

Filling up of vacancies in on deputation basis.

Applications invited from:

All interested and eligible officers/officials only.

Last date to submit Applications to Admn-1 Section through proper channel forwarded through concerned wing/section:

1. O/o the Income Tax Appellate Tribunal-06.09.2024.
2. PAG (A&E), Andhra Pradesh -04.10.2024.



530
Amr-8/1/24



आयकर अपीलार्थ अधिकरण
केन्द्रीय सरकार कार्यालय भवन, "प्रतिष्ठा भवन",
चौथा तल, महर्षि कर्वे मार्ग, मुंबई 400-
दूरध्वनी क्र 22033848-022.
ईमेल - admin.ho@itat.nic.in

57828081417 10

A.

No.F.301(Deputation)-Ad(AT)/2024-25

Dated the 6th August 2024

OFFICE MEMORANDUM

Sub:- Filling up the post of Sr.P.S. & P.S.

Services of suitable candidates for the post of Senior Private Secretary in the Pay Scale of ₹ 9300 – 34800 with Grade Pay ₹4800/- since revised w.e.f. 01.01.2016 to ₹47,600 – 1,51,100 (Level - 8) and Private Secretary to ₹44,900 – 1,42,400 (Level - 7) are required in the office of the Income Tax Appellate Tribunal on deputation basis as per the vacancy circular enclosed.

2. The selected Officers will have the option to draw pay plus deputation (duty) allowance or to have their pay fixed in the time scale of pay attached to this post in accordance with the Department of Personnel & Training OM No.2/29/91-Estt.(Pay-II) dated 05.01.1994 as amended from time to time.

3. The interested Officers who are eligible for the post should apply giving detailed information in the prescribed proforma (in duplicate). While forwarding the applications of the persons who can be relieved immediately, the ACRs for the last five years along with Departmental/ Vigilance clearance/ Integrity Certificate may also be sent to the Deputy/ Assistant Registrar as per the address given in the forwarding letter within 60 days from the date of publication of advertisement in Employment News.

4. The competent authority may forward applications only of the eligible officers, who could be spared immediately in the event of their selection. The candidates will not be allowed to withdraw their candidature in the event of selection. Applications received after the last date or without upto date Confidential Reports Dossiers or otherwise found incomplete, will not be entertained.

5. The selected Officers are liable to be transferred to any Benches of the Tribunal located at various places in India if exigencies so warrant.

Encl.: (1) Vacancy Circular,
(2) Bio-data proforma.


ASSISTANT REGISTRAR

To,

All the Central/ State Government Departments,
(At the place of respective Benches)



आयकर अपीलार्थी अधिकरण
केंद्रीय सरकार कार्यालय भवन, "प्रतिष्ठा भवन",
चौथा तल, महर्षि कर्वे मार्ग, मुंबई 400 400-
दूरध्वनी क्र. 22033848-022 .
ईमेल - admin.ho@itad.nic.in

फाइलसं. 301-एडी/एटी/2024

दिनांक 11th July, 2024

VACANCY CIRCULAR

Applications are invited from the eligible candidates in the prescribed proforma enclosed herewith as Annexure -I for filling up 12 vacancies of Senior Private Secretaries (Group 'B' Gazetted) in the Level - 8 and 20 vacancies of Private Secretaries (Group 'B' Gazetted) in the Level-7 on deputation basis at the following Benches of the Income Tax Appellate Tribunal: -

Sl. No	Post	Bench	No. of posts
1	Senior Private Secretary	Mumbai	2
		Lucknow	2
		Allahabad	1
		Kolkata	2
		Jabalpur	1
		Guwahati	1
		Ranchi	1
		Agra	1
		Rajkot	1
		Mumbai	3
2	Private Secretary	Delhi	3
		Pune	1
		Nagpur	1
		Agra	1
		Lucknow	1
		Allahabad	1
		Chandigarh	2
		Ranchi	1
		Chennai	1
		Hyderabad	1
		Jaipur	1
		Indore	1
		Ahmedabad	1
		Bangalore	1

Though the initial postings are likely to be at the stations shown above, the ITAT reserves the right to post the candidates so appointed in any of its Bench(es) located across India, if exigency so warrants.

