

From

The Joint Secretary to Government, Haryana,
Secretariat Establishment.

To

✓ The Incharge,
NIC, 09th floor, Haryana Civil Secretariat.

Memo No. 22/18/2019-6Estt.-I

Dated: Chandigarh, the 23rd August, 2021

Subject:- Filling up the posts on deputation/ transfer basis.

Kindly refer to the subject cited above.

2. Please find enclosed herewith the following circulars to upload the same on the Chief Secretary's Haryana website:-

Sr. No.	Received from	Number & Date
1.	Official Language Wing, Legislative Department, Ministry of Law & Justice, Government of India.	F. No. A. 12025/3/2021-Admn, dated 22.07.2021.
2.	Joint Director (Admn.), Enforcement Directorate, Government of India.	F. No. A-4/6/2018, dated 10.08.2021
3.	Deputy Registrar, National Consumer Disputes Redressal Commission, Government of India.	No. A-2/ Recruitment/ NCDRC/ 2017-18 Vol. II, dated 30.07.2021.

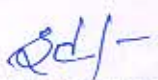

Superintendent Establishment-I
for Joint Secretary to Government, Haryana,
Secretariat Establishment

No. 22/18/2019-6Estt.-I

Dated: Chandigarh, the 23rd August, 2021

A copy is forwarded to the following for information and necessary action please:-

1. The Deputy Legislative Counsel, Official Language Wing, Legislative Department, Ministry of Law & Justice, Government of India, Room No. 726, A-Wing, Shastri Bhawan, Rajender Prasad Road, New Delhi - 110001 w.r.t their F. No. A. 12025/3/2021-Admn, dated 22.07.2021.
2. The Joint Director (Admn.), Enforcement Directorate, Government of India, 06th Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003 w.r.t their F. No. A-4/6/2018, dated 10.08.2021.
3. The Deputy Registrar, National Consumer Disputes Redressal Commission, Government of India, Upbhokta Nyay Bhawan, 'F' Block, GPO Complex, INA, New Delhi-110023 w.r.t their letter No. A-2/ Recruitment/ NCDRC/ 2017-18 Vol. II, dated 30.07.2021.
4. The Director General, Treasury & Accounts, Haryana, 2nd Floor, 30 Bays Building, Sector-17, Chandigarh alongwith a copy of letter No. A-2/ Recruitment/ NCDRC/ 2017-18 Vol. II, dated 30.07.2021.
5. The Superintendent Services-II Branch, Haryana Civil Secretariat, Chandigarh w.r.t their Diary Nos. 81991, dated 13.08.2021, 81683, dated 11.08.2021 and 84026, dated 18.08.2021.


Superintendent Establishment-I
for Joint Secretary to Government, Haryana,
Secretariat Establishment.



File No. A. 12025/3/2021- Admn.

Government of India
Ministry of Law & Justice
Legislative Department
Official Languages Wing



Room No. 726, A-Wing, Shastri Bahawan,
Dr. Rajender Prasad Road, New Delhi-110001
New Delhi, the 22nd July 2021.

To:

The Chief Secretary to the
Government of -----

Subject : Appointment to the post of **Superintendent Translation (Hindi Branch)** by
deputation in the Official Languages Wing, Legislative Department, Ministry of Law
& Justice.

Sir/Madam,

I am directed to say that one post of Superintendent Translation (Hindi Branch) in the
Official Languages Wing of the Legislative Department, Ministry of Law & Justice is required
to be filled on deputation basis. The post of Superintendent Translation (Hindi Branch)
belongs to General Central Service, Group 'A' (Gazetted) (Non-Ministerial) in level 10 in the
pay matrix (Rs. 56100-177500) Deputation to the said post is to be made from amongst the
officers of the Central/State Government: -

Essential:

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 regular basis
in **level-8 (Rs. 47600-15100) or level-9 (Rs. 53100-1678100)** in the pay matrix or equivalent in
the parent cadre or Department; and

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 excadre post held
immediately preceding this appointment in the same or some other organisation or
department of the Central Government shall ordinarily not exceed three years.

