

16 MAR 2023
2785

F. No. A-49012/29/2022-Estt.(Coop.)
Government of India
Ministry of Cooperation
Office of Central Registrar of Cooperative Societies

Atal Akshay Urja Bhawan, New Delhi.
Dated 28th February, 2023

To,
Principal Secretary (Cooperation) of all States & UTs
(As per list)

Subject: - Filling up 32 posts at various levels in the Office of Central Registrar of Cooperative Societies, Ministry of Cooperation on Deputation [including short term contract (STC)] basis.

Sir/Madam,

This is to inform that the Office of Central Registrar of Cooperative Societies, Ministry of Cooperation is filling up 32 posts at various levels on deputation basis (including short term contract). The details of the posts are as under:

S.No.	Name of the Post (Pay level)	No. of Vacancies	Maximum Age	Period of Deputation (Ordinarily)
1.	Additional Registrar (Level 13)	02	56 Years	5 Years
2.	Joint Registrar (Level 12)	06		4 Years
3.	Deputy Registrar (Level 11)	06		4 Years
4.	Assistant Registrar (Level 10)	06		3 Years
5.	Senior Cooperative Officer (Level 7)	06		3 Years
6.	Junior Cooperative Officer (Level 6)	06		3 Years

2. It is requested to give wider publicity to this vacancy circular to ensure greater participation of the eligible candidates in your State / UT. Complete advertisement, Bio-data format (Annexure-I) and certificate format for Cadre Clearance, Integrity Clearance, Vigilance Clearance and Major / Minor Penalties (MMP) (Attachment-II) etc. can also be downloaded from the website of the Ministry of Cooperation. (www.cooperation.gov.in).

Yours faithfully,

(Amit Kumar Rawat)

Under Secretary to the Government of India

Tel: 011 20849001

Email: admn.crcs-coop@gov.in

Copy to:

Registrar of Cooperative Societies of all States / UTs (As per list)

A-49012/29/2022-Estt.(Coop.)
भारत सरकार / GOVERNMENT OF INDIA
सहकारिता मंत्रालय
MINISTRY OF COOPERATION
सहकारी समितियों के केंद्रीय रजिस्ट्रार का कार्यालय
OFFICE OF CENTRAL REGISTRAR OF COOPERATIVE SOCIETIES

अटल अक्षय ऊर्जा भवन, नई दिल्ली।
ATAL AKSHAY URJA BHAWAN, NEW DELHI.

Dated: 27th February, 2023

Vacancy Circular

Subject: Filling up of 32 posts at various levels in the Office of Central Registrar of Cooperative Societies on deputation [including short term contract (STC)] basis.

It is proposed to fill up Thirty Two (32) posts at various levels in the Office of Central Registrar of Cooperative Societies, Ministry of Cooperation on deputation (including short term contract) basis, as per following details:

S.No.	Name of the Post (Pay level)	No. of Vacancies
1.	Additional Registrar (Level 13)	02
2.	Joint Registrar (Level 12)	06
3.	Deputy Registrar (Level 11)	06
4.	Assistant Registrar (Level 10)	06
5.	Senior Cooperative Officer (Level 7)	06
6.	Junior Cooperative Officer (Level 6)	06

2. Eligibility Conditions, Period of deputation and List of duties / responsibilities: Details are at Annexure I-VI.

3. Regulation of pay and other terms of deputation: - The pay and allowances and other terms and conditions governing the deputation in respect of the selected candidate will be regulated under the provisions contained in the Department of Personnel & Training O.M. No. 6/8/2009-Estt.(Pay-II) dated 17th June, 2010, as amended from time to time.

4. Age-limit: - The maximum age-limit for appointment on deputation (including short term contract) shall not exceed 56 years as on the closing date of receipt of application.

5. Eligible and willing officers may apply through proper channel in the prescribed format ATTACHMENT-I. Cadre Controlling Authorities/Heads of Departments are requested to forward applications of eligible and willing officers whose services can be spared on deputation immediately on their selection. The applications of only such officers would be considered that are routed through proper channel and are accompanied by following documents:

- i. Application in prescribed proforma (**ATTACHMENT -I**).
- ii. Cadre Clearance Certificate from the Cadre Controlling Authority (**ATTACHMENT -II**).
- iii. Photocopies of the ACRs/APARs for the last five (5) years duly attested on each page by an officer not below the level of Under Secretary to the Govt. of India and equivalent (**ATTACHMENT -II**).

