

डॉ. श्यामा प्रसाद मुखर्जी राष्ट्रीय जल एवं स्वच्छता संस्थान
DR. SYAMA PRASAD MOOKERJEE NATIONAL INSTITUTE OF WATER AND SANITATION
(Formerly National Centre for Drinking Water, Sanitation and Quality)
(An autonomous Institution under Ministry of Jal Shakti, Department of Drinking Water and Sanitation, Govt. of India)
Email: ncdwsq-ddws@gov.in

Registered Office:
4th Floor, Antyodaya Bhawan
CGO Complex, Lodhi Road, New Delhi-110 003
Dated: 3rd March- 2023

To,

The Sr. Technical Director
NIC, DDWS, MoJS
New Delhi.

Subject: VACANCY NOTIFICATION-Extension of closing Date to 15.03.2023

Ref:- F. No: A-12022/4/2021-NCDWSQ-DDWS dt.16-11-2022 and 20.01.2023.

Sir,

The undersigned is directed to enclose herewith a copy of VACANCY NOTIFICATION- vide No. A-12022/4/2021-NCDWSQ-DDWS for Extension of closing Date to 15.03.2023 for 02 posts at SPM-NIWAS (formerly NCDWSQ), Kolkata for hosting the same on website of DDWS.

It is requested that the above of VACANCY NOTIFICATION-Extension of closing Date to 15.03.2023 for 02 posts may be hosted on DDWS website for displaying from 03.03.2023 onward.

The application may also be forwarded through email: ncdwsq-ddws@gov.in or hmcddwsq.ddws@gmail.com

Yours Sincerely,

(S S Kannan)

Administrative Officer
kannan.ugi@gov.in



Services-II Branch

Diary No. 28324

Date 07/03/23

Encl: As stated above.

डॉ. श्यामा प्रसाद मुखर्जी राष्ट्रीय जल एवं स्वच्छता संस्थान
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(Formerly National Centre for Drinking Water, Sanitation and Quality)
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Email: ncdwsq-ddws@gov.in

Registered Office:
4th Floor, Antyodaya Bhawan
CGO Complex, Lodhi Road, New Delhi-110 003
Dated: 03th March- 2023

To,

1. Secretary, All Ministries/ Department of the Government of India
2. Chief Secretary of all the State Government/ Union Territories

Subject: Filling up the posts of Scientist- F and Finance & Accounts Officer, on deputation/ deputation (ISTC) basis in SPM-NIWAS (formerly NCDWSQ), Kolkata, an autonomous body of Ministry of Jal Shakti, Department of Drinking Water and Sanitation. Extension of closing date up to 15.03.2023.

Ref:- F. No: A-12022/4/2021-NCDWSQ-DDWS dt.16-11-2022

Sir/ Madam,

Further to Vacancy Notification issued vide F. No: A-12022/4/2021-NCDWSQ-DDWS dt.16-11-2022 and 20.01.2023, the undersigned is directed to enclose herewith a copy of VACANCY NOTIFICATION-Extension of closing Date circular vide F.No. A-12022/4/2021-NCDWSQ-DDWS of SPM-NIWAS (formerly NCDWSQ), Kolkata for wide publicity through circulation in the Ministry/ Department and Institutions under the Administrative control of your Ministry/ Department for Filling up the **posts of Scientist- F and Finance & Accounts Officer on deputation/ deputation (ISTC) basis in SPM-NIWAS (formerly NCDWSQ), Kolkata**, an autonomous body of Ministry of Jal Shakti, Department of Drinking Water and Sanitation on deputation/ deputation (ISTC) basis. The detailed vacancy notification is available in the website <https://jalshakti-ddws.gov.in> of Department of Drinking Water and Sanitation, Ministry of Jal Shakti. Further to The Vacancy Notification F. No: A-12022/4/2021-NCDWSQ-DDWS dt.16-11-2022, the last date for submission of application for above **said 02 posts** is further extended up to **15.03.2023**. The application may also be forwarded through email: ncdwsq-ddws@gov.in or hncdwsq.ddws@gmail.com



Yours Sincerely,

(S S Kannan)

Administrative Officer
kannan.ugi@gov.in

Encl: As stated above.

