertakings.
2. All State Governments/UT Administration for wide circulation.
3. Secretary, University Grants Commission, Bahadur Shah Zafar Marg, New Delhi with the request that this circular may be given wide publicity.
4. All Chief Commissioners/Director General of Income Tax for wide circulation.
5. All Chief Commissioners/Director General of Customs & Central Excise for wide circulation.
6. The Director, Enforcement Directorate, Lok Nayak Bhawan, Khan Market, New Delhi for circulation and publishing in the website of ED.
7. NIC to upload on DoR website.

Part -A

PROFORMA OF BIO-DATA

1. Name and Address (in Block Letters) :

2. Date of Birth (in Christian era) :

3. Date of retirement under Central Government Rules :

4. Service and batch to which candidate belongs :

5. Present Pay and Matrix Level :

6. Date from which holding Pay Band and Grade Pay in the pre-revised pay scale :

7. Whether 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: (i) Master's degree from a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; or Master's degree from a recognized University in English with Hindi as a compulsory or elective subject or as the medium of the examination at the degree level; or Master's degree from a recognized University in any subject other than Hindi or English with Hindi medium and English as an elective or compulsory subject or as the medium of examination at the degree level; or	

Master's degree from a recognized University in any subject other than Hindi or English with English medium and Hindi as a compulsory elective or subject or as a medium of examination at the degree level; or Master's degree from a recognized University in any subject other than Hindi or English with Hindi and English as a compulsory or elective subject or either of the two as a medium of examination and other as a compulsory or elective subject at the degree level; (ii) Three years' experience of using or applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice versa, preferably of technical or scientific literature under Central Government or State Governments or Autonomous Bodies or Statutory Organisations or Public Sector Undertakings or Universities or Recognised Research or educational Institutions; or Three years' experience of teaching in Hindi and English or Research in Hindi or English under Central Government or State Governments or Autonomous Bodies or Statutory Organisations or Public Sector Undertakings or Universities or Recognised Research or Educational Institutions. **Desirable:** Studied one of the languages other than Hindi included in the eighth Schedule of the Constitution at 10th standard from a recognized Board.	

8. Please state clearly whether in the light of entries made by you above you meet the requirement of the post :

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

Experience in the field- Three years' experience of using or applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice versa, preferably of technical or scientific literature under Central Government or State Governments or Autonomous Bodies or Statutory Organisations or Public Sector Undertakings or Universities or Recognised Research Institutions; **or**

Three years' experience of teaching in Hindi and English or Research in Hindi or English under Central Government or State Governments or Autonomous Bodies or Statutory Organisations or Public Sector Undertakings or Universities or Recognised Research or Educational Institutions.

Office/ Institution	Post held	From	To	Scale of Pay and Basic Pay	Nature of duties (in detail)

10. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent. :

11. 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 & Address of the parent Office/ organization to which you belong :

12. Additional details about present Employment

Please state whether working under (indicate the name of your employer against the relevant column)

(a) Central Govt. :
(b) State Government/UTs :
(c) Autonomous Organisation :
(d) Public Sector Undertakings :
(e) Universities :
(f) Recognised Research Institutions : :

13. Please state whether you are working in Enforcement Directorate and are in the feeder grade or feeder to feeder grade. :

14. 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. :

15. Total emoluments per month now drawn. :

16. Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to :

(i) 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).

17. Remarks – The candidate 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.)

18. Choice of posting : i
ii

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. I also understand that the choice of posting given by me is just for indicating my preferences, however, I may be posted at any other place also.

Signature of the candidate

Address _____

_____

_____

Telephone No._____

e-mail_____

Date _____

Part-B

FOR THE USE OF CADRE CONTROLLING AUTHORITY/DEPARTMENT ONLY

1.	Whether the officer meets eligibility requirement as on the closing date of application	Yes/No
2.(a)(i)	Whether any vigilance case is pending or contemplated against the officer	Yes/No
(ii)	If yes, please give details	
(b)(i)	Whether any Major/Minor penalty has been imposed on the proposed officer during last ten years	Yes/No
(ii)	If yes, please give details.	
(iii)	Indicate whether any penalty is in operation as on date.	
(c)	Whether cadre clearance for the officer by the competent authority has been granted.	Yes/No
(d)	Whether Integrity is certified.	Yes/No
(e)	Whether IPR submitted within prescribed time	Yes/No

Date:

Signature_____

Name:

Designation:
(with stamp)

Check-list of documents to be attached

(please tick)

1.	Application in prescribed format(in triplicate) duly forwarded by the sponsoring authority	
2.	Complete and up to date C.R. dossier for the last five years or attested photocopy thereof	
3.	If ACR/APAR has not been written for a particular year or a part (more than three months) of a year, a No Report Certificate(NRC) for that period to be attached along with ACR/APARs of the previous year(s)	
4.	Vigilance Clearance Certificate	
5.	Integrity Certificate	
6.	Major/Minor Penalty Statement	
7.	Cadre clearance from cadre controlling/appointing authority (if applicable)	
8.	Immovable Property Return	

Signature of the forwarding authority
(with stamp)