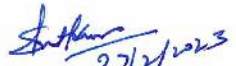

27/2/2023

- iv. Statement giving details of Major/Minor penalties, imposed upon the officer, if any, during the last ten (10) years (**ATTACHMENT -III**).
- v. Vigilance Clearance/Integrity Certificate (**ATTACHMENT -III**).
6. Complete advertisement, Application Proforma (Attachment-I) and certificate format for CC, IC, VC & MMP (Attachment-II & III) etc. can be downloaded from the Ministry of Cooperation's website: - www.cooperation.gov.in (Link-What's New-Vacancies).
7. **Since the vacancies are to be filled up on deputation basis, non-Government officials/private candidates are not eligible to apply.**
8. The application along with required documents may be forwarded to Sh. Amit Kumar Rawat, Under Secretary (Admin), First Floor, Atal Akshay Urja Bhawan, New Delhi - 110003, **within 45 days** from the date of the publication of the circular in the Employment News/ Rozgar Samachar. **Applications not forwarded through proper channel or those received incomplete or without the requisite certificates and necessary documents will not be entertained.** Applicants are required to submit self-attested copies of requisite Educational Qualification Certificates along with Bio-data.
9. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.



Copy forwarded to:-

- 1) All Ministries/Departments of Govt. of India. It is requested that the vacancy may please be given wide publicity in their subordinate and attached offices and Regional Research Institutions under their administrative control.
- 2) Under Secretary (CS-I), CS Division, Department of Personnel and Training, Lok Nayak Bhawan, Khan Market, New Delhi – with the request to upload this Vacancy Circular on the DoP&T's website.
- 3) Principal Secretary/Secretary (Cooperation), All State Governments/ Administration of all Union Territories.
- 4) Chairman, NABARD, Plot C-24, G Block, Bandra Kurla Complex, BKC Road, Bandra East, Mumbai, Maharashtra 400051.
- 5) Vice Chancellor, All Universities through Secretary General, Association of Indian Universities, New Delhi
- 6) Chairperson / Head of all National Cooperative Societies / Federations.
- 7) Registrar of Cooperative Societies, All State Governments/ Administration of all Union Territories.
- 8) Heads of all Semi Government/ Autonomous and Statutory Organizations/ Recognized Research Institutions.
- 9) All Organizations of the Ministry of Cooperation.
- 10) Copy to NIC for uploading the above circular in Ministry of Cooperation's website under What's New.


(Amit Kumar Rawat)

Under Secretary to the Government of India
Tel: 011 20849001
Email: admn.crcs-coop@gov.in

Annexure – I

1.	Name of Post	Additional Registrar, CRCS
2.	Number of Post	02
3.	Classification & Pay level	General Central Service, Non-Ministerial Gazetted Group 'A'. Pay level in matrix – 13 (Rs 123100-215900/-)
4.	Eligibility Conditions	Officers under Central Government or State Governments or Union Territory Administrations or Central/State Public Sector Undertakings or Universities or recognized research institutions or autonomous or statutory organisations or NABARD or State Cooperative Banks (SCBs) or District Central Cooperative Banks (DCCBs). (A) (I) holding analogous posts on regular basis in the parent cadre or Department; or (II) with five years service in the grade rendered after appointment thereto on a regular basis in Pay Level- 12 in the pay matrix (Rs. 78800-209200/-), and Possessing the following educational qualifications and experience: (i) Master's Degree in Law, Agriculture, or Banking & Financial Management or Banking & Finance or Chartered Accountancy or Agri-business Management, Rural Development & Management, Cooperation, Cooperative Management, Cooperation & Banking, Agricultural Economics or Economics or Commerce or Statistics or Public Administration or Public Policy or Social Work or Post Graduate Diploma in Rural Management / Sustainable Rural Management / Agri-business Management / Public Policy from a recognized university. (ii) 10 years' experience in the relevant areas of Cooperative Sector / Management or Rural Development / Management or Cooperative Banking / Finance / Accounts or Agri-business Management or Agriculture Economics.
5.	Duties & Responsibilities	To assist the Central Registrar of Cooperative Societies in the following regulatory functions related to Multi State Cooperative Societies (MSCS) Act, 2002: • Registration of multi-State cooperative societies (MSCSs) under the Act of 2002. • Amendment to bye- laws of MSCS under the Act of 2002. • Registration of Cooperative Societies into MSCSs by conversion and deemed registration under the Act of 2002.



