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A-46011/2/2022-Establishment
Government of India
Ministry of Textiles

Udyog Bhawan, New Delhi
Dated : 2 January, 2025

VACANCY CIRCULAR

Applications are invited from the eligible officers as per eligibility conditions given below, who are willing to be considered for appointment on deputation basis to 1(One) post each of Joint Textile Commissioner, Joint Textile Commissioner (Cotton) and Joint Textile Commissioner (Economics), General Central Service, Group 'A', Gazetted, Non-Ministerial, in the Level-13 of Rs.123100-215900/- in the Pay Matrix in the Office of the Textile Commissioner, Ministry of Textiles, Mumbai. The tenure of deputation of these three posts shall be three years extendable upto 5 years.

(A) Joint Textile Commissioner

Officers of Central government or State Government or Union Territories or Public Sector Undertakings or Universities or Recognised Research Institutions or Semi-Government or Autonomous or Statutory Organizations, as per eligibility conditions given below:-

(a) (i) Holding analogous posts on a 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 Level-12 in the Pay Matrix (Rs.78800-209200)in the parent cadre or department and

(b) Possessing the following qualification and experience , namely :-

Essential :-

- (i) Bachelor Degree from a recognized University.
- (ii) Twelve years' work experience in Textile or Handicrafts or Handloom Industry in the Government Sector.

Desirable :-

- (i) Master of Business Administration (MBA) or Post Graduate Diploma in Management (PGDM) from a recognised university.

(c) The period of deputation (including short term contract) including the period of deputation (istc) in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed **four years**. The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding **fifty six years** as on the closing date of receipt of applications.

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(B) **Joint Textile Commissioner (Cotton)**

Officers under Central government or State Government or Union Territories or Recognized Research Institutions or Universities or Public Sector Undertakings or Statutory or Autonomous organizations, as per eligibility conditions given below:-

- (a) (i) Holding analogous posts on a regular basis;
or
(ii) With five years' service in the grade rendered after appointment thereto on a regular basis in Level-12 of Rs.78800-209200/- in the Pay Matrix or equivalent
and
- (b) Possessing the educational qualifications and experience required as prescribed below:

Essential :-

- i) Degree of a recognized University.
ii) Twelve years' experience in in the field of Textile Organization or in Government Departments dealing with the matters relating to textiles or cotton including five years administrative experience.

Desirable :-

- i) MBA or PG diploma in materials management or purchase management.
ii) Two years' experience of commerce in purchasing, material handling and marketing.
iii) Two years' administrative experience in organisation engaged or connected with regulating trading in cotton.

(c) The period of deputation (including short term contract) including the period of deputation (istc) in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not to exceed **five years**. The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding **fifty six years** as on the closing date of receipt of applications.

(C) **Joint Textile Commissioner (Economics)**

Officers under Central Government, as per eligibility conditions given below:-

- (a) (i) Holding analogous posts on a 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 Level-12 of Rs.78800-209200/- in the Pay Matrix or equivalent in the parent cadre or department
and
- (b) Possessing the educational qualifications and experience as prescribed below:

Essential :-

- i) Member of the Institute of Chartered Accountants of India or of the Institute of Cost and Works Accountants of India or Membership of the Institute of Company Secretaries of India or equivalent

Or

Master's Degree in Business Management with a specialisation in Financial Management from a recognised University or Institute or equivalent

Or

Master's Degree in Economics or Statistics or Commerce from a recognised University or Institution or equivalent

and

- ii) Ten years' experience in Government Departments or semi Government Department or Government Undertakings or Textile Research Associations in the field of Data Management or Data Analysis or Market Analysis or Forecasting of Production or Consumption and other economic matters in the relevant field out of which five years should be in a Managerial capacity.

(c) The period of deputation including the period of deputation (istc) in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not to exceed **five years**. The maximum age limit for appointment by deputation shall be not exceeding **fifty six years** as on the closing date of receipt of applications.

2. The terms and conditions of deputation shall be governed /regularized according to the normal terms and conditions for deputation issued by Government of India from time to time.

3. 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.