Copy to:-

1. The Director (CS.I), DoP&T with a request to upload the vacancy notification on the official website of DoP&T, New Delhi.
2. Director (JIM-II), DDWS, MoJS, New Delhi (Nodal Officer SPM-NIWAS (formerly NCDWSQ) in Department)
3. The Director, DGE, National Career Service (NCS) Portal, Ministry of Labour & Employment, New Delhi (Email: diremp.dge@gov.in)



F . No: A-12022/4/2021-NCDWSQ-DDWS

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 Email: ncdwsq-ddws@gov.in

VACANCY NOTIFICATION-Extension of closing Date to 15.03.2023

Further to Vacancy Notification vide no. F . No: A-12022/4/2021-NCDWSQ-DDWS dt16.11.2022., published on Employment Notice dt. 03.12.2022, and other news Papers, the last date of submission of application was extended till 31.01.2023 again up to 28.02.2023 is further extended up to 15.03.2023 for following posts:-

All other terms and conditions already published in previous advertisement shall remain same. Please also refer to DDWS website <https://jalshakti-ddws.gov.in>.

The application may also be forwarded through email : ncdwsq-ddws@gov.in or hrrcdwsq.ddws@gmail.com

Name of the Post	No. of Posts	Level in the pay matrix VII CPC	Classification	Method of recruitment	Maximum age limit (in years)
Scientist- F	1	Level-13A	Group 'A'	By Deputation	56
Finance & Accounts Officer	1	Level-12	Group 'A'	By Deputation	56

(S. S. Kannan)
Administrative Officer



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Email: ncdwsq-ddws@gov.in

Registered Office:

4th Floor, Antyodaya Bhawan

CGO Complex, Lodhi Road, New Delhi-110 003

Dated: 10th February- 2023

To,

The Sr. Technical Director
NIC, DDWS, MoJS
New Delhi.

Subject: VACANCY NOTIFICATION-Extension of closing Date to 28.02.2028

Ref:- F. No: A-12022/4/2021-NCDWSQ-DDWS dt.16-11-2022 and 20.01.2023.

Sir,

The undersigned is directed to enclose herewith a copy of VACANCY NOTIFICATION- vide No. A-12022/4/2021-NCDWSQ-DDWS for **Extension of closing Date to 28.02.2023 for 02 posts** at SPM-NIWAS (formerly NCDWSQ), Kolkata for hosting the same on website of DDWS.

It is requested that the above of VACANCY NOTIFICATION-Extension of closing Date to **28.02.2023 for 02 posts** may be hosted on DDWS website for displaying from 11.02.2023 onward.

The application may also be forwarded through email: ncdwsq-ddws@gov.in or hncdwsq.ddws@gmail.com

Yours Sincerely,



(S S Kannan)

Administrative Officer
kannan.ugi@gov.in

Encl: As stated above.

डॉ. श्यामा प्रसाद मुखर्जी राष्ट्रीय जल एवं स्वच्छता संस्थान
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Email: ncdwsq-ddws@gov.in

Registered Office:
4th Floor, Antyodaya Bhawan
CGO Complex, Lodhi Road, New Delhi-110 003
Dated: 10th February- 2023

To,

1. Secretary, All Ministries/ Department of the Government of India
2. Chief Secretary of all the State Government/ Union Territories

Subject: Filling up the posts of **Scientist- F and Finance & Accounts Officer, on deputation/ deputation (ISTC) basis in SPM-NIWAS (formerly NCDWSQ), Kolkata**, an autonomous body of Ministry of Jal Shakti, Department of Drinking Water and Sanitation. **Extension of closing date up to 28.02.2023.**

Ref:- F. No: A-12022/4/2021-NCDWSQ-DDWS dt.16-11-2022

Sir/ Madam,

Further to Vacancy Notification issued vide F. No: A-12022/4/2021-NCDWSQ-DDWS dt.16-11-2022 and 20.01.2023, the undersigned is directed to enclose herewith a copy of VACANCY NOTIFICATION-Extension of closing Date circular vide F.No. A-12022/4/2021-NCDWSQ-DDWS of SPM-NIWAS (formerly NCDWSQ), Kolkata for wide publicity through circulation in the Ministry/ Department and Institutions under the Administrative control of your Ministry/ Department for Filling up the **posts of Scientist- F and Finance & Accounts Officer on deputation/ deputation (ISTC) basis in SPM-NIWAS (formerly NCDWSQ), Kolkata**, an autonomous body of Ministry of Jal Shakti, Department of Drinking Water and Sanitation on deputation/ deputation (ISTC) basis. The detailed vacancy notification is available in the website <https://jalshakti-ddws.gov.in> of Department of Drinking Water and Sanitation, Ministry of Jal Shakti. Further to The Vacancy Notification F. No: A-12022/4/2021-NCDWSQ-DDWS dt.16-11-2022, the last date for submission of application for above **said 02 posts** is extended up to **28.02.2023**. The application may also be forwarded through email: ncdwsq-ddws@gov.in or hrcdwsq.ddws@gmail.com

Yours Sincerely,



(S S Kannan)
Administrative Officer
kannan.ugi@gov.in

Encl: As stated above.