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

(b) possessing the educational qualifications and experience prescribed for recruitment as
set out in Annexure-I

2. I am to request that the applications in the prescribed form (Annexure-II) of suitable
officers who satisfy the educational qualifications and experience and whose services can be
spared immediately may be sent to this Department. The final selection of the candidate will
be made in consultation with the Union Public Service Commission.

Services-II Branch
Diary No 81991
Date 13/08/21

RT-10/08/21

3. The applications of willing officers should reach the undersigned (in duplicate) along with their up-to-date CR Dossier, Vigilance Clearance Certificate and Integrity Certificate separately within 60 days from the date of publication of the vacancy in the Employment News. While forwarding the applications, a certificate showing that no minor/major penalty has been imposed on the officers in the past ten years may also be enclosed separately.

Encl: As above.

Yours faithfully,

(Rakesh Kumar)

Deputy Legislative Counsel

Tel.: 011- 23386923

Copy to: -

1. All Ministries/Departments of the Government of India. {for giving wide publicity}.
2. Under Secretary (Vidhi Sahitya Prakashan) [for giving wide publicity].
3. The Editor, Employment News, 7th Floor, Soochana Bhawan, Lodhi Road, New Delhi.

[It is requested that the vacancy may kindly be published in the Employment News in the forth- coming issue **and the time limit for submission of application may be given as 60 days from the date of publication of the said vacancy in the Employment News.** A copy of the advertisement may kindly be sent to this Department at an early date. The bill for payment may also be sent to this Department at the address of Deputy Legislative Counsel, Legislative Department, Official Languages Wing immediately.]

4. In charge, NIC-Cell, M/o Law & Justice with request to upload the aforesaid circular on the website of this Ministry by way of giving a link "vacancy circular" on the Home page.
5. The Department of Personnel & Training with a request to upload the said vacancy circular on their website.

(Ved Parkash)

Section Officer.

Tel. 011- 23386709.

Essential:

(A) (i) Master Degree in Law from a recognised University or Institution; and

(ii) Possessing the following educational qualifications and experience, namely: -

I. a Member of State Judicial Service for a period of two years; or

II. a Central or State or Union territory Government Servant or an executive or officer in a Public Sector Undertaking or Statutory Body or Autonomous Body, who has experience in Legal Affairs for two years; or

III. a qualified legal practitioner who has practised as such for two years; or

IV. a teacher of law for two years in a recognised institution; or

V. two years experience of translation into Hindi of statutes, statutory rules and orders in Central Government or State Government or Union territory administration; or

VI. two years experience of drafting of statutes in the Central Government or State Government or Union territory administration; and

(iii) Passed Secondary School Examination or any higher examination from a recognised Board or University or institution through Hindi medium or had offered Hindi as a subject in Secondary School Examination or any higher examination from a recognised Board or University or any institution or foreign university approved by the Central Government; or

B (i) Bachelor's Degree in Law (LLB) from a recognized University or Institution; and

(ii) Possessing the following educational qualifications and experience, namely:

I. a member of State Judicial Service for a period of four years; or

II. a Central or State or Union Territory Government Servant or an executive or officer in a Public Sector Undertaking or Statutory Body or Autonomous Body who has had experience in Legal Affairs for four years; or

III. a qualified legal practitioner who has practised as such for four years; or

IV. a teacher of law for four years in a recognised institution; or

V. four years experience of translation into Hindi of statutes, statutory rules and orders in the Central Government or the State Government or Union territory; or

VI. four years experience of drafting of statutes in the Central Government or the State Government or Union territory; and

(iii) Passed Secondary School Examination or any higher examination from a recognized Board or University or Institution through Hindi medium or had offered Hindi as a subject in Secondary School Examination or any higher examination from a recognised board or University or any Institution or foreign University approved by the Central Government.

Note 1: The expression qualified legal practitioner used in the essential qualification means a person who is an advocate or a pleader and has practised as such for two years in case of Masters Degree in Law or four years in case of Bachelors Degree in Law.

