

FM : Digcent (Pers)

NO.D.I.04/2017-Pers-DA-8

24/10/2017

Filling up post of Joint Director(G) in Aviation Research Centre, Cabinet Secretariat on deputation basis (.) Special Secretary, ARC , DG(s), Cabinet Secretariat have called for nomination of willing and eligible officers for subject deputation (.) Details of post and eligibility criteria are given below:-

Sl. No.	Name of the post along with Scale of Pay	Essential education and other qualification required for deputation	Place of Posting
1.	Joint Director (G) in Pay band-4 (Rs. 37400-67000/-) with Grade pay Rs. 10000/- (Level-14 as per Pay Matrix of 7 CPC).  <b>No. of Post -01</b>	(a) Officers in the Central Government.  i) holding analogous post on regular basis in parent cadre or department; or ,  ii) in the pay Band-4( Rs. 374000-67000/-) with Grade Pay Rs. 7600/- having three years regular service in the grade in the parent cadre or department and  b) having two years experience of working in intelligence or Police or Army set up including experience in establishment and administration.	Delhi  (with All India transfer liability)
	Period of deputation	03 years.	
	Age	Not exceed 56 years	

(.) Reqst fwd nominations of willing and eligible officer's in the rank of **IG/DIG** in the prescribed format attached so as to reach this Dte by **28/10/2017 repeat 28/10/2017** (.) If nominations are not recd. by target date, then nil report will be presumed (.) Nil report not required (.) It may be ensured that nominated officers should meet all the requirements of the post applied for (.)Para (.) Besides above, preference may be given to the officers who have not availed any deputation/UN Assignments (.) Officers who are in promotion zone need not apply (.) It may also be ensured that nominated officers must be free from vigilance angle and fulfills the eligibility conditions as laid down in MHA deputation policy dated 22/11/2016 ///

Encl : Proforma

Sd/- 24/10/2017

**Digcent (Pers)**

ANNEXURE-I  
BIO-DATA/CURRICULUM VITAE PROFORMA

1. Name and Address ( in block letters)	Affix passport size photograph duly attested				
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				
<b>Essential</b>	<b>Essential</b>				
A) Qualification	A) Qualification				
B) Experience	B) Experience				
<b>Desirable</b>	<b>Desirable</b>				
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 as the time of issue of Circular and issue of Advertisement in the Employment News.					
5.2 In the case of Degree and Post Graduate qualification Elective/main subjects and subsidiary subjects may be indicated by the candidate.					
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post					
6.1 Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualifications/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	Nature of Duties (in detail) highlighting

				of the post held on regular basis	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 a present employment i.e. Adhoc 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 Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre clearance vigilance clearance and integrity certificate.			
9.2 Note: Information			

<p>under Column 9© &amp;(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 line in his parent cadre/organization</p>		
<p>10.If any post held on Deputation in the post by the applicant, date of return from the last deputation and other details.</p>		
<p>11.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"> <li>a) Central Government</li> <li>b) State Government</li> <li>c) Autonomous Organization</li> <li>d) Government Undertaking</li> <li>e) Universities</li> <li>f) Others</li> </ul>		
<p>12.Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.</p>		
<p>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</p>		
<p>14.Total emoluments per month now drawn</p>		
<p>Basic pay in the PB</p>	<p>Grade Pay</p>	<p>Total Emoluments</p>

<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.</p>		
<p>Basic Pay with scale of pay and rate of increment</p>	<p>Dearness pay/interim relief/other allowances etc.,(with break-up details)</p>	<p>Total Emoluments</p>
<p>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)</p>		
<p>16.B Achievements: The candidates are requested to indicate information with regard to;</p> <p>(i) Research publications and reports and special projects.</p> <p>(ii) Awards/Scholarships /Official Appreciation</p> <p>(iii) Affiliation with the professional bodies/institutions/societies and;</p>		

(iv) Patents registered in own name or achieved for the organization. (v) Any research/innovative measure involving official (vi) Any other information.	
17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.#(Officer under Central/State Governments 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	

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 of 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 \_\_\_\_\_

Certificate 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 record. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt \_\_\_\_\_
- ii) His /Her integrity is certified.
- iii) His/Her CR Dossier in Original is enclosed/ Photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt of India or above are enclosed.
- iv) No major/minor penalty has been imposed on him/her during the last 10 years Or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed ( as the case may be)

Countersigned  
Employer/Cadre Controlling Authority with seal.