Copy to:-

1. The Director (CS.I), DoP&T with a request to upload the vacancy notification on the official website of DoP&T, New Delhi.
2. Director (JIM-II), DDWS, MoJS, New Delhi (Nodal Officer SPM-NIWAS (formerly NCDWSQ) in Department)
3. The Director, DGE, National Career Service (NCS) Portal, Ministry of Labour & Employment, New Delhi (Email: diremp.dge@gov.in)



F. No: A-12022/4/2021-NCDWSQ-DDWS

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(An autonomous Institution under Ministry of Jal Shakti, Department of Drinking Water and Sanitation, Govt. of India)
Email: ncdwsq-ddws@gov.in

VACANCY NOTIFICATION-Extension of closing Date to 28.02.2023

Further to Vacancy Notification vide no. F. No: A-12022/4/2021-NCDWSQ-DDWS dt.16.11.2022., published on Employment Notice dt. 03.12.2022, and other news Papers, the last date of submission of application was extended till 31.01.2023, is further extended up to 28.02.2023 for following posts:-

All other terms and conditions already published in previous advertisement shall remain same. Please also refer to DDWS website <https://jalshakti-ddws.gov.in>.

The application may also be forwarded through email : ncdwsq-ddws@gov.in or hrrcdwsq.ddws@gmail.com

Name of the Post	No. of Posts	Level in the pay matrix VII CPC	Classification	Method of recruitment	Maximum age limit (in years)
Scientist- F	1	Level-13A	Group 'A'	By Deputation	56
Finance & Accounts Officer	1	Level-12	Group 'A'	By Deputation	56




(S. S. Kannan)
Administrative Officer

F. No. G-12022/4/2021-NCDWSQ-DDWS

राष्ट्रीय पेयजल, स्वच्छता एवं गुणवत्ता केंद्र

NATIONAL CENTRE FOR DRINKING WATER, SANITATION AND QUALITY

(An autonomous Institution under Ministry of Jal Shakti, Department of Drinking Water and Sanitation, Govt. of India)

Email: ncdwsq-ddws@gov.in

Registered Office:

4th Floor, AntyodayaBhawan

CGO Complex, Lodhi Road, New Delhi-110 003

Dated: 16th November, 2022

To,

Scientist F (Sr. Technical Director)
NIC, DDWS, MoJS
New Delhi.

Subject: Hosting of vacancy notification of NCDWSQ, Kolkata on Website of DDWS

Sir,

The undersigned is directed to enclose herewith a copy of vacancy circular No. A-12022/4/2021-NCDWSQ-DDWS of NCDWSQ, Kolkata and to request for hosting the same on website of DDWS for displaying.

Yours faithfully,



(S S Kannan)

Administrative Officer



Encl: As stated above.



F. No: A-12022/4/2021-NCDWSQ-DDWS

राष्ट्रीय पेयजल, स्वच्छता एवं गुणवत्ता केंद्र

National Centre for Drinking Water, Sanitation and Quality

(An autonomous institution under Ministry of Jal Shakti, Department of Drinking Water and Sanitation, Government of India)

Diamond Harbour Road, Joka, Kolkata-700 104, Email: ncdwsq-ddws@gov.in

VACANCY NOTIFICATION

National Centre for Drinking Water, Sanitation and Quality (NCDWSQ), Kolkata, an Autonomous Institution of Government of India, Department of Drinking Water and Sanitation, Ministry of Jal Shakti invites applications in prescribed proforma to fill up the following posts on **Deputation** basis at NCDWSQ, Kolkata:-

Name of the Post	No. of Posts	Level in the pay matrix	Classification	Method of recruitment	Maximum age limit (in years)
Scientist F	1	Level-13A	Group 'A'	By Deputation	56
Scientist E	1	Level-13	Group 'A'	By Deputation	56
Scientist D	1	Level-12	Group 'A'	By Deputation	56
Finance & Accounts Officer	1	Level-12	Group 'A'	By Deputation	56
Scientist C	4	Level-11	Group 'A'	By Deputation	56
Technical Officer	4	Level-9	Group 'A'	By Deputation	56
Chemist	3	Level-7	Group 'B' (Non Gazetted)	By Deputation	56
Section Officer	1	Level-8	Group 'B' (Non Gazetted)	By Deputation	56
Assistant	2	Level-6	Group 'B' (Non Gazetted)	By Deputation	56