4. Applications, in triplicate in the prescribed proforma, duly signed by the applicant, should be forwarded only through proper channel. The application, in respect of eligible candidates, who can be spared for taking up the assignment within one month from the date of intimation about selection, may be forwarded by the Cadre Controlling Authority duly verified / countersigned by the Head of Office or an officer authorized to sign on his behalf, alongwith following documents :-

- i) Cadre clearance in respect of the applicant (Annexure)
- ii) Up-to-date Confidential Report Dossiers in original of the candidate or clear and legible photocopies of the ACRs/APARs of the last 5 years atleast duly attested by an officer not below the rank of Under Secretary to the Govt. of India or equivalent.
- iii) Integrity certificate signed by an officer not below the rank of Deputy Secretary to the Govt. of India.
- iv) Vigilance Clearance Certificate indicating that no disciplinary or criminal proceedings are either pending or being contemplated against the officer concerned; and
- v) A certificate indicating major/minor penalties imposed, if any, on the candidate during the last 10 years or a No Penalty certificate.

{Separate certificate should be furnished in respect of Sl. No. (iii) to (v)}

5. The Curriculum Vitae (CV) duly supported by documents will be assessed by the Selection Committee while selecting candidates for appointment to post on deputation basis.

6. Officers who volunteer for the post will not be permitted to withdraw their names later on. Applications received after the closing date or without documents mentioned above or otherwise incomplete applications will not be considered.

7. All Ministries/Department of the Central/State Governments/UT Administration/Recognised Research Institutions/Universities or PSUs/Statutory or Autonomous organisations are requested to bring this vacancy circular to the notice of the eligible officers working under them. The application in triplicate should be forwarded through proper channel to Smt. Jayashree Sivakumar, Under Secretary, Room No. 336-A, Ministry of Textiles, Udyog Bhawan, New Delhi - 110011 within 60 days of this vacancy circular from the date of publication of the advertisement in the Employment News whichever is later. Application received after the closing date or without documents mentioned above or otherwise incomplete in any respect will not be considered.

Encl.: Curriculum Vitae proforma for submission of application.



(R.S. Shukla
Director(Admn.))

To,

1. The Establishment Officer & Additional Secretary, O/o Estt. Officer, DOP&T, North Block, New Delhi with request to circulate the post and forward names of eligible and willing officers for the post.
2. All Ministries/Department of the Govt. of India.
3. All State Government for circulation of the post amongst eligible officers.
4. All Central Government Offices in Mumbai.
5. All attached/Sub-ordinate offices of Ministry of Textiles.
6. Surplus Cell, DOP&T, North Block, New Delhi.
7. Director General of Resettlement, Ministry of Defence, R.K. Puram, New Delhi.
8. Notice Board/Guard File

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Curriculum Vitae Proforma for Joint Textile Commissioner

1.	Name & 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 Qualification	
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
<p>A) Qualification: <u>For Deputation:</u></p> <p>Officers under the Central Government or State Governments or Union Territories or Public Sector Undertakings or Universities or Recognised Research Institutions or Semi-Government or Autonomous or Statutory Organisations:-;</p> <p>(a)(i) Holding analogous posts on a 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 Level-</p>		

12 in the Pay-Matrix (Rs.78800-209200) in the parent cadre or department .

(b) Possessing the following qualification and experience, namely:-

Essential:

- (i) Bachelor Degree from a recognised University ;
- (ii) Twelve years work experience in Textile or Handicrafts or Handlooms Industry in the Government sector

Desirable :-

Master of Business Administration (MBA) or Post Graduate Diploma in Management (PGDM) from a recognised University.

5.1 In the case of Degree and post Graduate Qualifications Elective/main subject 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.

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

<p>*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:</p>					
Office/Institution	Pay, Pay band and Grade Pay drawn under ACP/MACP Scheme	From	To		
8. Nature of present employment i.e. Ad-doc 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/organisation 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 with all details as in the enclosed proforma.</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 / organization.</p>					
10.	If any post held on Deputation in the past by the applicant, date of return				

	from the last deputation and other details.	
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11.	Additional details about present employment Please state whether working under (indicate the name of your employer against the relevant column) a. Central Govt. b. State Govt. c. Autonomous Organisation d. Government Undertakings 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 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 Emolument
	16.A Additional information , if any, relevant to the post you applied for in support of your suitability for the post.	