Note 2: The term experience in Legal Affairs means holding of a substantive legal post under the Government or Public Sector Undertaking or Statutory Body or Autonomous Body for which Bachelors Degree in Law is a prerequisite or essentials qualification for recruitment.

Note 3: Qualifications are relaxable at the discretion of the Union Public Service Commission, for reasons to be recorded in writing, in the case of candidates otherwise well qualified.

Note 4: The qualification(s) regarding experience is/are relaxable at the discretion of the Union Public Service Commission, for reasons to be recorded in writing, in the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes, if at any stage of selection the Union Public Service Commission, 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 vacancies reserved for them.

Desirable:

Experience: Three years' experience of translation into Hindi of statutes, statutory rules and orders in Central Government or State Government or Union territory administration.

3. 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	Qualifications/Experience possessed by the officer
Essential	1) 2) 3)	
Desired	1) 2)	

6. Please State clearly whether in the light of entries made by you above, you meet the requirement 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

From

To

Scale of Pay
and Basic
Pay

Nature of
duties (in
detail)

8. Nature of present employment i.e. Ad-hoc of 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 you belong.

10. 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 Undertaking

e) Universities

f) Others

11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.
12. 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.
13. Total emoluments per month now drawn
14. Additional information, if any, which you would like to mention in support of your suitability for the post.

(This among other things may provide information with regard to (i) additional academic qualifications (ii) Professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement)

(Note: Enclose a separate sheet, if the space is insufficient).

15. 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 Organisations are eligible only for Short Term Contract).
16. Whether belongs to SC/ST
17. Remarks: (The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards / Scholarship / Official Appreciation (iii) Affiliation with the professional bodies/ institutions/ societies and (iv) any other information

(Note: Enclose a separate sheet if the space is insufficient)

I have carefully gone through the vacancy circular/advertisement 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 Candidates

Date_____

Address_____

Countersigned

(Employer with seal)

Email

Mr VIJAI VARDHAN

filling up the post of Assistant Enforcement Officer in the Enforcement Directorate in Pay Matrix Level-7 (Rs. 44900 - 142400) on deputation basis - reg.

From : Establishment Section <estt.hq-enforce@gov.in>

Wed, Aug 11, 2021 11:23 AM

Subject : filling up the post of Assistant Enforcement Officer in the Enforcement Directorate in Pay Matrix Level-7 (Rs. 44900 - 142400) on deputation basis - reg.

1 attachment

To : Speical Director Directorate of Enforcement <spldir-chd.enforce@nic.in>, Vivek Wadekar <sdecr-enforce@gov.in>, Subhash Agrawal <spldir.kol-enforce@gov.in>, Prashant Kumar <sd.wr-enforce@gov.in>, Prashant Kumar <sd.sr-enforce@gov.in>, CS AP <cs@ap.gov.in>, Naresh Kumar <cs-arunachal@nic.in>, Chief Secretary Bihar <cs-bihar@nic.in>, Chief Secretary Office <csoffice.cg@gov.in>, Chief Secretary <cs-go@nic.in>, chiefsecretary@gujarat.gov.in, Mr VIJAI VARDHAN <cs@hry.nic.in>, Ram Subhag Singh <cs-hp@nic.in>, Shri Sukhdev Singh <cs-jharkhand@nic.in>, cs@karnataka.gov.in, Dr.V.P.Joy IAS <chiefsecy@kerala.gov.in>, Iqbal Singh Bains <cs@mp.nic.in>, cs@maharashtra.gov.in, cs-manipur <cs-manipur@nic.in>, cso-meg <cso-meg@nic.in>, cs miz <cs_miz@rediffmail.com>, Chief Secretary Nagaland <csnagl@nic.in>, Suresh Chandra Mahapatra <csori@nic.in>, Chief Secretary, Punjab <cs@punjabmail.gov.in>, csraj@rajasthan.gov.in, Mr S.C Gupta <cs-skm@hub.nic.in>, cs@tn.gov.in, cs-tripura <cs-tripura@nic.in>, CHIEF SECRETARY GoUP <csup@nic.in>, chief secretary <cs-uttarakhand@nic.in>, Shri H K Dwivedi <cs-westbengal@nic.in>, adcgovpb@gmail.com, cs-jandk <cs-jandk@nic.in>, Shri Vijay Kumar Dev <csdelhi@nic.in>, Jishnu Barua IAS <cs-assam@nic.in>, dgp@appolice.gov.in, arpolice@rediffmail.com, dgp@assampolice.co.in, dgp-bih <dgp-bih@nic.in>, dgp-gs@gujarat.gov.in, Haryana Police <police@hry.nic.in>, DGP Himachal Pradesh <dgp-hp@nic.in>, jkpolice@nic.in, dgp@jhpolic.gov.in, dgmp@mpolice.gov.in, DGP Mumbai MAHARASHTRA POLICE <dgpmms.mumbai@mahapolice.gov.in>, DGP <dgp-mnp@nic.in>, meghpol@hotmail.com,

mizorpol@rediffmail.com, DGP & State Police Chief,
Kerala <dgp@keralapolice.gov.in>, jsadm-
cbic@nic.in, dgptripura@yahoo.co.in, dgp
<dgp@up.nic.in>, dgc police ua
<dgc.police.ua@anic.in>,
dgpwestbengal@gmail.com, dgp@tn.gov.in, DGP
Punjab <dgp.punjab.police@punjab.gov.in>,
sikphq@hotmail.com, DGP RAJASTHAN <dgp-
rj@nic.in>, Rakesh Asthana
<cp.rakeshasthana@delhipolice.gov.in>, Soumen
Mitra <cp@kolkatapolice.gov.in>, cop chncity
<cop.chncity@tncctns.gov.in>, Director General NIC
<dg@nic.in>, JAIKARAN AGRI <jai.karan@gov.in>,
Computer Section HQRS <compedhq-
enforce@gov.in>, Shri Prakash <jsadmin-
mha@nic.in>, memberadmin-cbdt@gov.in, CP Mu
mbai <cp.mumbai@mahapolice.gov.in>

Cc : JITENDRA KUMAR <jitendra.gogia@gov.in>, Rahul
Navin <sd.hq-enforce@gov.in>, Rohit Dwivedi
<rohit.dwivedi@nic.in>

Respected Sir,

Please find attached, Vacancy Circular dated 10.08.2021 for filling up the post of Assistant Enforcement Officer in the Directorate of Enforcement in Pay Matrix Level - 7 (Rs. 44900-142400), on deputation basis.

With Regards,
Directorate of Enforcement,
Establishment Section,
Hqrs., New Delhi

OFFICE MEMORANDUM-08102021042936.pdf
240 KB



प्रवर्तन निदेशालय
भारत सरकार
छठा तल, लोक नायक भवन,
खान मार्केट, नई दिल्ली-110 003
ENFORCEMENT DIRECTORATE
Government of India
6th Floor, Lok Nayak Bhawan,
Khan Market, New Delhi-110 003
Tel. : 24693577 Fax : 24631847

F.No. A-4/6/2018

Dated: | 0.08.2021

OFFICE MEMORANDUM

Sub:- **Filling up the post of Assistant Enforcement Officer in the Directorate of Enforcement in Pay Matrix Level-7 (Rs.44900-142400) on deputation basis-reg.**

It is proposed to fill up the posts of Assistant Enforcement Officer in Pay Matrix Level-7 on deputation basis in this Directorate of Enforcement at Delhi, Mumbai, Chennai, Kolkata, Jaipur, Surat, Bhubaneswar, Chandigarh, Lucknow, Jalandhar, Srinagar, Bangalore, Cochin, Hyderabad, Guwahati, Ahmedabad, Panaji, Madurai, Calicut, Raipur, Indore, Nagpur, Dehradun, Jammu, Shimla, Allahabad, Ranchi, Patna, Gurugram, Bhopal, Vishakhapatnam, Mangalore, Gangtok, Agartala, Aizawl, Imphal, Itanagar, Kohima and Shillong.

2. In terms of the Recruitment Rules, the following categories of officers are eligible:-

"Officers from Central Government or State Government or Union territories (Including officers from Central Government or States Government or Union territories Police organizations):

(A) (i) Holding analogous post 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 the Level-6 of the pay matrix or equivalent in the parent cadre or department; and

(B) Possessing the following educational qualification and experience:-

(i) A degree in any subject from a recognized university; and

(ii) Two years' experience in the field of Legal Work, Intelligence, Investigation work and Adjudication or prosecution relating to fiscal or criminal laws.

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.

The maximum age limit for appointment by deputation (Including Short term Contract) shall not be exceeding 56 years as on the date of receipt of applications.

Services-II Branch

Diary No 84026

17/08/2021



B.O.

Sup/CS
13/8/21

S/S

13-8-2021

13-8-2021

10.08.2021

16/8

SS II

17/8/21

6511

3. The Pay & allowances and other terms will be regulated in accordance with the Department of Personnel & Training's O.M. No. 6/8/2009-Estt (Pay-II) dated 17th June, 2010 as amended from time to time. Besides, the officers working in Directorate of Enforcement at level of Assistant Enforcement Officer are currently entitled for Special Incentive Allowance @ 20% of Basic Pay.

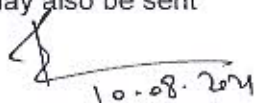
4. The Cadre Controlling Authorities are requested that applications of eligible and willing officers may be forward in the proforma annexed so as to reach the Joint Director (Admn.), Directorate of Enforcement, 6th Floor, Lok Nayak Bhawan, Khan Market, New Delhi – 110003. The advertisement can also be seen on the website of Directorate of Enforcement www.enforcementdirectorate.gov.in

5. While forwarding the applications, the Cadre Controlling Authorities shall verify and ensure that the particulars furnished by the applicants are correct and no disciplinary case is either pending or contemplated against the officer concerned. The following documents should also be sent along with the applications:-

- (i) Bio data
- (ii) Complete and up-to-date C.R. dossier for the last five years up to 2020-2021 or attested photocopy thereof
- (iii) Vigilance Certificate/Clearance
- (iv) Integrity Certificate/Clearance
- (v) Cadre Clearance
- (vi) A statement of major/minor penalties, if any, imposed upon the officer during the last 10 years.

6. Incomplete applications or applications not received through proper channel may not be considered. ***This is an open vacancy circular. The complete applications received by 30th of every month shall be considered for selection in the subsequent month for available vacancies. This process will continue till all the vacancies are filled up.***

8. A check list of documents to be attached with the application may also be sent (proforma enclosed).


(Rohit Dwivedi)
Joint Director (Admn.)

Copy to:-

1. The Chief Secretary, Andhra Pradesh (Hyderabad) /Arunachal Pradesh (Itanagar) /Assam (Guwahati) /Bihar (Patna) /Chhattisgarh (Raipur) /Chandigarh/Goa (panaji)/Gujarat (Ahmedabad) /Haryana (Chandigarh) /Himachal Pradesh (Shimla) /Jammu & Kashmir (Srinagar) /Jharkhand (Ranchi) / Karnataka (Bangalore) /Kerala (Thiurvanathapuram) /Madhya Pradesh (Bhopal) /Maharashtra (Mumbai) /Manipur (Imphal) /Meghalaya (Shillong) /Mizoram (Aizawl) / Nagaland (Kohima) /Orissa (Bhubaneswar) /Punjab (Chandigarh) /Rajasthan (Jaipur) /Sikkim (Gangtok) /Tamilnadu (Chennai) /Tripura (Agartala) /Uttar Pradesh (Lucknow) / Uttarakhand (Dehradun) / West Bengal (Kolkata)/ Delhi.

