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Dairy No. 53572784
Date: 26-2-016
Deptt. of Personnel (A-IV)

23-2-16

No.A-12011/6/2011-ADM
Government of India,
Department of Personnel & Training,
LAL BHADUR SHASTRI NATIONAL ACADEMY OF ADMINISTRATION MUSSOORIE
(LBSNAA)

Applications are invited for filling up the post of Reader in Hindi in LBSNAA, Mussoorie in PB:3 Rs.15600-39100 with Grade Pay Rs. 7600 on deputation (including short-term contract) basis. Eligibility conditions i.e. qualifications and experience, period of deputation, Method of Recruitment and duties etc. are as indicated below:

1) Name of Post	: Reader in Hindi (No. of post: One)
Pay Band & Grade Pay	: Pay Band:3 Rs.15600-39100 with Grade Pay Rs. 7600
Method of recruitment	: Promotion/Deputation (including short-term contract)
Classification	: General Central Services, Group 'A' Gazetted

Eligibility

Officer of the Central Government/State Governments/Union territories/ Public Sector Undertakings/Universities/Recognised Research Institutions/ Autonomous/Semi-Government/ Statutory Organisations :

- (a) (i) Holding analogous posts on regular basis; or
- (ii) With five years' regular service in posts in the scale of PB-3 Rs.15600-39100 with GP Rs.6600/- [Rs.10000-15200 (Pre-revised)] or equivalent; or
- (iii) With ten years' regular service in post in the scale of PB -3 Rs.15600-39100 with GP Rs.5400/- [Rs. 8000-13500 (Pre-revised)] or equivalent; and

(b) Possessing the following educational qualifications and experience as below:-

Essential:

- (i) Post Graduate Degree in Hindi from a recognised University or equivalent; and
(ii) Five years experience in teaching Hindi at college or University level.

Desirable:

- (i) Doctorate Degree in Hindi from recognised University or equivalent.
(ii) Knowledge at the level of Matriculation of one of the Language other than Hindi mentioned in the eighth schedule of the constitution.

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Note 1. Qualifications are relaxable at the discretion of the UPSC in case of candidates otherwise well qualified.

Note 2. The qualification(s) regarding experience is/are relaxable at the discretion of the UPSC in the case of candidates belonging to the SC and ST, if at any stage of selection, the UPSC is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.

(The Departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment by promotion.

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

Period: Period of deputation/contract including period of deputation or contract in another cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed four years.

Duties and responsibilities of the Post include: Teaching, Training, Counselling, Preparation of Reading Material, Setting of Examination Paper, functions of Course Co-ordinator/Associate Course Coordinator etc.

The candidate selected to the post of Reader in Hindi will be entitled to training allowance @ 30% of his basic pay in the parent department, in lieu of deputation allowance if deputationist opts for the pay scale of his parent department.

Willing candidates are required to submit their applications in triplicate in the prescribed proforma along with documents (Cadre clearance, Integrity certificate, vigilance clearance, Major/Minor penalty imposed during the last ten years and upto-date ACR dossiers (or photocopies of ACRs for the last 5 years duly attested on each page by Group "A" Gazetted Officer) of the officer who would be spared in the event of his/her selection may be sent to this office within 60 days from the date of publication in the Employment News paper. Application received after the last date or without the documents noted above or otherwise found incomplete will not be considered.

Note The details of the vacancy along with prescribed form are available on the LBSNAA Website <http://www.lbsnaa.gov.in>

Chief Secretary,
Government of Himachal Pradesh
Secretariat,
Shimla- 171002


(Miranda Das)
Assistant Director

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सं.ए- 12011/6/2011-एडीएम
भारत सरकार,
कार्मिक एवं प्रशिक्षण विभाग,
लाल बहादुर शास्त्री राष्ट्रीय प्रशासन अकादमी, मसूरी
(ला.ब.शा.रा.प्र. अकादमी)

ला.ब.शा.रा.प्र.अ., मसूरी में प्रतिनियुक्ति (अल्पावधि संविदा सहित) के आधार पर पे बैंड- 3 15600 -39100 रु. तथा ग्रेड पे 7600 रु. में रीडर, हिंदी के पद को भरने के लिए आवेदन पत्र आमंत्रित किए जाते हैं। पात्रता शर्तें अर्थात शैक्षिक अर्हताएं तथा अनुभव, प्रतिनियुक्ति की अवधि, भर्ती पद्धति तथा कार्य आदि का ब्योरा निम्नवत है :