		• Assist the Central Registrar in administration of the MSCS Act of 2002. • Dealing with arbitration cases as per Section 84 and winding up of Societies as per under section (u/s) 86 of the MSCS Act, 2002. • Formulation of policies regarding management and working of the national level cooperative organizations, their implementation and follow up. • Examination of proposals regarding Central and State cooperative legislations. • Monitoring of restrictive and undemocratic provisions in the State Cooperative Societies Act. • Development of Cooperative Management. • Work related to constitutional amendment to cooperatives. • Work related to appointment of Arbitrators & Returning Officers to the MSCS. • Work related to complaints/grievances received from MSCS and from their members. • Work related to PMO/VIP references, Public Grievances, Parliament Questions and Parliamentary Assurances. • Dealing with RTI/CPIO/First Appeal/ CIC cases. • Dealing with court cases, dispute, appeal cases under section 99 of the MSCS Act 2002 • Insolvency issues of Super Bazar, Petrofils and other MSCS/Banks; and conduct of inquiry, inspection under sections 78, 79 and 108 of the MSCS Act, 2002.
--	--	--



Annexure – II

1.	Name of Post	Joint Registrar, CRCS
2.	Number of Post	06
3.	Classification & Pay level	General Central Service, Non-Ministerial Gazetted Group 'A'. Pay level in matrix – 12 (Rs 78800-209200/-)
4.	Deputation (including STC)	Officers under Central Government or State Governments or Union Territory Administrations or Central/State Public Sector Undertakings or Universities or recognized research institutions or autonomous or statutory organisations or NABARD or State Cooperative Banks (SCBs) or District Central Cooperative Banks (DCCBs). (A) (I) holding analogous posts on regular basis in the parent cadre or Department; or (II) (II) with five years service in the grade rendered after appointment thereto on a regular basis in Pay Level- 11 in the pay matrix (Rs. 67700-208700),and Possessing the following educational qualifications and experience: (i) Master's Degree in Law, Agriculture, or Banking & Financial Management or Banking & Finance or Chartered Accountancy or Agri-business Management, Rural Development & Management, Cooperation, Cooperative Management, Cooperation & Banking, Agricultural Economics or Economics or Commerce or Statistics or Public Administration or Public Policy or Social Work or Post Graduate Diploma in Rural Management / Sustainable Rural Management / Agri-business Management / Public Policy from a recognized university. (ii) 8 years' experience in the relevant areas of Cooperative Sector / Management or Rural Development / Management or Cooperative Banking / Finance / Accounts or Agri-business Management or Agriculture Economics.
5.	Duties & Responsibilities	To assist the Central Registrar of Cooperative Societies and Additional Registrar in the following regulatory functions related to Multi State Cooperative Societies (MSCS) Act, 2002: • Registration of multi-State cooperative societies (MSCSs) under the Act of 2002. • Amendment to bye- laws of MSCS under the Act of 2002.



		• Registration of Cooperative Societies into MSCSs by conversion and deemed registration under the Act of 2002. • Assist the Central Registrar in administration of the MSCS Act of 2002. • Dealing with arbitration cases as per Section 84 and winding up of Societies as per under section (u/s) 86 of the MSCS Act, 2002. • Formulation of policies regarding management and working of the national level cooperative organizations, their implementation and follow up. • Examination of proposals regarding Central and State cooperative legislations. • Monitoring of restrictive and undemocratic provisions in the State Cooperative Societies Act. • Development of Cooperative Management. • Work related to constitutional amendment to cooperatives. • Work related to appointment of Arbitrators & Returning Officers to the MSCS. • Work related to complaints/grievances received from MSCS and from their members. • Work related to PMO/VIP references, Public Grievances, Parliament Questions and Parliamentary Assurances. • Dealing with RTI/CPIO/First Appeal/ CIC cases. • Dealing with court cases, dispute, appeal cases under section 99 of the MSCS Act 2002 • Insolvency issues of Super Bazar, Petrofils and other MSCS/Banks; and conduct of inquiry, inspection under sections 78, 79 and 108 of the MSCS Act, 2002.
--	--	---