<p>(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)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>	
<p>16.B Achievements :</p> <p>The candidates are requested to indicate information with regard to;</p> <ul style="list-style-type: none"> (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. <p>(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>	

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I have carefully gone through the vacancy circular/advertisement and I am well aware that the information in the Curriculum Vitae duly supported by 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

Name, Designation & Rubber Stamp of officer
certifying the above particulars

Curriculum Vitae Proforma for Joint Textile Commissioner (Cotton)

1.	Name & 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 Qualification	
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
<p>B) Qualification: <u>For Deputation:</u></p> <p>Officers under the Central Government or State Governments or Union Territories or Public Sector Undertakings or Universities or Recognised Research Institutions or Autonomous or Statutory Organisations:-;</p> <p>(a) (i) Holding analogous posts on a regular basis in the Parent Cadre or Department; OR (ii) With five years' service in the grade rendered after appointment</p>		

thereto on a regular basis in Level-12 in the Pay-Matrix (Rs.78800-209200) in the parent cadre or department .

- (b) Possessing the following qualification and experience, namely:-

Essential:

- i) Bachelor Degree from a recognised University ;
- ii) Twelve years work experience in the field of Textile organization or in Government department dealing with matters relating to Textiles or Cotton including five year administrative experience.

Desirable :-.

- i) Master of Business Administration (MBA) or Post Graduate Diploma in Material Management or Purchase Management from a recognised University.
- ii) Two years experience of Commerce in purchasing, material handling and marketing.
- iii) Two years Administrative experience in organization engaged or connected with regulating trading in cotton.

5.1 In the case of Degree and post Graduate Qualifications Elective/main subject 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.

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-doc 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/organisation 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 with all details as in the enclosed proforma..</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 / organization.</p>	
10.	<p>If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.</p>

11.	<p>Additional details about present employment Please state whether working under (indicate the name of your employer against the relevant column)</p> <ul style="list-style-type: none"> a. Central Govt. b. State Govt. c. Autonomous Organisation d. Government Undertakings e. Universities f. Others 	
12	<p>Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade</p>	
13	<p>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.</p>	
14	<p>Total emoluments per month now drawn</p>	
	<p>Basic Pay in the PB</p>	<p>Grade Pay</p>
		<p>Total Emoluments</p>

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 Emolument
<p>16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post.</p> <p>(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)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>		
<p>16.B Achievements :</p> <p>The candidates are requested to indicate information with regard to;</p> <ul style="list-style-type: none"> (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. <p>(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</p>		

are eligible only for Short Term Contract)	
#(The option of 'STC'/Absorption/Re-employment are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment")	
18. Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information in the Curriculum Vitae duly supported by 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

Name, Designation & Rubber Stamp of officer
certifying the above particulars

Curriculum Vitae Proforma for Joint Textile Commissioner (Economics)

1.	Name & 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 Qualification	
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
<p>C) Qualification: <u>For Deputation:</u></p> <p><u>I. Officers under the Central Government</u></p> <p>(a)(i) Holding analogous posts on a 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 Level-12 in the Pay-Matrix (Rs.78800-209200) in the parent cadre or department .</p> <p>(b) Possessing the following qualification and experience,</p>		

namely:-

Essential:

- i) Member of Institute of Chartered Accountants of India
- OR
- Institute of Cost & Work Accountants
- OR
- Membership of Institute of Company Secretaries of India or equivalent.
- OR
- ii) Masters Degree in Business Management with specialisation in Financial management from a Recognised University or Institute or Equivalent.
- OR
- iii) Master Degree in Economics or Statistics or Commerce from a recognised University or Institutions or equivalent.
- AND
- iv) Ten years work experience in the Government department or Semi Government departments or Government Undertaking or textile Research Association in the field of Data management or Data Analysis or Market Analysis or Forecasting of Production or consumption or other economic Matter in the relevant field out of which five year should be in Managerial capacity.

5.1 In the case of Degree and post Graduate Qualifications Elective/main subject 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.

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

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Office/Institution	Pay, Pay band and Grade Pay drawn under ACP/MACP Scheme	From	To

8. Nature of present employment i.e. Ad-doc 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/organisation 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 with all details as in the enclosed proforma.</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 / organization.</p>			
10.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		

11.	<p>Additional details about present employment</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a. Central Govt. b. State Govt. c. Autonomous Organisation d. Government Undertakings e. Universities f. Others</p>	
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 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.	
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		Total Emolument
<p>16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post.</p> <p>(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)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>		
<p>16.B Achievements :</p> <p>The candidates are requested to indicate information with regard to;</p> <ul style="list-style-type: none"> (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 'STC'/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	

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Signature of the candidate

Address

Date

Countersigned

Name, Designation & Rubber Stamp of officer
certifying the above particulars

Annexure**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 No.. _____ dated _____. 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 year duty 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)
