

File No: A-35011/1/2020-ADM

Government of India

Ministry of Personnel, Public Grievances & Pensions

Department of Personnel & Training

Lal Bahadur Shastri National Academy of Administration

Mussoorie-248179

E-Mail : aoadmn[dash]lbsnaa[at]gov[dot]in EPABX - 0135-222288/2295

Website - <http://www.lbsnaa.gov.in>**Vacancy Circular**

Subject : Filling up of the following post on deputation basis in Lal Bahadur Shastri National Academy of Administration, Mussoorie regarding.

The following posts have to be filled up in Lal Bahadur Shastri National Academy of Administration, Mussoorie on deputation basis :-

Sl. No.	Name of Post	Number of Posts	Level in pay matrix (7th CPC) or Pay Scale (6th CPC)
1.	Store Keeper	01 (One)	Level - 6 (Rs. 35,400 - 1,12,400) / PB -2 (Rs. 9300 - 34800 plus Grade Pay of Rs. 4200)
2.	Radiographer	01(One)	Level - 5 (Rs. 29,200 - 92,300) / PB -1 (Rs. 5200 - 20200 plus Grade Pay of Rs. 2800)
3.	Staff Car Driver (Ordinary Grade)	01 (One)	Level - 2 (Rs. 19,900 - 63,200) / PB -1 (Rs. 5200 - 20200 plus Grade Pay of Rs. 1900)
4.	Staff Car Driver (Grade-II)	01 (One)	Level - 4 (Rs. 25,500 - 81,100) / PB -2 (Rs. 5200 - 20200 plus Grade Pay of Rs. 2400)
5.	Data Entry Operator, Grade-C	01 (One)	Level - 6 (Rs. 35,400 - 1,12,400) / PB -2 (Rs. 9300 - 34800 plus Grade Pay of Rs. 4200)
6.	Assistant Adminis- trative Officer	03 (Three)	Level - 7(Rs. 44900 - 142400)/ PB-2 (Rs. 9300 - 34800 plus Grade Pay of Rs. 4600)

For prescribed proforma of application, eligibility condition and other details, kindly login the official website of Lal Bahadur Shastri National Academy of Administration viz. <http://www.lbsnaa.gov.in>

The willing and eligible candidates may send their application duly filled in the prescribed proforma through Proper channel along with 05 years Annual Performance Assessment Reports (APAR/ACR), Cadre Clearance, Vigilance Clearance Certificate and requisite certificate of major/minor penalties imposed, if any, within 60 days of the publication of this advertisement in the "Employment News/Rozgar Samachar" to the Deputy Director(Sr.), Administration Section, Lal Bahadur Shastri National Academy of Administration, Mussoorie - 248179 or mail the same to aoadmn@lbsnaa.gov.in. Separate application may be submitted for each post. Applications received after the last date or without the documents noted above or otherwise found incomplete will not be considered.

Dated : 19th July, 2021

→ The last date for receiving
Application Form is 30.09.2021.

(Monika Dhani)
Deputy Director (Sr.)
EN 18/28

→ Employment News (31 July - 6 August, 2021)
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No. A-35011/1/2020-ADM
Government of India,
Department of Personnel & Training,
Lal Bahadur Shastri National Academy of Administration(LBSNAA),
Mussoorie – 248179

VACANCY CIRCULAR

Subject : Filling up the following posts in the Lal Bahadur Shastri National Academy of Administration, Mussoorie on Deputation basis.

It is proposed to invite application for filling up the following posts in the Lal Bahadur Shastri National Academy of Administration, Mussoorie. These posts are proposed to be filled on deputation basis. Essential Qualifications/Experience required for the posts are mentioned against each post:

1. **Name of post :** **Store Keeper**
No. of post : 01 (One)
Pay Level : Level - 6 (Rs. 35,400-1,12,400)
Mode of recruitment: Deputation (including short-term contract) or absorption

Eligibility: Officers of the Central Government or State Government or Union Territories or Universities or Public Sector Undertakings or Statutory bodies/Autonomous bodies or Recognized Research Institutes or Semi-Government Organizations:

(a)(i) Holding analogous post on regular basis in the parent cadre or Department; or (ii) with atleast six years' regular service in Level-5 in the pay matrix or equivalent in the parent cadre/Department; and

(b) Possessing the following educational qualifications and experience:

(i) Bachelor's Degree from a recognized university; and (ii) two years' experience of procurement and maintenance of stores.