2. ELIGIBILITY CRITERIA

2.1 FOR SENIOR PRIVATE SECRETARIES

A) Officers under the Central Government and State Government:

- i) holding analogous post on regular basis, in the parent cadre or department or;
- i) With 3 years service in the Private Secretary grade rendered after appointment thereto on a regular basis in the scale of ₹6500-10500/-or equivalent* in the parent cadre or department;

and

- #### B)
- Possessing a speed of 120 word per minute in English shorthand and must have working knowledge of computers; having knowledge to operate upon the software like Microsoft Office, Excel or Page makers.

Period of Deputation including period of deputation 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 3 years. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of the receipt of applications.

* The pay scale of ₹ 6500-10500 has been revised to Level -6 (35400-112400) of the pay matrix in the VIIth CPC.

2.2. FOR PRIVATE SECRETARIES

A) Officers under the Central Government and State Government:

- (i) holding analogous post on regular basis, in the parent cadre or department or;
- (ii) With 3 years' regular service in the pay scale of ₹5500-9000/-*;

and

- #### B)
- Possessing a speed of 120 word per minute in English shorthand and must have working knowledge of computers; having knowledge to operate upon the software like Microsoft Office, Excel or Page makers.

Period of deputation including period of deputation 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 3 years. The maximum age limit for appointment by deputation shall not exceed 56 years, as on the closing date of the receipt of applications.

* The pay scale of ₹5500-9000/- has been revised to Level -6 (35400-112400) of the pay matrix in the VIIth CPC.

3. Initially the tenure of deputation will be for a period of 1 year which shall be further extendable as per notified Recruitment Rules subject to satisfactory performance and consensus of all three parties (officer, borrowing department and lending department).
4. The terms and conditions of deputation including the pay of the officer selected on deputation will be governed by DoPT's O.M. No. 6/8/2009-Estt.(Pay II) dated the 05th January, 1994, as amended from time to time.
5. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of the receipt of applications.
6. The selected Officers are liable to be transferred to any Bench/Benches of the Tribunal located at various places in India, if exigency so warrants.
7. Eligible officers may forward their applications to **"Shri V.K. Singhal, Deputy Registrar, Income Tax Appellate Tribunal, 3rd & 4th Floor, Pratishtha Bhavan, Old CGO Building, Maharshi Karve Marg, Mumbai - 400 020"**, in the prescribed proforma (Annexure-I) in duplicate through proper channel within 60 days from the date of the Vacancy Circular, alongwith the attested copies of ACRs of last 5 years and the following certificates from the competent authority:
 - (a) Certificate to the effect that the particulars furnished in the application are correct.
 - b) Certificate to the effect that no disciplinary proceedings are either pending or contemplated against the applicant.
 - c) Certificate regarding Integrity of the applicant.
8. The Competent Authority may forward the applications of those officers only who could be spared immediately in the event of their selection. Applications received after the last date or without upto date ACR Dossiers or otherwise found incomplete, will not be entertained. However, in genuine cases late applications may also be considered, if the delay is explained by reasonable cause.

This issues with the approval of the Competent Authority.

NOTE:-

- i) No. TA/ DA will be admissible to the candidate(s) during the Selection process.
- ii) The pay in respect of candidate selected on deputation basis shall be fixed as per the recommendation of the 7th CPC.
- iii) Applications, if any, of the candidates working in private organization/company will not be entertained.
- iv) The number of vacancies is provisional and ITAT reserves the right to increase/ decrease the number of posts depending upon the requirement.
- v) ITAT reserves the right to fill up the posts or cancel the advertisement in whole or in part without assigning any reason thereof.
- vi) ITAT also reserves the right to post the candidates appointed in any of its Bench(es) located anywhere in India.

h9
11.7.2024

(V.K. SINGHAL)
DEPUTY REGISTRAR

To,

1. Computer Section for uploading on ITAT website.
2. All Benches of ITAT with the request to give wide publicity to the Vacancy Circular by displaying the same on their respective Notice Boards and also circulating to the Central/ State government offices in their regional jurisdiction.

PROFORMA FOR APPLYING FOR THE POST OF
SENIOR PRIVATE SECRETARY/ PRIVATE SECRETARY IN THE
INCOME TAX APPELLATE TRIBUNAL

In response to Advertisement published on the Website/ Employment News/ Circulated in government offices (please strike out whichever is not applicable).

Fix latest
passport
size photo

1. Name and Address (with pin code) in Block Letters :
2. Date of Birth (in Christian Era) :
3. Date of Retirement under Central/State Govt. 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.)

Posts	Qualifications/ experience required	Strike out whichever is not applicable
Senior Private Secretary	(a) Officers under the Central or State Government (i) Holding analogous post on regular basis in the parent cadre or department OR (ii) With 3 years' service in the Private Secretary grade rendered after appointment thereto on a regular basis in the scale of ₹ 6500-10500/- or equivalent in the parent cadre or department.	Yes/ No If yes, please specify:
	(b) Possess a speed of 120 wpm in English shorthand.	Yes/ No
	(c) Working knowledge of computers, having knowledge to operate upon the software like Microsoft Office, Excel or Pagemakers.	Yes/ No
Private Secretary	(a) Officers under the Central or State Government (i) Holding analogous post on regular basis in the parent cadre or department OR (ii) With 3 years' regular service in the pay scale of ₹ 5500-9000/-	Yes/ No If yes, please specify:
	(b) Possess a speed of 120 wpm in English shorthand.	Yes/ No
	(c) Working knowledge of computers, having knowledge to operate upon the software like Microsoft Office, Excel or Pagemakers.	Yes/ No
	(d) Degree of a recognized University or equivalent.	Yes/ No

6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.

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

Office/ Institute Organization	Post held	Period		Scale of Pay and Basic Pay.	Nature of Duties.
		From	To		
1.	2.	3.	4.	5.	6.

8. Nature of present employment i.e. ad-hoc or temporary or quasi-permanent or permanent
In case the present employment is held on deputation/contract basis, please state: -
- The date of initial appointment.
 - Period of appointment on deputation/contract.
 - Name of the parent offices/organization to which you belong.
- d. Additional details about present employment
- Central Government
 - State Government
- e. Total emoluments per month now drawn
9. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.
10. Whether belongs to SC/ST.
11. Mention at least three Bench(es)/stations of the I.T.A.T., in order of preference, where you would like to be appointed/posted.
- _____
 - _____
 - _____
12. Mobile No. and email id:
13. Remarks.

Date:

Place:

Signature of the candidate

CERTIFICATION BY THE EMPLOYER /CADRE CONTROLLING AUTHORITY

- 1). 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.

2) Also certified that:

- I) There is no vigilance or disciplinary case pending /contemplated against Shri./Smt/Ms.....
- II) His/her integrity is certified.
- III) Photocopies of the APARs for the last 5 years duly attested by an Officer of the rank of Under Secretary to 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).
- V) The candidate(s) will be relieved immediately in the event of selection.

COUNTERSIGNED

(Employer/Cadre Controlling Authority with Seal)

Email

Vijay Deep

Fwd: [Cag-all-offices] O/o the PAG (A&E) Andhra Pradesh, Vijayawada Deputation Notification No 3

From : AAO Admin I Anil Kumar <aaoadmin1.pjb.au@cag.gov.in>
Subject : Fwd: [Cag-all-offices] O/o the PAG (A&E) Andhra Pradesh, Vijayawada Deputation Notification No 3
To : Dinesh Kumar <dineshk.odi.au@cag.gov.in>
Cc : Vijay Deep <vijayd.pjb.au@cag.gov.in>

Fri, Aug 16, 2024 02:53 PM

 1 attachment

Regards,
AAO (Admn-I)

From: "DAG Admn Sectt." <dagadminsectt.pjb.au@cag.gov.in>
To: "SrAO Admn I AG Audit Punjab" <saoadmin1.pjb.au@cag.gov.in>
Cc: "AAO Admin I Anil Kumar" <aaoadmin1.pjb.au@cag.gov.in>
Sent: Friday, August 16, 2024 2:47:36 PM
Subject: Fwd: [Cag-all-offices] O/o the PAG (A&E) Andhra Pradesh, Vijayawada Deputation Notification No 3

From: "AG AUDIT PUNJAB" <agaupunjab@cag.gov.in>
To: "Lalita Sharma" <sharmal@cag.gov.in>
Cc: "DAG Admn Sectt." <dagadminsectt.pjb.au@cag.gov.in>
Sent: Wednesday, August 14, 2024 7:30:12 PM
Subject: Fwd: [Cag-all-offices] O/o the PAG (A&E) Andhra Pradesh, Vijayawada Deputation Notification No 3

Regards,
PAG Sectt.
O/o PAG (Audit), Punjab,
Chandigarh.