- | | |
|----------------------|--|
| 1) पद का नाम | : रीडर, हिंदी (पद की सं. : एक) |
| पे बैंड एवं पे ग्रेड | : पे बैंड : 3, 15600-39100 रु. तथा ग्रेड पे 7600 रु. |
| भर्ती पद्धति | : प्रतिनियुक्ति (अल्पावधि संविदा सहित) |
| वर्गीकरण | : सामान्य केंद्र सेवाएं, समूह 'क' राजपत्रित |

योग्यता

क. केंद्र सरकार/राज्य सरकार/केंद्र शासित प्रदेश/सार्वजनिक क्षेत्र के उपक्रम/विश्वविद्यालय/मान्यता प्राप्त अनुसंधान संस्थान/ स्वायत्त निकाय/अर्ध - शासकीय/सांविधिक संगठनों के अधिकारी जिन्होंने:-

- (क) (i) नियमित आधार पर समान पद पर कार्य किया हो, या
(ii) पे बैंड - 3 के वेतनमान 15600-39100 रु + ग्रेड पे 6600 रु. (10000-15200/- रु. संशोधन पूर्व) में पाँच वर्ष की नियमित सेवा की हो या इसके समतुल्य पद पर कार्य किया हो या
(iii) पे बैंड - 3 के वेतनमान 15600-39100 + ग्रेड पे 5400 रु. (8000-13500/- रु. संशोधन पूर्व) में दस वर्ष की नियमित सेवा की हो या इसके समतुल्य पद पर कार्य किया हो,
और
(ख) निम्नलिखित शैक्षिक योग्यता तथा अनुभव प्राप्त हो:-

आवश्यक अर्हताएं:

- (i) मान्यता प्राप्त विश्वविद्यालय से हिंदी में स्नातकोत्तर डिग्री या इसके समतुल्य; तथा
(ii) कालेज/विश्वविद्यालय स्तर पर हिंदी शिक्षण में पाँच वर्ष का अनुभव।

यांछनीय:

- (i) मान्यता प्राप्त विश्वविद्यालय से हिंदी में डॉक्टरेट की डिग्री या इसके समतुल्य।
(ii) मैट्रिक स्तर पर संविधान की 8वीं अनुसूची में उल्लिखित हिंदी के अलावा अन्य भाषाओं में से किसी एक भाषा का ज्ञान।

नोट 1. यदि अभ्यर्थी सुयोग्य है, तो संघ लोक सेवा आयोग के विवेक पर शैक्षिक अर्हताओं में छूट दी जाएगी।

नोट 2. अनुसूचित जाति तथा अनुसूचित जनजाति के अभ्यर्थियों के मामले में संघ लोक सेवा आयोग के विवेक पर अनुभव से संबंधित योग्यताओं में छूट दी जाती है, यदि चयन के किसी भी चरण पर, संघ लोक सेवा आयोग का मत हो कि उनके लिए आरक्षित पदों को भरने के लिए इन समुदायों से अपेक्षित अनुभव रखने वाले अभ्यर्थियों की पर्याप्त संख्या मिल पाना संभव नहीं है।

(फीडर श्रेणी के वे विभागीय अधिकारी जो पदोन्नति के सीधे क्रम में हैं, वे प्रतिनियुक्ति पर नियुक्ति के पात्र नहीं होंगे। उसी तरह से, प्रतिनियुक्त अधिकारी पदोन्नति द्वारा नियुक्ति के लिए विचार किए जाने का पात्र नहीं होगा।

आयु सीमा: अल्पावधि संविदा सहित प्रतिनियुक्ति द्वारा नियुक्ति की अधिकतम आयु सीमा आवेदन पत्रों की प्राप्ति की अंतिम तिथि को 56 वर्ष से अधिक नहीं होगी।

अवधि : केन्द्र सरकार के उसी या कोई अन्य संगठन/विभाग में इस नियुक्ति से तत्काल पूर्व धारित दूसरे संगर्ग बाह्य पद में प्रतिनियुक्ति या संविदा की अवधि सहित प्रतिनियुक्ति/संविदा की अवधि सामान्यतया चार वर्ष से अधिक नहीं होगी।

पद के कर्तव्य एवं दायित्व : शिक्षण, प्रशिक्षण, परामर्श, अध्ययन सामग्री की तैयारी, परीक्षा प्रश्न-पत्र तैयार करना, पाठ्यक्रम समन्वयक/पाठ्यक्रम सह-समन्वयक आदि के रूप में कार्य करना।

रीडर हिंदी पद के लिए चयनित अभ्यर्थी प्रतिनियुक्ति भत्ते के बदले में अपने मूल विभाग के मूल वेतन का 30% प्रशिक्षण भत्ता का पात्र होगा/होगी यदि प्रतिनियुक्त व्यक्ति अपने मूल विभाग के वेतनमान का विकल्प देता/देती है।

इच्छुक अभ्यर्थियों को अपना आवेदनसंवर्ग स्वीकृति, सत्यनिष्ठा प्रमाणपत्र, सतर्कता स्वीकृति, पिछले 10 वर्षों के दौरान लगाई गई बड़ी/छोटी शास्ति तथा चयन हो जाने की स्थिति में कार्य मुक्त किए जाने वाले अधिकारी की पूर्ण एवं अद्यतन ए.सी.आर. (वार्षिक गोपनीय रिपोर्ट) डोजियर (समूह 'क' राजपत्रित अधिकारी द्वारा प्रत्येक पृष्ठ पर विधिवत अनुप्रमाणित पिछले 5 वर्षों की वार्षिक गोपनीय रिपोर्ट की प्रतियां) सहित निर्धारित प्रपत्र में तीन प्रतियों में इस विज्ञापन के रोजगार समाचार पत्र में प्रकाशन की तिथि से 60 दिनों के अंदर भेजना होगा। अंतिम तिथि के बाद या उपरोक्त दस्तावेजों के बिना प्राप्त आवेदन पत्रों या अपूर्ण आवेदन पत्रों पर विचार नहीं किया जाएगा।

नोट : रिक्तियों का ब्योरा सहित तथा निर्धारित प्रपत्र ला.ब.शा.रा.प्र.अ. की वेबसाइट (<http://www.lbsnaa.gov.in/>) पर उपलब्ध है।


(मिराबाई दास)

सहायक निदेशक

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...
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.	
5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
6.1 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.	

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
<p>9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organisation</p>			

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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)		

<p>professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>	
<p>16.B Achievements: The candidates are requested to indicate information with regard to;</p> <p>(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)</p>	
<p>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)</p>	
<p># (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>	
<p>18. Whether belongs to SC/ST</p>	

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 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)

VACANCY CIRCULAR

The Ministry of External Affairs (CPV Division) intends to fill the following posts in Passport Offices at stations indicated below amongst officers under the Central Government including officers of All India Services/ Central Secretariat Service in the Ministries/ Departments of the Government of India, on deputation basis:-

Post	Number of Posts & Name of Passport Office	Scale of Pay	Eligibility
Passport Officer (PO)	1 (One): 1 Post – Passport Office, Thiruvananthapuram	Pay Band-3, Rs. 15,600-39,100 + Grade Pay Rs. 7,600/-	Officers under the Central Government including officers of All India Services: (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 posts in Pay Band-3 (Rs. 15,600-39,100) and Grade Pay of Rs. 6,600 or equivalent in the Parent cadre or Department; and (b) Possessing the following educational qualification and experience: (i) Bachelor's degree from a recognized University in India or Association of Indian Universities recognized degrees of foreign Universities; (ii) One year experience in passport or Consular or Emigration or Administration or Finance or Accounts or Vigilance work.

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

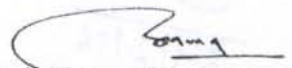
Note 2: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years.

Note 3: The maximum age limit for appointment by deputation shall not be exceeding **fifty six** years as on the closing date of receipt of applications.

Note 4: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post for which that grade pay or pay scale is the normal replacement grade without any upgradation

2. The selected officers will be on deputation for a period of **three years** initially which can be curtailed or extended further, depending upon the requirement, and with the consent of the officer and approval of the lending department. The usual deputation terms will apply.

3. All Ministries/Departments of Government of India are requested to circulate the above posts among the officers under the Central Government including officers of All India Services/ State Government, working with them and forward the application (in prescribed pro forma **Annexure A**) of eligible and interested officers, along with their dossiers and a certificate to the effect that they are clear from vigilance angle, to the undersigned, **latest by 1st March 2016**.


(Anil Kumar Dhasmana)
DPO(PVA)
011-23386936

To,

1. All Ministries/ Department of Government of India
2. All Chief Secretaries to the State Governments.

Copy to:-

1. Ministry of External Affairs-[Kind attn to: Joint Secretary (Admn)].
2. Director (XP), Ministry of External Affairs, Shastri Bhawan, New Delhi- with the request to upload this circular on the MEA's website.
3. Director(PSP), Ministry of External Affairs, CPV Division, New Delhi -with the request to upload this circular on the Passport Seva website
4. Director (CS), DoPT, Lok Nayak Bhawan, Khan Market, New Delhi- with the kind request to upload this circular on DoPT's website for wider circulation.
5. All Passport Offices.
6. Branch Secretariat at Chennai, Kolkata, Guwahati, Hyderabad.
7. Spokesman, JCM, MEA, New Delhi.
8. O/o JS (PSP) & CPO, CPV Division, MEA, New Delhi.

VACANCY CIRCULAR

The Ministry of External Affairs (CPV Division) intends to fill the following posts in Passport Offices at stations indicated below amongst officers under the Central Government including officers of All India Services/ Central Secretariat Service in the Ministries/ Departments of the Government of India , on deputation basis:-

Post	Number of Posts & Name of Passport Office	Scale of Pay	Eligibility
Deputy Passport Officer (DPO)	8 (Eight): 2 Posts – Passport Office, Chandigarh 1 Post- Delhi (CPO Hqr), 1 Post- Passport Office, Jalandhar 1 Post – Passport Office, Patna 1 Post- Passport Office, Lucknow, 1 Post- Passport Office, Mumbai, 1 Post- Passport Office, Panaji, Goa	Pay Band 3, Rs. 15,600- 39,100 + Grade Pay Rs. 6,600/-.	Officers under the Central Government including officers of All India Services: (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 posts in Pay Band-3 (Rs. 15,600-39,100) and Grade Pay of Rs. 5,400 or equivalent in the Parent cadre or Department; and (b) possessing the following educational qualification and experience: (i) Bachelor's degree from a recognized University in India or Association of Indian Universities recognized degrees of foreign Universities; (ii) One year experience in passport or Consular or Emigration or Administration or Finance or Accounts or Vigilance work.

Assistant Passport Officer (APO)	2 (Two): 1 Post - Passport Office Panaji, Goa. 1 Post - Passport Office, Thiruvananthapuram.	Pay Band 3 Rs. 15,600 39,100 + Grade Pay Rs5,400/ .	Officers under the Central Government including officers of All India Services. (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 posts in the Pay Band-2(Rs.9300-34,800 and Grade Pay of Rs. 4800 or equivalent in the parent cadre or Department; or (iii) with three year's service in the Grade rendered after appointment thereto on a regular basis in posts in Pay Band-2(Rs. 9300-34800 and Grade Pay of Rs. 4600 or equivalent in the parent cadre or Department; and (b) possessing the following educational qualifications and experience: (i) Bachelor's degree from a recognized University in India or Association of Indian Universities recognized degrees of foreign Universities; (ii) One year experience in passport or Consular or Emigration or Administration or Finance or Accounts or Vigilance work.
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Note 1: The Departmental Officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note 2: 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 to exceed three years.

Note 3: The maximum age limit for appointment by deputation shall not be exceeding **fifty six** years as on the closing date of receipt of applications.

Note 4: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post for which that grade pay or pay scale is the normal replacement grade without any upgradation

2. The selected officers will be on deputation for a period of three years initially which can be curtailed or extended further, depending upon the requirement, and with the consent of the officer and approval of the lending department. The usual deputation terms will apply. The DPO/APO can be posted any of the PSK falling under the jurisdiction of respective Passport Offices.

3. All Ministries/Departments of Government of India are requested to circulate the above posts among the officers under the Central Government including officers of All India Services/ State Government, working with them and forward the application (in prescribed pro forma **Annexure A**) of eligible and interested officers, along with their dossiers and a certificate to the effect that they are clear from vigilance angle, to the undersigned, **latest by 1st March 2016**.


(Anil Kumar Dhasmana)
DPO(PVA)
011-23386936

To,

1. All Ministries/ Department of Government of India
2. All Chief Secretaries to the State Governments.

Copy to:-

1. Ministry of External Affairs-[Kind attn to : Joint Secretary (Admn)].
2. Director (XP), Ministry of External Affairs, Shastri Bhawan, New Delhi- with the request to upload this circular on the MEA's website.
3. Director(PSP), Ministry of External Affairs, CPV Division, New Delhi -with the request to upload this circular on the Passport Seva website
4. Director (CS), DoPT, Lok Nayak Bhawan, Khan Market, New Delhi- with the kind request to upload this circular on DoPT's website for wider circulation.
5. All Passport Offices.
6. Branch Secretariat at Chennai, Kolkata, Guwahati, Hyderabad.
7. Spokesman, JCM, MEA, New Delhi.
8. O/o JS (PSP) & CPO, CPV Division, MEA, New Delhi.

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ANNEXURE A
CURRICULAM VITAE PROFORMA

Attach Passport
Size Recent
Photograph
Here

1. Name (in Block letters)
2. Applied for the post of
- (i) Place (Name of Station/s in order) (1).....
(2).....
(3).....
3. Date of Birth (in Christian era)
- (i) Age as on 01.03.2016
[closing date of circular]
4. Date of retirement under Central/
State Government Rules
5. Educational Qualifications
6. Whether belongs to SC/ST
7. Educational qualifications and experienced possessed

Qualification/
Experience possessed
by the officers

- Essential (1)
(2)
(3)
- Desired (1)
-

Contd..... 2

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

Office/ Institution	Post held	From	To	Grade Pay	Scale of Pay and Basic Pay	Nature of Duties (in details)
1.						
2.						
3.						

9. Contact details:

(A) Present Add:-

.....

(i) Tel. No.

.....

(ii) Mob. No.

.....

(iii) E-mail-

.....

(B) Office Add(with office name):-

(i) Tel. No.

.....

(ii) Mob. No.

.....

(iii) E-mail-

.....

10. In case the present post is held
 on deputation / contract basis, please state

(a) Name of Office / Organization
 and address (with Tel. No.)

.....

(b) The date of initial appointment

.....

(c) Period of appointment on deputation

.....

(d) Name of the parent office / organization
 to which you belong

.....

Contd....3

24

I have carefully gone through the vacancy circular and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the candidate

Address.....

.....

.....

.....

Dated.....

.....

It is certified that Shri/Ms.....is clear from vigilance angle and in case of selection, he/she will be relieved.

.....
(Signature of Head of Office with Seal)

Acsc(Pers)

535343 Co
15-03-16

18-3-16

F.No. DJB/AC(T)/DTQC/2016

24669

DELHI JAL BOARD
GOVERNMENT OF NCT OF DELHI
VARUNALAYA PHASE-II, JHANDEWALAN, NEW DELHI-11005

VACANCY CIRCULAR

New Delhi, Dt. 26.02.2016

29

To

As per List

Subject: Filling up the vacant post of Director (Treatment & Quality Control) on promotion/deputation (including short term contract basis)

One post of Director (Treatment & Quality Control) in PB-1 of Rs. 15600-39100 with Grade Pay of Rs. 7600/-, Group "A", Gazetted, Non-Ministerial post in Delhi Jal Board is proposed to be filled up on promotion/deputation basis (including short term contract basis).

- 2.. The eligibility condition, experience & job requirement for the post are given in Annexure-I
- 3.. The Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.
- 4.. Applications of the suitable officers who are eligible, willing and can be relieved immediately, if selected, may please be sent to the office of undersigned [Assistant Commissioner (T), Delhi Jal Board, Varunalaya Phase-II, Karol Bagh, New Delhi-110005] in the prescribed proforma (Annexure-II) in duplicate along with complete and up to date CR Dossier of the officer within a period of 45 days from the date of publication of this advertisement. Applications received after the last date or without CR Dossier or otherwise found incomplete will not be considered. While forwarding the application it may also be verified and certified that the particulars furnished by the Officers are correct and no disciplinary case is either pending or contemplated against him/her. The integrity of the officer may also be certified. The cadre clearance may also be enclosed. For further details, please visit our website www.delhijalboard.nic.in

11/3
AS (Pers.)

14/3/16
AS (Pers.)

SL. GR
14/3/16

(R.C. KALIA)

ASSISTANT COMMISSIONER (T)

ANNEXURE-I

Details in respect of the post of Director (Treatment & Quality Control) in Delhi Jal Board

1. **Name of the Post** : Director (Treatment & Quality Control)
2. **Number of Post** : One (01)
3. **Classification** : Group 'A'
4. **Scale of Pay** : Rs. 15600-39100/- + Grade Pay of Rs. 7600/-
5. **Period of Deputation** : Period of deputation/contract including the period of deputation/contract in another ex-cadre post held immediately preceding this appointment in the some other organization/department of the Central Government shall not exceed 04 years. The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding 56 years as on closing date of the receipt of applications.

6. **Eligibility conditions** : Deputation (Including Short Term Contract)

1. Officers of the Central/State Govts./UTs/Semi Govt.Organizations/Public Sector Undertakings/Recognized Research Institutions/Autonomous Bodies/Municipal Corporation:

(a) (i) Holding analogous post on regular basis

(ii) With 05 years of regular service in the post in Pay Scale of Rs. 10000-15200 (Pre-Revised) now 15600-39100+GP of Rs. 6600/- or equivalent &

(b) Possessing the following educational qualifications:

Essential: (i) M.Sc. in Chemistry/Bio-Chemistry/Micro-Biology/Bacteriology/Zoology from a recognized University or Equivalent. (ii) 10 Years experience in Water Treatment & Sewage Disposal. **Desirable:** Doctorate in Chemistry/Bio-Chemistry/Microbiology/Bacteriology/Zoology, from a recognized University or Equivalent.

2. The Departmental Chief Water Analyst with 05 years regular service in the grade will also be considered along with the outsider and in case he/she is selected for appointment to the post, the same shall be deemed to have been filled by promotion. Period of deputation/contract including the period of deputation/contract if another ex-cadre post held immediately preceding this appointment in the same other organization/department of the Central Government shall not exceed 04 years. The maximum age limit for the appointment by deputation (including short term contract) shall not be exceeding 56 years as on closing date of the receipt of applications.

7. **Job Requirement & Duties** : The post in question is in Delhi Jal Board. The incumbent of the post will be required to be well conversant with all the aspects of water treatment & quality control including monitoring & surveillance of water quality.

8. **Terms of Deputation** : The terms of deputation will be governed by the orders contained in the Government of India, DOP&T OM No. 06/08/09 (Estt.)(Pay.II) dated 17.06.2010. The terms of deputation of other officers will be regulated according to the Department of Expenditure OM No. 1/1/008-IC dated 13th September 2008. The selected candidates will be eligible for deputation allowance as per admissibility.

APPLICATION FOR THE POST OF DIRECTOR (T&QC) IN DELHI JAL BOARD

1.Name and Address (in Block Letters)	
2.Date of Birth (in Christian era)	
3.i) Date of entry into service	
ii) Date of retirement under Central/State Government Rules	
4.Educational Qualifications	
5. Whether Educational and other qualifications required for the post are satisfied. (if any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/ experience possessed by the officer
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
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.	
5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
6.1 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.	

Office/Institution	On regular basis	Post held	Post held	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			

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. Additional information, if any, relevant to the you applied for in support of your suitability for post.
among other things may provide information with d to (i) additional academic qualifications (ii)

<p>professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>	
<p>16.B Achievements: The candidates are requested to indicate information with regard to;</p> <p>(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)</p>	
<p>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)</p>	
<p># (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>	
<p>18. Whether belongs to SC/ST</p>	

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 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)

7

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. _____
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- 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)