Annexure – III

1.	Name of Post	Deputy Registrar, CRCS
2.	Number of Post	06
3.	Classification & Pay level	General Central Service, Non-Ministerial Gazetted Group 'A'. Pay level in matrix – 11 (Rs 67700-208700/-)
4.	Deputation (including STC)	Officers under Central Government or State Governments or Union Territory Administrations or Central/State Public Sector Undertakings or Universities or recognized research institutions or autonomous or statutory organisations or NABARD or State Cooperative Banks (SCBs) or District Central Cooperative Banks (DCCBs). (A) (I) holding analogous posts on regular basis in the parent cadre or Department; or (II) with five years of service in the grade rendered after appointment thereto on a regular basis in the Pay Level- 10 in pay matrix (Rs. 56100-177500/-), and Possessing the following educational qualifications and experience: (i) Master's Degree in Law, Agriculture, or Banking & Financial Management or Banking & Finance or Chartered Accountancy or Agri-business Management, Rural Development & Management, Cooperation, Cooperative Management, Cooperation & Banking, Agricultural Economics or Economics or Commerce or Statistics or Public Administration or Public Policy or Social Work or Post Graduate Diploma in Rural Management / Sustainable Rural Management / Agri-business Management / Public Policy from a recognized university. (ii) 5 years' experience in the relevant areas of Cooperative Sector / Management or Rural Development / Management or Cooperative Banking / Finance / Accounts or Agri-business Management or Agriculture Economics.
5.	Duties & Responsibilities	To assist the Central Registrar of Cooperative Societies, Additional Registrar and Joint Registrar in the following regulatory functions related to Multi State Cooperative Societies (MSCS) Act, 2002: • Registration of multi-State cooperative societies (MSCSs) under the Act of 2002. • Amendment to bye- laws of MSCS under the Act of 2002.



		• Registration of Cooperative Societies into MSCSs by conversion and deemed registration under the Act of 2002. • Assist the Central Registrar in administration of the MSCS Act of 2002. • Dealing with arbitration cases as per Section 84 and winding up of Societies as per under section (u/s) 86 of the MSCS Act, 2002. • Formulation of policies regarding management and working of the national level cooperative organizations, their implementation and follow up. • Examination of proposals regarding Central and State cooperative legislations. • Monitoring of restrictive and undemocratic provisions in the State Cooperative Societies Act. • Development of Cooperative Management. • Work related to constitutional amendment to cooperatives. • Work related to appointment of Arbitrators & Returning Officers to the MSCS. • Work related to complaints/grievances received from MSCS and from their members. • Work related to PMO/VIP references, Public Grievances, Parliament Questions and Parliamentary Assurances. • Dealing with RTI/CPIO/First Appeal/ CIC cases. • Dealing with court cases, dispute, appeal cases under section 99 of the MSCS Act 2002 • Insolvency issues of Super Bazar, Petrofils and other MSCS/Banks; and conduct of inquiry, inspection under sections 78, 79 and 108 of the MSCS Act, 2002.
--	--	---



Annexure – IV

1.	Name of Post	Assistant Registrar, CRCS
2.	Number of Post	06
3.	Classification & Pay level	General Central Service, Non-Ministerial Gazetted Group 'A'. Pay level in matrix – 10 (Rs 56100-177500/-)
4.	Deputation (including STC)	Officers under Central Government or State Governments or Union Territory Administrations or Central/State Public Sector Undertakings or Universities or recognized research institutions or autonomous or statutory organisations or NABARD or State Cooperative Banks (SCBs) or District Central Cooperative Banks (DCCBs). (A) (I) holding analogous posts on regular basis in the parent cadre or Department; or (II) with two years service in the grade rendered after appointment thereto on a regular basis in level 9 in pay matrix (Rs. 53100-167800/-), or four years service in the grade rendered after appointment thereto on a regular basis in level 8 in pay matrix (Rs. 47600-151100/-) in the parent cadre or department; and Possessing the following educational qualifications and experience: (i) Master's Degree in Law, Agriculture, or Banking or Banking & Financial Management or Banking & Finance or Chartered Accountancy or Agri-business management, Rural Development & Management, Cooperation, Cooperative Management, Cooperation & Banking, Agricultural Economics or Economics or Commerce or Statistics or Public Administration or Public Policy or Social Work or Post Graduate Diploma in Rural Management/ Sustainable Rural Management/ Agri-Business Management/ Public Policy from a recognised university or institution. (ii) 3 years experience in the relevant areas of Cooperative Sector / Management or Rural Development / Management or Cooperative Banking / Finance / Accounts or Agri-business Management or Agriculture Economics,
5.	Duties & Responsibilities	To assist the Central Registrar of Cooperative Societies, Additional Registrar and Joint Registrar in the following regulatory functions related to Multi State Cooperative Societies (MSCS) Act, 2002: • Registration of multi-State cooperative societies (MSCSs) under the Act of 2002.



		• Amendment to bye- laws of MSCS under the Act of 2002. • Registration of Cooperative Societies into MSCSs by conversion and deemed registration under the Act of 2002. • Assist the Central Registrar in administration of the MSCS Act of 2002. • Dealing with arbitration cases as per Section 84 and winding up of Societies as per under section (u/s) 86 of the MSCS Act, 2002. • Formulation of policies regarding management and working of the national level cooperative organizations, their implementation and follow up. • Examination of proposals regarding Central and State cooperative legislations. • Monitoring of restrictive and undemocratic provisions in the State Cooperative Societies Act. • Development of Cooperative Management. • Work related to constitutional amendment to cooperatives. • Work related to appointment of Arbitrators & Returning Officers to the MSCS. • Work related to complaints/grievances received from MSCS and from their members. • Work related to PMO/VIP references, Public Grievances, Parliament Questions and Parliamentary Assurances. • Dealing with RTI/CPIO/First Appeal/ CIC cases. • Dealing with court cases, dispute, appeal cases under section 99 of the MSCS Act 2002 • Insolvency issues of Super Bazar, Petrofils and other MSCS/Banks; and conduct of inquiry, inspection under sections 78, 79 and 108 of the MSCS Act, 2002.
--	--	--



Annexure – V

1.	Name of Post	Senior Cooperative Officer, CRCS
2.	Number of Post	06
3.	Classification & Pay level	General Central Service, Non-Ministerial Non-Gazetted Group 'B'. Pay level in matrix – 7 (Rs 44900-142400/-)
4.	Deputation (including STC)	Officers under Central Government or State Governments or Union Territory Administrations or Central/State Public Sector Undertakings or Universities or recognized research institutions or autonomous or statutory organisations or NABARD or State Cooperative Banks (SCBs) or District Central Cooperative Banks (DCCBs). A) (I) holding analogous posts on regular basis in the parent cadre or Department; or (II) with five years' service in the grade rendered after appointment thereto on a regular basis in the level- 6 in the pay matrix (Rs. 35400-112400/-) in the parent cadre or department; and (B) Possessing the following educational qualifications and experience: (i) Bachelor's Degree in Law, Agriculture or Banking Financial Management or Banking Finance or Chartered Accountancy or Agri-business Management, Rural Development & Management, Cooperation, Cooperative Management, Cooperation Banking, Agricultural Economics or Economics or Commerce or Statistics or Public Administration or Public Policy or Social Work or from a recognized university / Institute; (ii) 2 years experience in the Cooperative Sector / Management or Rural Development / Management or Cooperative Banking / Finance / Accounts or Agri-business management or Agriculture Economics.
5.	Duties & Responsibilities	To assist the Central Registrar of Cooperative Societies, Additional Registrar and Joint Registrar in the following regulatory functions related to Multi State Cooperative Societies (MSCS) Act, 2002: • Registration of multi-State cooperative societies (MSCSs) under the Act of 2002. • Amendment to bye- laws of MSCS under the Act of 2002.



		• Registration of Cooperative Societies into MSCSs by conversion and deemed registration under the Act of 2002. • Assist the Central Registrar in administration of the MSCS Act of 2002. • Dealing with arbitration cases as per Section 84 and winding up of Societies as per under section (u/s) 86 of the MSCS Act, 2002. • Formulation of policies regarding management and working of the national level cooperative organizations, their implementation and follow up. • Examination of proposals regarding Central and State cooperative legislations. • Monitoring of restrictive and undemocratic provisions in the State Cooperative Societies Act. • Development of Cooperative Management. • Work related to constitutional amendment to cooperatives. • Work related to appointment of Arbitrators & Returning Officers to the MSCS. • Work related to complaints/grievances received from MSCS and from their members. • Work related to PMO/VIP references, Public Grievances, Parliament Questions and Parliamentary Assurances. • Dealing with RTI/CPIO/First Appeal/ CIC cases. • Dealing with court cases, dispute, appeal cases under section 99 of the MSCS Act 2002 • Insolvency issues of Super Bazar, Petrofils and other MSCS/Banks; and conduct of inquiry, inspection under sections 78, 79 and 108 of the MSCS Act, 2002.
--	--	---



Annexure – VI

1.	Name of Post	Junior Cooperative Officer, CRCS
2.	Number of Post	06
3.	Classification & Pay level	General Central Service, Non-Ministerial Non-Gazetted Group 'B'. Pay level in matrix – 6 (Rs 35400-112400/-)
4.	Deputation (including STC)	Officers under Central Government or State Governments or Union Territory Administrations or Central/State Public Sector Undertakings or Universities or recognized research institutions or autonomous or statutory organisations or NABARD or State Cooperative Banks (SCBs) or District Central Cooperative Banks (DCCBs). (A) (I) holding analogous post on regular basis; or (II) with six years of regular service in the post in the pay level 5, and, (B) Possessing the following educational qualifications and experience: (i) Bachelor's Degree in Law, Agriculture or Banking or Banking & Financial Management or Banking & Finance or Chartered Accountancy or Agri-business Management, Rural Development & Management, Cooperation, Cooperative Management, Cooperation & Banking, Agricultural Economics or Economics or Commerce or Statistics or Public Administration or Public Policy or Social Work or from a recognized university / Institute;
5.	Duties & Responsibilities	To assist the Central Registrar of Cooperative Societies, Additional Registrar and Joint Registrar in the following regulatory functions related to Multi State Cooperative Societies (MSCS) Act, 2002: • Registration of multi-State cooperative societies (MSCSs) under the Act of 2002. • Amendment to bye- laws of MSCS under the Act of 2002. • Registration of Cooperative Societies into MSCSs by conversion and deemed registration under the Act of 2002. • Assist the Central Registrar in administration of the MSCS Act of 2002. • Dealing with arbitration cases as per Section 84 and winding up of Societies as per under section (u/s) 86 of the MSCS Act, 2002. • Formulation of policies regarding management and working of the national level cooperative organizations, their implementation and follow up.



		• Examination of proposals regarding Central and State cooperative legislations. • Monitoring of restrictive and undemocratic provisions in the State Cooperative Societies Act. • Development of Cooperative Management. • Work related to constitutional amendment to cooperatives. • Work related to appointment of Arbitrators & Returning Officers to the MSCS. • Work related to complaints/grievances received from MSCS and from their members. • Work related to PMO/VIP references, Public Grievances, Parliament Questions and Parliamentary Assurances. • Dealing with RTI/CPIO/First Appeal/ CIC cases. • Dealing with court cases, dispute, appeal cases under section 99 of the MSCS Act 2002 • Insolvency issues of Super Bazar, Petrofils and other MSCS/Banks; and conduct of inquiry, inspection under sections 78, 79 and 108 of the MSCS Act, 2002.
--	--	---



Attachment-I

Proforma for application for the post of on Deputation (including short term contract) basis in the Office of Central Registrar of Cooperative Societies, Ministry of Cooperation.

APPLICATION PROFORMA

1. Name and Address (in Block Letters) with telephone number and E-mail Id	
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)	
Note. In the case of Degree and Post Graduate Qualifications, Elective/ main subjects and subsidiary subjects may be indicated by the candidate.	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and experience 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/ Organization	Post Held on r egular ba sis	Period of service		*Pay Level/ Band and Grade Pay/Pay scale of the post held on regular basis			Nature of appointment whether regular/ ad-hoc/ deputati on	Nature of duties (in detail)
		From	To	Pay in PB	G.P.	Basic Pay		

***Important:** Pay Level/ Band and Grade pay granted under MACP/ACP are personal to the officer and, therefore, should not be mentioned. Only pay level/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 under:



Office/ Organization	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 organization.
9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate. 9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organization.		
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)		
a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others		
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.		
14. Total emoluments per month now drawn		
Basic Pay in the PB	Grade Pay	Total Emoluments
15. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed.		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief /other Allowances etc., (with break-up details)	Total Emoluments



16.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. 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 _____

Countersigned

(Employer/ Cadre Controlling Authority with Seal)



Attachment-II

Certification by the Employer/ Cadre Controlling Authority

Office of

Date

F. No.....

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;

1. There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. _____
2. Integrity of the officer is certified as "beyond doubt".
3. His/ Her ACR/APAR 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 equivalent or above are enclosed.
4. 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)

Place:

Dated:

Name & Designation :
Telephone No. :
Fax No. :
Office Seal :



ANNEXURE – III

VIGILANCE / INTEGRITY CERTIFICATE

It is certified that no Vigilance enquiry is pending contemplated against Shri/Smt._____. His / Her integrity is beyond doubt.

Signature_____ (with office seal)

Designation_____
Dated: _____

CERTIFICATE

(LIST OF PENALTIES IMPOSED DURING THE LAST 10 YEARS)

It is certified that no penalty (Major or Minor) has been imposed during the last ten years on Sh. / Smt. _____.

2. The following major / minor penalties have been imposed on Shri / Smt. _____ during the last 10 years:-

Signature_____ (with office seal)

Designation_____
Dated: _____