From: "Shayin Nazli Jafri" <shayinnj@cag.gov.in>
To: "AG AUDIT PUNJAB" <agaupunjab@cag.gov.in>
Sent: Wednesday, August 14, 2024 6:32:47 PM
Subject: Re: [Cag-all-offices] O/o the PAG (A&E) Andhra Pradesh, Vijayawada Deputation Notification No 3

seen

Warm Regards

Yours sincerely

Nazli J. Shayin
Pr. Accountant General (Audit), Punjab

From: "AG AUDIT PUNJAB" <agaupunjab@cag.gov.in>
To: "Shayin Nazli Jafri" <shayinnj@cag.gov.in>
Sent: Wednesday, August 14, 2024 5:00:23 PM
Subject: Fwd: [Cag-all-offices] O/o the PAG (A&E) Andhra Pradesh, Vijayawada Deputation Notification No 3

Regards,
PAG Sectt.
O/o PAG (Audit), Punjab,
Chandigarh.

From: "PAG AE VIJAYAWADA" <agaeandhrapradesh@cag.gov.in>
To: "cag all offices" <cag-all-offices@ismgr.nic.in>
Sent: Wednesday, August 14, 2024 4:31:30 PM
Subject: [Cag-all-offices] O/o the PAG (A&E) Andhra Pradesh, Vijayawada Deputation Notification No 3

Sir/Madam,

Please find the attachment on the subject cited.

Regards,

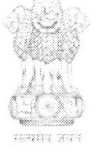
PA to PAG(A&E) AP

महालेखाकार का कार्यालय (लेखा एवं हकदारी)
आंध्रप्रदेश, विजयवाड़ा- 520 002
दूरभाष संख्या :: 0866-2999406
Office of the Accountant General (Accounts & Entitlements)
Andhra Pradesh, Vijayawada - 520 002
Tel.No. 0866-2999406
(अणु डाक) Email.Id : agaeandhrapradesh@cag.gov.in



CAG-ALL-OFFICES mailing list -- cag-all-offices@ismgr.nic.in
To unsubscribe send an email to cag-all-offices-leave@ismgr.nic.in

 **PAG (A&E) Andhra Pradesh Deputation Notification No 3.pdf**
4 MB



प्रधान महालेखाकार (लेखा एवं हक.) आंध्र प्रदेश का कार्यालय
27-37-158, 6 व 7 वां तल, स्टालिन सेंट्रल मॉल परिसर, गवर्नरपेट, विजयवाड़ा - 520002

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E), ANDHRA PRADESH
27-37-158, 6 & 7th FLOOR, STALIN CENTRAL MALL, GOVERNORPET, VIJAYAWADA-520 002



Lr.No.PAG(A&E)/AP/Admn-I/U-III/Deptnfromtheroffices/I/707343/2024

दिनांक:13-08-2024

अधिसूचना /NOTIFICATION No: 3

To,
All the Heads of Department of IA&AD &
Central Government Departments.

Sub: Deputation Notification to fill up the vacancies under various posts in O/o the Principal Accountant General (A&E) Andhra Pradesh, Vijayawada from all the Central Government Departments. -reg.

Office of the Principal Accountant General (A&E) Andhra Pradesh, Vijayawada is inviting applications from eligible officials for filling up the following vacant posts on deputation basis from amongst the officials working in Central Government Departments.

S.No	Name of the Post	Pay Level as per 7 th CPC
1.	Sr. Accounts Officer	Level 10
2.	Asst. Supervisor	Level 7
3.	Sr. Accountant	Level 6
4.	Accountant	Level 5
5.	Private Secretary	Level 7
6.	Stenographer Grade-I	Level 6
7.	Stenographer Grade-II	Level 4

1. The place of posting will be at Vijayawada. The eligibility conditions to apply for the above posts are enclosed (Annexure-I).
2. The initial term of deputation will be for a period of Three Years or such date on which the vacancy is filled up by any means, whichever is earlier for all the posts **except** in the Cadre of Sr. Accounts Officer.
3. The initial deputation in the cadre of Sr. Accounts Officer is One year or such date on which the vacancy is filled up by any means, whichever is earlier.
4. Further extension of the tenure may be considered subject to suitability and administrative convenience.
5. The selected officials will be entitled to Deputation (Duty) Allowance as per the existing rules.
6. The maximum age limit for appointments by deputation shall not exceed 56 years as on the closing date of receipt of application (i.e.,15.10.2024).
7. It is kindly requested to forward the applications of interested officials who fulfill the above criteria, in the prescribed proforma (enclosed) with your recommendation along with the below documents by 15.10.2024.

- i. Biodata & Vigilance, Cadre Clearance/ Integrity Certificate in the prescribed proforma (enclosed).
- ii. APARS/CR dossier for the last 05 years/ from the initial appointment (Attestation not below the rank of Under Secretary on the last page of each year is enough).

This issues with the approval of Principal Accountant General (A&E).

**Signed by Banoth Rakesh
Naik
Date: 14-08-2024 10:59:38**

**उप महालेखाकार (प्रशासन)
Deputy Accountant General (Admn)**

Phone No: 0866-2999406
Fax No : 0866-2999407

E-mail: agaeandhrapradesh@cag.gov.in
website: <https://cag.gov.in/ae/andhra-pradesh/en>

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E)
ANDHRA PRADESH, VIJAYAWADA

ANNEXURE-I

Sl.No	Name of the Post & Eligibility Conditions
1.	<p><u>Sr. Accounts Officer (Level-10):</u> Officers working in the Central Government Departments: (A) (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with two years of regular service in level - 9 (Rs. 53100-167800) of pay matrix in the grade or equivalent; or (iii) with seven years of regular service in level-8 (Rs. 47600-151100) of pay matrix in the grade or equivalent. and. (B) possessing the following qualification and experience: (i) A pass in Subordinate Accounts Service examination or equivalent examination conducted by the organised Accounts Department of the Central Government; or (ii) successful completion of training in cash and accounts work in the institute of Secretariat Training and Management or equivalent training course and a minimum of five years' experience in finance or budgeting of Accounts Division of any department or organization.</p>
2.	<p><u>Asst. Supervisor (Level 7):</u> Officers working in the Central Government Departments: (a) (i) holding analogous post on a regular basis in the parent cadre or department, or (ii) with five years' service in the grade rendered after appointment thereto on regular basis in posts in level 6 (35400-112400) of the pay matrix or equivalent; and (b) possessing the following educational qualification and experience: (i) bachelor's degree from a recognized University or Institute. (ii) two years' experience in Accounts or Audit in a govt organisation.</p>
3.	<p><u>Sr. Accountant (Level 6):</u> Officers working in the Central Government Departments: (a)(i) holding analogous post on a regular basis in the parent cadre or department, or (ii) with six years' service rendered in the grade after appointment thereto on regular basis in posts in level 5 (29200-92300) of the pay matrix or equivalent in the parent cadre or department; and (b) possessing two years' experience in the field of Accounting or Auditing in a Government Organisation.</p>
4.	<p><u>Accountant (Level 5):</u> Officers working in the Central Government Departments: (i) holding analogous post on a regular basis in the parent cadre or department, or (ii) Clerks with five years regular service or clerks who had passed the Departmental Examination for Accountants or Auditors from other offices in</p>

	the department; or (iii) Offices holding analogous posts in other Accounting Organizations of the Central Government.
5.	<u>Private Secretary (Level 7):</u> Officers working in the Central Government Departments: (i) holding analogous post on a regular basis in the parent cadre or department; or (ii) with five years regular service in the Stenographer Grade-I in Level 6 (35400-112400) of Pay Matrix or equivalent in the parent cadre or department.
6.	<u>Stenographer Grade-I (Level 6):</u> Officers holding the Stenographers' posts under the Central Government Departments: (i) holding analogous post on a regular basis in the parent cadre or department; or (ii) with ten years regular service rendered after appointment thereto on a regular basis in Level 4 (25500-81100) of Pay Matrix or equivalent in the parent cadre or department.
7.	<u>Stenographer Grade-II (Level 4):</u> Officers working in the Central Government Departments: (a)(i) holding analogous posts on regular basis in the parent cadre or department; and (b)(i) 12 th class pass or equivalent from a recognized Board or University.

Applicants to all the above said posts should have sufficient exposure to basic working knowledge on computers in all the modules of MS Office including the knowledge of internet to send/receive e-mails.

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

Note 2: The period of deputation including the period of deputation in another *ex-cadre* post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not to exceed three years.

Note 3: Officials who were granted MACP/NFU in their current designation are also eligible to apply for Deputation.

Signed by

L R Sathya

Date: 14.08.2024 (11.38.12)
Director (Admin)

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 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 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	Nature of Duties (in detail) highlighting experience required for the post applied for

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

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 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 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/ organisation			

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 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 'ISTC' / '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 _____

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/APARs 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)