2. The Director General of Police, State Police Hqrs. Maharashtra(Mumbai) / West Bengal(Kolkata) /Tamilnadu (Chennai) /Kerala(Trivandrum) /Andhra Pradesh(Hyderabad) /Karnataka(Bangalore) /Uttar Pradesh(Lucknow) /Rajasthan(Jaipur) /Gujarat(Ahmedabad) /Madhya Pradesh (Bhopal) /Jammu & Kashmir(Srinagar) /Assam (Guwahati) /Orissa(Bhubaneswar) / Chhatisgarh (Raipur) / Haryana (Chandigarh) / Punjab (Chandigarh) /Himachal Pradesh (Shimla) / Uttarakhand (Dehradun) / Jharkhand (Ranchi) /Bihar(Patna) / Nagaland (Kohima) /Meghalaya(Shillong) /Manipur(Imphal) /Tripura(Agartala) /Mizoram(Aizawl)/ Sikkim(Gangtok)/ Arunachal Pradesh (Itanagar).
3. The Commissioner of Police, New Delhi/Kolkata/Mumbai/Chennai.
4. The Joint Secretary (Admn.), Ministry of Home Affairs, North Block, New Delhi. (For circulation in State Police Organizations/Union Territories Police Organizations).
5. The Joint Secretary (Admn), Central Board of Direct Taxes, North Block, New Delhi. (For circulation in the field offices of the C.B.D.T.)
6. The Joint Secretary(Admn), Central Board of Indirect Taxes & Customs, North Block, New Delhi (For circulation in the field offices of the C.B.I.C.).
7. The Director General, NIC, A-Block, CGO Complex, Lodhi Road, New Delhi.
8. The Special Director, Directorate of Enforcement, CR/NR/WR/SR/ER.
9. All Zonal / Sub Zonal Offices of Directorate of Enforcement.
10. Hindi Section for Hindi Version.
11. Computer Section, Head Quarters for putting the circular on website of the Directorate.

ANNEXURE 'A'

APPLICATION FOR THE POST OF ASSISTANT ENFORCEMENT
OFFICER

Photo

1. NAME (IN BLOCK LETTERS) _____
2. DATE OF BIRTH _____
3. DATE OF RETIREMENT UNDER
CENTRAL / STATE GOVERNMENT
RULES _____
4. POST HELD AT PRESENT IN THE PARENT _____
DEPARTMENT AND PAY OF POST
5. PRESENT PAY IN PAY MATRIX LEVEL _____
6. WHETHER THE PRESENT GRADE IS GRANTED _____
BY WAY OF MACP OR REGULAR PROMOTION
7. DATE OF REGULAR APPOINTMENT TO _____
THE PRESENT POST
8. 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 & Address of the parent Office :
/organization to which you belong
9. 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 Organization :
(d) Government Undertaking :
(e) Universities :
(f) Others :

10. EDUCATIONAL QUALIFICATION _____

11. CHOICE OF STATIONS FOR POSTING
(Minimum three choices)

12. COMPLETE ADDRESS OF CADRE
CONTROLLING AUTHORITY _____

13. WHETHER SC/ST/OBC _____

14. HOME STATE _____

15. ANY OTHER RELEVANT INFORMATION _____

16. INFORMATION RELATING TO SERVICE PARTICULARS (IN REVERSE
CHRONOLOGICAL ORDER SINCE JOINING SERVICE)

S.NO.	POST HELD & PAY	FROM	TO	BRIEF DESCRIPTION OF DUTIES AND NATURE OF WORK

17. EXPERIENCE IN THE FIELD OF INTELLIGENCE COLLECTION AND
INVESTIGATION.

DATED:

SIGNATURE OF THE APPLICANT

CONTACT No:

Part – B

FOR THE USE OF CADRE CONTROLLING AUTHORITY/DEPARTMENT ONLY

1	Whether the officer meets eligibility requirement as on the closing date of application	Yes/No
2.(a) (i)	Whether any vigilance case is pending or contemplated against the officer	Yes/No
(ii)	If yes, please give details	
(b) (i)	Whether any Major/Minor penalty has been imposed on the proposed officer during last ten years	Yes/No
(ii)	If yes, please give details	
(iii)	Indicate whether any penalty is in operation as on date	
(c)	Whether cadre clearance for the officer by the Competent Authority has been granted	Yes/No
(d)	Whether Integrity Certified	Yes/No

Date: Signature _____

Name:

Designation:
(With stamp)

Check list of documents to be attached

(Please tick)

1.	Application prescribed format forwarded by the sponsoring authority	
2.	Complete and up-to-date C.R. dossier for the last five years up to 2020-21 or attested photocopy thereof	
3.	If ACR/APAR has not been written for a particular year or a part (more than three months) of a year, a No. report certificate (NRC) for the period to be attached along with ACR/APARs of previous year(s)	
4.	Vigilance Clearance Certificate	
5.	Integrity Certificate	
6.	Major/Minor penalty Statement during last 10 years	
7.	Cadre clearance from cadre Controlling/appointing Authority (if applicable)	

Date: Signature of the forwarding authority

(With stamp)



NATIONAL CONSUMER DISPUTES REDRESSAL COMMISSION
GOVERNMENT OF INDIA

Telephone No. 011-24608718

Upbhokta Nyay Bhawan
'F' Block, GPO Complex
INA, New Delhi-110023



No.A-2/Recruitment/NCDRC/2017-18 Vol.II

30th July 2021

CIRCULAR

Services-II Branch
Diary No 81683
Date 11.8.2021

Applications are invited for filling up the following posts in the National Consumer Disputes Redressal Commission, on deputation basis for a period of three years from suitable candidates, who fulfil eligibility as shown against the posts below: -

Sl. No.	Post with Scale of pay	No. of Post	Eligibility
1.	Accounts officer Pay in Pay Matrix Level 8: ₹47600- ₹151100 General Central Service (Group 'B') Gazetted	01	Officers of the Central / State Governments/ Supreme Court/ High Courts / Tribunals: - (a) (i) holding analogous post on regular basis; OR (ii) holding regular post in the Level 7 : ₹44900 - ₹142400 or equivalent with 06 years service (iii) with Cash & Accounts Training conducted by ISTM and possessing knowledge in Accounts.
2	Court Master (Non-Shorthand) Pay in Pay Matrix Level 8: ₹47600- ₹151100 General Central Service (Group 'B') Gazetted	01	Officers of the Central / State Governments/ Supreme Court/ High Courts / Tribunals :- (a) (i) holding analogous post on regular basis; OR (ii) holding regular post in the Level 7 : ₹44900- ₹142400 or equivalent with 6 years service

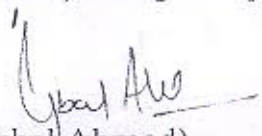
3	Section Officer Pay in Pay Matrix Level 8: ₹47600-₹151100 General Central Service (Group 'B') Gazetted	01 (anticipated)	Officers of the Central / State Governments/ Supreme Court/ High Courts / Tribunals :- (a) (i) holding analogous post on regular basis; OR (ii) holding regular post in the Level 7! ₹44900-₹142400 or equivalent with 6 years service
4	Assistant Pay in pay matrix Level 6: ₹35400-₹142400 General Central Service (Group 'B') Non-Gazetted	04 (Subject to variation) (Reference for correction as Level -7 has already been sent to DOCA)	Officers of the Central / State Governments/ Supreme Court/ High Courts / Tribunals: - (i) holding analogous posts on regular basis; OR (ii) Upper Division Clerk in the scale of pay of Level 4: ₹25500-₹81100 or equivalent with eight years regular service in the grade.
5	Personal Assistant Pay in pay matrix Level 6: ₹35400-₹142400 General Central Service (Group 'B') Non-Gazetted	01 (Reference for correction as Level -7 has already been sent to DOCA)	Officers of the Central / State Governments/ Supreme Court/ High Courts / Tribunals :- (i) holding analogous posts on regular basis; OR (ii) holding the post of Stenographer Grade 'D' in the scale of pay of Level 4: ₹25500-₹81100 or equivalent with eight years regular service in the grade and having speed of 100 w.p.m. in shorthand (English).

The pay of the officials selected will be regulated in accordance with DOP&T O.M. No. 2/29/91-Estt.(Pay II), dated the 17th June 2010 (amended from time to time) and the maximum age limit for appointment on deputation shall be 56 years on the date of closing of the applications.

The application(s) of eligible candidates who are desirous of being considered for appointment to the above mentioned posts and who can be spared immediately after selection, may please be forwarded to the Registrar, National Consumer Disputes Redressal

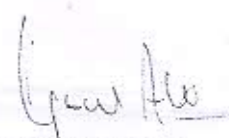
lpc

Commission, Upbhokta Nyay Bhawan, 'F' Block, GPO Complex, INA, New Delhi- 110023 on or before 15.10.2021, in the prescribed format as at Annexure-I (Prescribed form alongwith details can also be downloaded from this Commission's Website ncdrc.nic.in) along with certified copies of CR dossiers for the last five years and vigilance/disciplinary clearance certificate. Incomplete application(s) and application(s) not duly forwarded by their office will not be considered. The selected candidate should be released for joining the post on deputation within 15 days of selection.


(Iqbal Ahmed)
Deputy Registrar

Copy to:

1. The Secretary General, Supreme Court of India, Tilak Marg, New Delhi-110201.
2. The Registrar General of all the High Courts.
3. The Ministries/Departments of Government of India, New Delhi (as per list)
4. The Chief Secretaries of States & Union Territories.
5. The Director General of Police, CISF, CRPF, ITBP, SSB, BSF, CBI, New Delhi
6. The Principal Registrar, Central Administrative Tribunal, Copernicus Marg, New Delhi.
7. The Secretary (Services), Govt. of NCT of Delhi, Secretariat Complex, 7th Level, B-Wing & 5th Level, A-Wing, I. P. Estate, New Delhi-02. Services Department, Govt. of Delhi.
8. The Principal Registrar, Armed Forces Tribunal (Principal Bench) West Block - VIII, Opp. Mohan Singh Market, Sector- I, R. K. Puram, New Delhi - 110066.
9. The Joint Secretary, NHRC, 'C' Block, GPO Complex, INA, New Delhi.
10. The District & Sessions Judge, Tis Hazari, New Delhi.
11. The District & Sessions Judge, Ghaziabad.
12. The District & Sessions Judge, Faridabad.
13. The District & Sessions Judge, Gurugram.
14. All Registrars, State Consumer Disputes Redressal Commissions.
15. Mr. Satyabrata Nanda, SO (IT) - For uploading the circular on this Commission's Website Ncdrc.nic.in
16. Circular File


(Iqbal Ahmed)
Deputy Registrar

FORMAT OF APPLICATION

POST APPLIED FOR

1. Name of the Applicant:
2. Father's Name:
3. Address for correspondence:
4. Contact No. (Res. & Mob.):
5. Email.ID:
6. Date of birth:
7. Whether SC/ST/OBC:
8. Educational Qualifications:
9. Professional/ Technical Qualifications
10. Details of present post held
 - a) Designation of the post
 - b) Scale of pay & Present pay drawn
 - c) Date of appointment to the post
 - d) Nature of appointment to the post (ad-hoc/regular)
11. Experience
12. Detail of deputation held previously, if any, with full particulars.
13. Remarks, if any

Signature of the Applicant
Telephone No.....

CERTIFICATION BY PARENT OFFICE

1. Certified that the information given by the Applicant has been verified from the office record and is found to be correct.
2. The ACR dossiers for the last five years are enclosed
3. It is certified that no vigilance case is pending or contemplated against him/her.
4. In the event of Selection, the official will be relieved within 15 days of receipt of communication.

Date.....

Signature.....
Designation
Office
Tel. No