2. Detail of eligibility conditions, educational qualifications and experience:

1	Name of Post	Scientist-F
	Number of Posts	1
	Classification	Group 'A'
	Level in the Pay Matrix	Level-13A in the pay matrix (Rs. 131100-216600)
	Age-limit	Not exceeding 56 years
	Period of deputation	Not exceeding four years or till superannuation, whichever is earlier
	Eligibility conditions, educational qualifications and experience required	Officers of the Central or State Government or Union Territories or Autonomous Bodies or Statutory Organizations or Public Sector Undertakings or Universities or Recognized Research Institutions:- (i) holding analogous post in the parent cadre or department; OR (ii) with 02 years' service in the grade rendered after appointment in Level-13 (Rs. 123100-215900) of pay matrix in the parent cadre or department and

		possessing Graduate Degree in Science or Engineering from recognised University or Institute with overall experience of 5 years in Water, Sanitation and Hygiene (WASH) Sector.
2	Name of Post	Scientist-E
	Number of Posts	1
	Classification	Group 'A'
	Level in the Pay Matrix	Level-13 in the pay matrix (Rs. 123100-215900)
	Age-limit	Not exceeding 56 years
	Period of deputation	Not exceeding four years or till superannuation, whichever is earlier
	Eligibility conditions, educational qualifications and experience required	Officers of the Central or State Government or Union Territories or Autonomous Bodies or Statutory Organizations or Public Sector Undertakings or Universities or Recognized Research Institutions:- (i) holding analogous post in the parent cadre or department; OR (ii) with 05 years' service in the grade rendered after appointment in Level-12 (Rs. 78800-209200) of pay matrix in the parent cadre or department and possessing Graduate Degree in Science or Engineering from recognised University or Institute with overall experience of 5 years in Water, Sanitation and Hygiene (WASH) Sector.
3	Name of Post	Scientist-D
	Number of Posts	1
	Classification	Group 'A'
	Level in the Pay Matrix	Level-12 in the pay matrix (Rs. 78800-209200)
	Age-limit	Not exceeding 56 years
	Period of deputation	Not exceeding four years or till superannuation, whichever is earlier
	Eligibility conditions, educational qualifications and experience required	Officers of the Central or State Government or Union Territories or Autonomous Bodies or Statutory Organizations or Public Sector Undertakings or Universities or Recognized Research Institutions:- (i) holding analogous post in the parent cadre or department; OR (ii) with 05 years' service in the grade rendered after appointment in Level-11 (Rs. 67700-208700) of pay matrix in the parent cadre or department and possessing Graduate Degree in Science or Engineering from recognised University or Institute with overall

		experience of 5 years in Water, Sanitation and Hygiene (WASH) Sector.
4	Name of Post	Finance & Accounts Officer
	Number of Posts	01
	Classification	Group 'A'
	Level in the Pay Matrix	Level-12 in the pay matrix (Rs. 78800-209200)
	Age-limit	Not exceeding 56 years
	Period of deputation	Not exceeding four years or till superannuation, whichever is earlier
	Eligibility conditions, educational qualifications and experience required	Officers of the Central or State Government or Union Territories or Autonomous Bodies or Statutory Organizations or Public Sector Undertakings or Universities or Recognized Research Institutions:- (i) holding analogous post in the parent cadre or department; OR (ii) with 05 years service in the grade rendered after appointment in Level-11 (Rs. 67700-208700) of pay matrix in the parent cadre or department and possessing the educational qualifications and experience as detailed below: Essential: (i) Bachelor of Commerce or Bachelor of Economics (with accounts as subjects) or Bachelor of Business Administration (with accounts as subjects) from a recognised University or Institute. (ii) Overall minimum twelve years experience in finance and accounts management, audit, budgeting, taxation, GFR, procurement in an Institute of repute or government organization or department with proficiency in computers, PFMS, tally / latest accounting packages. Desirable :- (i) M.Com or MBA (Finance) or MBA (Economics) or Post Graduate Diploma in Management (Finance- minimum two years course) or Chartered Accountant or Cost & Management Accountant with B.Com or BBA from a recognised University or Institute. (ii) Knowledge and experience in handling legal issues in respect of the departmental matter
5	Name of Post	Scientist-C
	Number of Posts	4
	Classification	Group 'A'
	Level in the Pay Matrix	Level-11 in the pay matrix (Rs. 67700-208700)

	Age-limit	Not exceeding 56 years
	Period of deputation	Not exceeding three years or till superannuation, whichever is earlier
	Eligibility conditions, educational qualifications and experience required	Officers of the Central or State Government or Union Territories or Autonomous Bodies or Statutory Organizations or Public Sector Undertakings or Universities or Recognized Research Institutions:- (i) holding analogous post in the parent cadre or department; OR (ii) with 05 years' service in the grade rendered after appointment in Level-9 (Rs. 53100-167800) or Level-10 (Rs. 56100-177500) and possessing Graduate Degree in Science or Engineering from recognised University or Institute with overall experience of 5 years in Water, Sanitation and Hygiene (WASH) Sector. OR (iii) with 05 years' combined service in the grade rendered after appointment in Level-9 and Level-10 of pay matrix in the parent cadre or department and possessing Graduate Degree in Science or Engineering from recognised University or Institute with overall experience of 5 years in Water, Sanitation and Hygiene (WASH) Sector.
6	Name of Post	Technical Officer
	Number of Post(s)	4
	Classification	Group 'A'
	Level in the Pay Matrix	Level 9 in the pay matrix (Rs.53100-167800)
	Age-limit	Not exceeding 56 years
	Period of deputation	Not exceeding three years or till superannuation, whichever is earlier
	Eligibility conditions and educational qualifications	Officers of the Central or State Government or Union Territories or Autonomous Bodies or Statutory Organizations or Public Sector Undertakings or Universities or Recognized Research Institutions:- (i) holding analogous post in the parent cadre or department; OR (ii) with 02 years' service in the grade rendered after appointment in Level-8 (Rs. 47600-151100) of pay matrix in the parent cadre or department and possessing Graduate degree in Science or Engineering preferably with experience in WASH Sector OR (iii) with 03 years' service in the grade rendered after appointment in Level-7 (Rs. 44,900 – 1,42,400) of pay matrix in the parent cadre or department and

		possessing Graduate degree in Science or Engineering preferably with experience in WASH Sector
7	Name of Post	Chemist
	Number of Posts	3
	Classification	Group 'B'
	Level in the Pay Matrix	Level-7 in the pay matrix (Rs. 44900-142400)
	Age-limit	Not exceeding 56 years
	Period of deputation	Not exceeding three years or till superannuation, whichever is earlier
	Eligibility conditions and educational qualifications	Officers of the Central or State Government or Union Territories or Autonomous Bodies or Statutory Organizations or Public Sector Undertakings or Universities or Recognized Research Institutions:- (i) holding analogous post in the parent cadre or department; OR (ii) with 5 years' service in the grade rendered after appointment in Level-6 (Rs. 35400-112400) of pay matrix in the parent cadre or department and possessing the educational qualifications as mentioned below: Essential: (i) Graduation Degree in Science with Chemistry or Microbiology or Bio-Sciences or Environmental Science as one of the subject from recognised University or Institute from a recognised University or Institute. Desirable: (i) Proficiency in computers
8	Name of Post	Section Officer
	Number of Post (s)	1
	Classification	Group 'B'
	Level in the Pay Matrix	Level 8 in the pay matrix (Rs. 47600-151100)
	Age-limit	Not exceeding 56 years
	Period of deputation	Not exceeding three years or till superannuation, whichever is earlier
	Eligibility conditions and educational qualifications	Officers of the Central or State Government or Union Territories or Autonomous Bodies or Statutory Organizations or Public Sector Undertakings or Universities or Recognized Research Institutions:- (i) holding analogous post in the parent cadre or department; OR (ii) with 06 years' service in the grade rendered after appointment in Level-6 (Rs. 44900-142400) or 7 years combined service in Level- 6 & Level-7 of pay matrix

		in the parent cadre or department and possessing the educational qualifications as detailed below: Essential: (i) Bachelor degree in any discipline from a recognised University or Institute with proficiency in computer applications. Desirable: (i) Post Graduate in any discipline
9	Name of Post	Assistant
	Number of Post(s)	2
	Classification	Group 'B'
	Level in the Pay Matrix	Level 6 in the pay matrix (Rs. 35400-112400)
	Age-limit	Not exceeding 56 years
	Period of deputation	Not exceeding three years or till superannuation, whichever is earlier
	Eligibility conditions, educational qualifications and experience required	Employees of the Central or State Government or Union Territories or Autonomous Bodies or Statutory Organizations or Public Sector Undertakings or Universities or Recognized Research Institutions:- (i) Holding analogous post in the parent cadre or department; OR (iii) With 06 years' service in the grade rendered after appointment in Level-5 (Rs. 29200-92300) of pay matrix in the parent cadre or department and possessing the educational qualifications as detailed below: Essential: (i) Graduation Degree in any discipline from a recognised University or Institute. Desirable: (i) Proficiency in computer