2. **Name of post :** **Radiographer**
No. of post : 01 (One)
Pay Level : Level - 5 (Rs. 29,200-92,300)
Mode of recruitment: Deputation/Absorption

Eligibility: Officers of the Central or State Government : -

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

(ii). With five years regular service in Level 4 in the pay matrix; and

(b) Possessing the following qualifications prescribed for direct recruits;

(i) 12th class or equivalent pass from recognized Board or University;

(ii) Diploma in Radiography from a recognized Institute.

Desirable : At least three years' experience in Radiography in a Government or Private Hospital.

3. **Name of post :** **Staff Car Driver (Ordinary Grade)**
No. of posts : 01 (One)
Pay band & Grade Pay : Level - 2 (Rs. 19900-63200)
Mode of recruitment: Deputation

Eligibility: From amongst the regular Group C employees in Level 1 in the pay matrix in the Lal Bahadur Shastri National Academy of Administration, Mussoorie who possess valid Driving License for Motor Cars on the basis of a Driving test to assess the competence to drive Motor car failing which from officials holding the post of Dispatch Rider on regular basis or regular Group C employees in Level 1 in the pay matrix in other Ministries of the Central Government who fulfill the necessary qualifications as mentioned below;

- (i). 10th Class pass from a recognized Board or equivalent;
- (ii). Possession of a valid Driving License for motor car;
- (iii). Knowledge of Motor Mechanism (the candidate should be able to remove minor-defects in Vehicle);
- (iv). Experience of driving a motor car for at least three years in any Government office or Public Sector Undertaking or Autonomous or Statutory Organisation or Private Company

4. **Name of post :** **Staff Car Driver(Grade-II)**
No. of post : 01 (one)
Pay band & Grade Pay : Level - 4 (Rs. 25500-81100)
Mode of recruitment: Deputation

Eligibility: Officials of the Central Government;

- (i). holding analogous posts on regular basis; or
- (ii). Staff Car Driver(Ordinary Grade) in Level 2 in the pay matrix with nine(9) years of regular service

Or

Re-employment for Armed Forces Personnel; The Armed Forces Personnel due to retire or to be transferred to reserve within a period of one year and candidate is selected for appointment to the post; it shall be treated as having been filled by promotion.

5. **Name of post :** **Data Entry Operator Grade - C**
No. of posts : 01 (One)
Pay band & Grade Pay : Level - 6 (Rs. 35400-112400)
Mode of Recruitment : Composite Method

Eligibility: **Composite Method :** Deputation (including short term contract) plus Promotion.

Officers of the Central Government or State Government or Universities or recognized Research Institutes or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organizations :-

- (a). (i). holding analogous posts on regular basis in the parent cadre or department; or
- (ii). With six years' regular service rendered after appointment thereto on regular basis in the Pay Level – 5 in the pay matrix or equivalent; and
- (b). possessing the educational qualifications and experience prescribed for direct recruits mentioned below: -

- (i). Bachelor's Degree in Computer Application or Information Technology or Computer Science of a recognized University or Institute; and
(ii). Speed test of not less than 15000 key depressions per hour for data entry work to be ascertained through speed test on computer.

The Departmental Data Entry Operator Grade 'B' in the Pay Level 5 in the Pay Matrix with six years' regular service in the grade is considered along with outsiders, if the candidate is selected for appointment to the post; it shall be treated as having been filled by promotion.

6. **Name of Post :** Assistant Administrative Officer
No. of Posts : 03(Three)
Pay band & Grade Pay : Level - 7 (Rs. 44900 - 142400)
Mode of Recruitment : Deputation
Eligibility :
Officers of the Central Government :
(a) (i) holding analogous posts on regular basis in the parent cadre/department; or
(ii) with five years regular service in the Level - 6 in the Pay Matrix (Rs. 35400 - 112400) or equivalent in the parent cadre/department; and
(b) having two years' experience in establishment and Accounts matters.

Note - These post will be filled on deputation basis for period of 01(one) year only.

Note- Number of vacancies may increase or decrease.

Age Limit: The age limit for appointment by deputation basis shall not exceed 56 years as on the closing date of receipt of application.

Period: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same shall not ordinarily exceed three years. The deputation will be governed by the terms and conditions as contained in the Department of Personnel & Training's O.M. No. 6/8/2009-Estt.(Pay II) dated 17/06/2010 as amended from time to time.

Willing and eligible candidates are required to submit their applications 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 Gazetted Officer) within 60 days from the date of publication of this circular in the Employment News/Rozgar Samachar to the Deputy Director (Sr.), Lal Bahadur Shastri National Academy of Administration, Mussoorie-248179. Application received after the last date or without the documents noted above or otherwise found incomplete will not be considered.