3. Eligible and willing candidates may apply for deputation through proper channel alongwith the following documents:-

- (i) Application in prescribed Proforma as per **Annexure-I**
- (ii) Certification by the Employer/ Cadre Controlling Authority regarding Cadre clearance/ particulars furnished by the applicant are correct and also certification regarding vigilance clearance, integrity and No penalty certificate as per **Annexure-II**
- (iii) Attach photocopies of the ACRs/ APARs for the last five (5) years duly attested on each page by an officer not below the level of Under Secretary to the Government of India or equivalent as per **Annexure-II**

4. This advertisement is also available in DDWS website <https://jalshakti-ddws.gov.in>.

5. The application in prescribed Proforma (Annex-I & II) completed in all respect for each post should be submitted for deputation through proper channel in offline mode to the **Administrative Officer, National Centre for Drinking Water, Sanitation and Quality (NCDWSQ), Near IIM-C, P.O. Pailanhat, Diamond Harbour Road, Joka, Kolkata (District- 24 Parganas (South) - 700 104.** The application, duly filled in, through proper channel may also be forwarded in Email at hrrcdwsq.ddws@gmail.com. The closing date for receipt of applications is **45 days** from the date of publication of this Advertisement in Employment News. The likely date of publication of advertisement in Employment News is 26.11.2022. The sealed envelope containing the application should be super-subscribed "**Application for the post ofat NCDWSQ, Kolkata on deputation basis**".

6. The applications received after the closing date or otherwise found incomplete or not accompanied by supporting certificates/ documents in support of Qualification and experience claimed by the candidates shall be summarily rejected and would not be processed for the eligibility of the candidates for the selection. The Director, NCDWSQ reserves all the rights to reject any/ all applications at any stage/ withdraw/ cancel the recruitment of one or all posts without assigning any reasons. The Corrigendum/ Addendum, if any, will be published in DDWS website only.

-Sd-
(S S Kannan)
Administrative Officer

Annexure-I

BIO-DATA/ CURRICULUM VITAE PROFORMA

Post applied for	
1. Name and Address with Phone No. and Email: (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) Qualifications:	A) Qualifications:
B) Experience:	B) Experience:

Desirable	Desirable
A) Qualifications:	A) Qualifications:
B) Experience:	B) Experience:
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	From	To	*Pay band and Grade Pay/ pay scale of the post/ Level in the pay matrix of the post held	Nature of Duties (in details) 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 Candidates, 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 organization
9.1 Note: In case of Officer already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.			
9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organization			

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details	
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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 Government, (b) State Government, (c) Autonomous Organization, (d) Government Undertaking, (e) Universities, (f) Others		
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade		
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale		
14. Total emoluments per month now drawn		
Basic Pay in PB/ Level in the pay matrix	Grade Pay/ Level	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 detail may be enclosed		
Basic Pay with Scale of Pay and rate of increment	Dearness pay/ interim relief/ other Allowances etc., (with break-up details)	Total Emoluments
16.A. Additional information, if any, relevant to the post you applied for in support of your suitability for the post. This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement (Note: Enclose a separate sheet, if the space is insufficient)		
16.B. Achievements: The candidates are requested to indicate information with regard to:- (i) Research publications and reports and special projects; (ii) Awards/ Scholarships/ Official Appreciation; (iii) Affiliation with the professional bodies/ institutions/ societies; (iv) Patents registered in own name or achieved for the organization; (v) Any research/ innovative measure involving official recognition and; (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. # (Officials 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	

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)

Name: _____

Address: _____

Place: _____

Date: _____

Annexure-II

Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application proforma (Annexure-I) by the applicant are true and correct as per the facts available on records. He/ she possess educational qualifications and experience mentioned in the vacancy Circular. If selected, he/ she will be relieved immediately.

2. Also certified that;

- There is no vigilance or disciplinary case pending/ contemplated against Shri/ Smt _____
- Certified that His/ Her integrity is.....
- His/ Her CR Dossier in original is enclosed/ photocopies of the ACRs/APAR 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.
- 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)