The details of the vacancy along with prescribed Form are available on the LBSNAA website www.lbsnaa.gov.in

Dated : 19th July, 2021

Monika Dhami
(Monika Dhami)
Deputy Director (Sr.)

..... के पद के लिए बायोडाटा/कार्य अनुभव प्रोफार्मा

1. नाम तथा पता, ईमेल और टेलीफोन नंबर सहित (बड़े अक्षरों में)	
2. जन्म तिथि (ईस्वी सन् में)	
3. I) सेवा में प्रवेश की तिथि	
II) केन्द्र/राज्य सरकार के नियमों के तहत सेवानिवृत्ति की तिथि	
4. शैक्षणिक योग्यताएं	
5. क्या पद के लिए अपेक्षित शैक्षणिक तथा अन्य योग्यताएं संतोषजनक हैं। (यदि किसी योग्यता को नियमों में निर्धारित किसी योग्यता के बराबर माना गया है, तो उसके प्रमाण का उल्लेख करें)।	
विज्ञापन/रिक्ति परिपत्र में यथा-उल्लिखित अपेक्षित अर्हताएं/अनुभव	अधिकारी द्वारा प्राप्त अर्हताएं/अनुभव
अनिवार्य	अनिवार्य
क) योग्यता	क) योग्यता
ख) अनुभव	ख) अनुभव
वांछनीय	वांछनीय
योग्यता	A) योग्यता
क) अनुभव	ख) अनुभव
<p>5.1 नोट : इस कॉलम को विस्तारित किए जाने की आवश्यकता है ताकि परिपत्र जारी करते समय तथा रोजगार समाचार में विज्ञापन देते समय प्रशासनिक मंत्रालय/विभाग/कार्यालय द्वारा भर्ती नियमों में यथा उल्लिखित अनिवार्य तथा वांछनीय योग्यता को दर्शाया जा सके।</p> <p>5.2 डिग्री तथा स्नातकोत्तर योग्यताओं के मामले में अभ्यर्थी द्वारा वैकल्पिक/मुख्य तथा सहायक विषयों को दर्शाया जाए।</p>	
6. कृपया स्पष्ट रूप से उल्लेख करें कि क्या आप द्वारा ऊपर दी गई प्रविष्टियों के प्रकाश में आप अपेक्षित आवश्यक योग्यताओं तथा पद के कार्य अनुभव को पूरा करते हैं।	
<p>6.1 नोट: बोरोविंग विभाग को आवेदित पद के संदर्भ में अभ्यर्थी द्वारा प्राप्त प्रासंगिक आवश्यक योग्यता/कार्य अनुभव (बायोडाटा में यथा-उल्लिखित) की पुष्टि करते हुए उनकी विशिष्ट टिप्पणियां/विचार उपलब्ध कराने होंगे।</p>	

7. क्रमानुसार रोजगार का ब्यौरा। यदि नीचे दिया गया स्थान अपर्णायाप्त है तो अपने हस्ताक्षर से यथा विधि प्रामाणिक पृथक पृष्ठ संलग्न करें।

कार्यालय/संस्थान	नियमित आधार पर धारित पद	से	तक	*नियमित आधार पर धारित पद का पे-बैंड और पे ग्रेड/पे लेवल	आवेदित पद के लिए अपेक्षित अनुभवों पर प्रकाश डालते हुए कर्तव्यों (विस्तार से) का स्वरूप

***महत्वपूर्ण :** ACP/MACP के तहत दिया गया पे बैंड और ग्रेड पे/पे लेवल अधिकारी का अपना व्यक्तिगत मामला है इसलिए इसका उल्लेख नहीं किया जाना चाहिए। केवल नियमित आधार पर धारित पद के पे बैंड और ग्रेड पे/पे लेवल का उल्लेख किया जाना चाहिए। वर्तमान पे बैंड और ग्रेड पे सहित ACP/MACP का ब्यौरा जहां इस प्रकार के लाभ अभ्यर्थी द्वारा आहरित किया गया है, नीचे दर्शाया जाए ;

कार्यालय/संस्थान	ACP/MACP स्कीम के तहत आहरित पे, पे बैंड और ग्रेड पे	से	तक

8. वर्तमान रोजगार का स्वरूप अर्थात् तदर्थ या अस्थायी या अर्द्ध-स्थायी अथवा स्थायी			
9. यदि वर्तमान पद प्रतिनियुक्ति/संविदा आधार पर धारित है, तो कृपया उल्लेख करें -			
क) प्रारंभिक नियुक्ति की तिथि	ख) प्रतिनियुक्ति/संविदा पर नियुक्ति के अवधि	ग) मूल कार्यालय/संगठन का नाम जिससे आवेदक संबंधित है	घ) मूल संगठन में मूल क्षमता में धारित पद का नाम तथा वेतन
9.1 नोट : यदि अधिकारी पहले से प्रतिनियुक्ति पर है, तो इस प्रकार के अधिकारियों के आवेदन मूल संवर्ग/विभाग द्वारा संवर्ग स्वीकृति, सतर्कता स्वीकृति तथा सत्यनिष्ठा प्रमाणपत्र के साथ अग्रेषित किया जाना चाहिए।			
9.2 नोट : उपरोक्त कॉलम 9 (ग) तथा (घ) के अंतर्गत जानकारियां उन सभी मामलों में दी जानी चाहिए जहां व्यक्ति संवर्ग/संगठन से बाहर प्रतिनियुक्ति के पद पर है किन्तु अभी भी मूल संवर्ग/संगठन में लियन पर है।			
10. यदि आवेदक द्वारा विगत में प्रतिनियुक्ति पर कोई पद धारित किया हो, तो पिछली प्रतिनियुक्ति से वापस आने की तिथि तथा अन्य विवरण दें।			

<p>11. वर्तमान रोजगार के बारे में अतिरिक्त ब्यौरा कृपया कार्यरत संगठनों का उल्लेख करें(संगत कॉलम के सामने अपने नियोक्ता का नाम बताएं)</p> <p>क) केंद्र सरकार ख) राज्य सरकार ग) स्वायत्तशासी संगठन घ) सरकारी उपक्रम ड.)विश्वविद्यालय च) अन्य</p>		
<p>12. कृपया बताएं कि क्या आप उसी विभाग में कार्यरत हैं तथा फीडर ग्रेड में हैं या फीडर से फीडर ग्रेड में हैं</p>		
<p>13. क्या आप संशोधित वेतनमान में हैं ? यदि हां, तो उस तिथि का उल्लेख करें जब संशोधन हुआ और संशोधन पूर्व वेतनमान का भी उल्लेख करें।</p>		
<p>14. प्रतिमाह अब आहरित कुल परिलब्धियां</p>		
पे बैंड/पे लेवल में मूल वेतन	ग्रेड पे	कुल परिलब्धियां
<p>15. यदि आवेदक ऐसे संगठन से संबंधित है जहां केन्द्र सरकार का वेतनमान लागू नहीं है तो निम्नलिखित विवरणों को दर्शाते हुए संगठन द्वारा जारी वर्तमान स्लीप संलग्न किए जाएं।</p>		
वेतनमान सहित मूल वेतन तथा वेतन वृद्धि दर	महंगाई वेतन/अंतरिम राहत/अन्य भत्ते आदि, (ब्यौरेवार)	कुल परिलब्धियां
<p>16. क. अतिरिक्त सूचना, पद के लिए अपनी उपयुक्तता के समर्थन में आप द्वारा आवेदित पद की संगत जानकारी, यदि कोई हो। (अन्य चीजों के साथ-साथ (1) अतिरिक्त शैक्षणिक योग्यताएं (2) व्यावसायिक प्रशिक्षण तथा (3) रिक्ति परिपत्र/विज्ञापन में निर्धारित उपरोक्त कार्य अनुभव के संबंध में सूचना दी जाए। (नोट : स्थान अपर्याप्त होने पर पृथक पृष्ठ संलग्न करें)</p>		
<p>16. ख. उपलब्धियां : अभ्यर्थियों से अनुरोध किया जाता है कि वे निम्न के संबंध में सूचना दें; (1) शोध प्रकाशन और रिपोर्ट्स तथा विशेष परियोजनाएं (2) पुरस्कार/अध्येतावृत्ति/शासकीय प्रशंसा (3) व्यावसायिक निकायों/संस्थानों/सोसाइटियों के साथ संबद्धता और; (4) अपने नाम से या संगठन के लिए प्राप्त पंजीकृत पेटेंट्स (5) सरकारी मान्यता से संबंधित कोई शोध/नवाचार कार्यवाही (6) कोई अन्य सूचना . (नोट : स्थान अपर्याप्त होने पर पृथक पृष्ठ संलग्न करें)</p>		

17. कृपया यह उल्लेख करें कि क्या आप प्रतिनियुक्ति के लिए आवेदन कर रहे हैं। (आईएसटीसी/आमेसन/पुनः नियुक्ति आधार पर # (केंद्र/राज्य सरकार के अधीन अधिकारी ही "आमेसन" के लिए पात्र हैं। गैर सरकारी संगठन के अभ्यर्थी केवल अल्पकालिक संविदा के लिए पात्र हैं)	
# ('STC'/'आमेसन'/'पुनःनियुक्ति' का विकल्प तभी उपलब्ध है यदि रिक्ति परिपत्र में विशेष रूप से "STC" या "आमेसन" अथवा "पुनःनियुक्ति" द्वारा भर्ती का उल्लेख किया गया हो)	
18. क्या आप अनुसूचित जाति/अनुसूचित जनजाति से संबंधित हैं	

मैंने रिक्ति परिपत्र/विज्ञापन को सावधानीपूर्वक पढ़ लिया है और मैं अच्छी तरह जानता हूँ कि मेरे द्वारा प्रस्तुत आवश्यक योग्यता/कार्य अनुभव के संबंध में दस्तावेजों द्वारा यथा विधि समर्थित बायोडाटा में दी गई जानकारी का पद के लिए चयन के समय चयन समिति द्वारा मूल्यांकन भी किया जाएगा। मेरे द्वारा दी गई जानकारी/विवरण मेरे जानकारी में सही और सत्य है तथा मेरे चयन पर असरकारी कोई भी महत्वपूर्ण तथ्य छिपाया/रोका नहीं गया है।

(अभ्यर्थी का हस्ताक्षर)

पता.....

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दिनांक

नियोक्ता/संवर्ग नियंत्रक प्राधिकारी द्वारा प्रमाणपत्र

आवेदक द्वारा उपरोक्त आवेदन में दी गई जानकारी/विवरण अभिलेखों पर उपलब्ध तथ्यों के अनुसार सत्य और ठीक हैं। उसे तत्काल कार्यमुक्त कर दिया जाएगा।

2. यह भी प्रमाणित किया जाता है कि;

- 1) श्री/श्रीमतीके विरुद्ध कोई भी सतर्कता या अनुशासनिक मामले लंबित/अपेक्षित नहीं है।
- 2) उसका/उसकी गोपनीय रिपोर्ट सत्यनिष्ठा प्रमाणित है।
- 3) उसका/उसकी सी.आर. डोजियर/भारत सरकार के अवर सचिव या उससे ऊपर के रैंक के अधिकारी द्वारा यथा विधि साक्षात्कृत पिछले 5 वर्षों की ए.सी.आर. की प्रतिलिपियां संलग्न है।
- 4) पिछले 10 वर्षों के दौरान उस पर कोई बड़ी/छोटी शास्ति नहीं लगाई गई है या पिछले 10 वर्षों के दौरान उस पर लगाई गई बड़ी/छोटी शास्तियों की सूची संलग्न है। (मामले की यथा स्थिति)

प्रतिहस्ताक्षरित

.....
(नियोक्ता/संवर्ग नियंत्रक प्राधिकारी की मुहर सहित)

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.**

<p>6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.</p>	
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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, 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	
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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.

Note: information under Column 9(c) & (d) above must be given in all cases here a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parents cadre/ organisation

10. if any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.	
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) <ul style="list-style-type: none"> a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others 	
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.	
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale	

14. Total emoluments per month now drawn

Basis Pay in the PB	Grade Pay	Total Emoluments

15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.

Basic Pay with Scale of pay and rate of increment	Dearness Pay/ Interim relief / other Allowances etc. ,(with break-up details)	Total Emoluments

16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to

- i. additional academic qualifications
- ii. Professional training
- 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 regards to;

- (i) Research publications and reports and special projects
- (ii) Awards/Scholarships/Officials 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 Organization 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	

DECLARATION

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.

(Name &Signature of the Candidate)

Place _____

Address _____

Date _____

CERTIFICATION BY THE EMPLOYER/ CADRE CONTROLLING AUTHORITY

1. The information/details provided in the above application by the applicant Ms./Mr..... 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 Ms/Mr. _____
- ii. His/her Integrity is certified.
- iii. His/her CR dossier in original is enclosed/ photocopies of the ACRs for the last 5years 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 last 10 years is enclosed (as the case may be).

Place:

**(Countersign of Employer/
Cadre Controlling Authority with Seal)**

Date: