भारत सरकार**GOVERNMENT OF INDIA**
रेल मंत्रालय **MINISTRY OF RAILWAYS**
(रेलवे बोर्ड) **(RAILWAY BOARD)**

No. 2024/E(O)-II/1/9 New Delhi, dated 17/02/2025

To,

The Registrar General(s),

The Supreme Court of India, Delhi- 110001,
High Court of Allahabad, Allahabad- 211001
High Court of Andhra Pradesh, Nelapadu, Amaravati- 522237,
High Court of Chhattisgarh, Bilaspur- 495220,
High Court of Delhi, New Delhi-110001,
High Court of Calcutta, Kolkata-700001,
High Court of Bombay, Fort, Mumbai- 400001,
High Court of Gauhati, Uzan Bazar, Guwahati-781001,
High Court of Gujrat, Sola, Ahmedabad-380060,
High Court of Jammu & Kashmir, Srinagar-190009,
High Court of Himachal Pradesh, Shimla-171001,
High Court of Jharkhand, Ranchi- 834002,
High Court of Karnataka, Bangalore-560001,
High Court of Kerala, Cochin- 682031,
High Court of Madhya Pradesh, Jabalpur- 482001,
High Court of Madras, Chennai-600108,
High Court of Orissa, Cuttack- 753002,
High Court of Patna, Patna- 800001,
High Court of Panjab & Haryana, Chandigarh-160001
High Court of Rajasthan, Jodhpur- 342001,
High Court of Sikkim, Sungava, Gangtok- 737101,
High Court of Uttaranchal, Nainital- 263002,
High Court of Telangana, Hyderabad- 500066,
High Court of Tripura, Agartala-799010,

High Court of Manipur, Imphal-795002,

High Court of Meghalaya, Shillong-793001,

(II) **The Chief Secretaries,**

All State Govts./Union Territories

(III) **The General Managers/DGs/CAOs,**

All Zonal Railways/PUs/RDSO/NAIR/CORE/COFMOW

Sub: Filling up of the post of Registrar in Railway Claims Tribunal (RCT), Delhi Bench, in Pay scale of Level-14 (Rs. 1,44,200/- Rs. 2,18,200/-) (as per 7th CPC).

Sir,

Applications are invited for filling up of one post of Registrar, Railway Claims Tribunal (RCT), Principal Bench, Delhi, in pay scale of Level-14 (Rs. 1,44,200/- Rs. 2,18,200/-) (as per 7th CPC) on transfer on deputation/transfer basis from-

Eligibility:-

(a) Officers of the Central Govt. or State Govts., High Courts:

(i) holding analogous posts on a regular basis; or

(ii) with 3 years' service in the Grade rendered after appointment thereto on a regular basis in the level-13 (Rs. 1,23,100/-__Rs. 2,15,900/-) in the Pay Matrix or equivalent in the parent cadre or Department; and

(b) (i) Having a degree in Law from a recognized University or equivalent; and

(ii) 10 years experience in Court procedures, Commercial/Railway Claims matters including administrative experience at Gr. 'A' level.

Note: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/Department of the Central Government shall ordinarily not exceed three years.

(iii) The maximum age limit for appointment by transfer on deputation or transfer shall be not exceeding 56 years as on the closing date of receipt of applications.

2. The applications of such officers who are eligible in terms of rules mentioned above and are desirous of being considered for the post of Registrar/RCT may please be forwarded, in the prescribed format at Annexure-I, so as to reach till 05:00 PM on 18/04/2025 to Shri Amit

Kumar Tripathi, Under Secretary/Service Matters (SM), Railway Board, Room No. 211 (A), Rail Bhawan, New Delhi- 110001.

3. While forwarding the applications, it may be ensured by the administrative Ministries/Departments concerned that the particulars of the candidates are verified and that they fulfill eligibility conditions and that up-to-date ACR dossiers for the last five years (in-original or attested photocopies) of the candidates are forwarded along with. It may also be ensured that DAR/Vigilance Clearance and Integrity Certificate in respect of the applicants are also sent along with their applications.

4. The Curriculum Vitae (CV) duly supported by documents will be assessed by the Selection Committee selecting candidates for appointment on transfer on deputation/transfer basis.

17/2/2025

(Amit Kumar Tripathi)
Under Secretary/SM
Railway Board
Tele 011-47845587
e-Mail:- akt.tripathi@gov.in
अमित कुमार त्रिपाठी / Amit Kumar Tripathi
अवर सचिव / Under Secretary
रेलवे बोर्ड / Railway Board
रेल मंत्रालय / Ministry of Railways
नई दिल्ली / New Delhi

No. 2024/E(O)-II/1/9 New Delhi, dated 17 /02/2025

Copy to:

1. All Ministries/Departments of Govt. of India.
2. Chairman/RCT, 13/15, Mall Road, Delhi- 110054.
3. Registrar, Central Administrative Tribunal (CAT), PB, 61, 35, Copernicus Marg, New Delhi- 110001.

17/2/2025

(Amit Kumar Tripathi)
Under Secretary/SM
Railway Board
Tele 011-47845587
e-Mail:- akt.tripathi@gov.in
अमित कुमार त्रिपाठी / Amit Kumar Tripathi
अवर सचिव / Under Secretary
रेलवे बोर्ड / Railway Board
रेल मंत्रालय / Ministry of Railways
नई दिल्ली / New Delhi

ANNEXURE-I

BIO-DATA/ CURRICULUM VITAE PROFORMA

1.Name and Address (in Block Letters)	
2.Date of Birth (in Christian era)	
3.i) Date of entry into service	
ii) Date of retirement under Central/State Government Rules	
4.Educational 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) Qualification	A) Qualification
B) Experience	B) Experience
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**.

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 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, 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 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. **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/ 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) 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 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 and; (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition vi) any other information. **(Note: Enclose a separate sheet if the space is insufficient)**	
17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.# (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)	
# (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
18. Whether belongs to SC/ST	

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)

Address_____

_____

Date_____

Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. 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)

Annexure-II

Points to be noted by the Borrowing/ Parent Department/ Office to be highlighted in DOP&T circular for compliance by the Ministries/ Departments]

1. Vigilance Clearance will not normally be granted for a period of 3 years after the currency of punishment, if a minor penalty has been imposed on an officer. In case of imposition of a major penalty, Vigilance Clearance will not normally be granted for a period of 5 years after the currency of punishment in terms of DOP&T O.M. No.11012/11/2007-Estt.(A) dated 14.12.2007.

2. While forwarding applications in respect of officers who are about to complete their 'cooling-off' period shortly the instructions of DOP&T as contained in O.M. No.2/1/2012-Estt.(Pay.II) dated 04.01.2013 may be strictly adhered to.

3. A copy of the Application format may be provided by the Borrowing Department in their website in a downloadable form as *Word Document* along with the advertisement.

4. In the case of a vacancy already existing at the time of issue of communication inviting nominations/ publication in the Employment News, the eligibility may be determined with reference to the last date prescribed for receipt of nominations in the concerned administrative Ministry/Department. In the case of an anticipated vacancy, the crucial date for determining eligibility should be the date on which the vacancy is expected to arise.

5. It shall be prominently mentioned in the vacancy circular/ advertisement that the applications/CV not accompanied by supporting certificates/ documents in support of Qualification and Experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection.

6. Crucial date for determining the eligibility of the applicants will be counted after excluding the first date of publication of the vacancy/ post in the Employment News. ie., For the vacancy published in the Employment News of 18-24 Jan. 2014, the crucial date will be counted from the 19th Jan. 2014 (excluding the first date of publication).

7. To facilitate determination of eligibility of the applicants working in Public Sector Undertakings/ Autonomous organizations not following the Central Government Scales, their equivalent scales of pay/posts may be confirmed by the borrowing Department. Where necessary, details in this regard may also be ascertained from the lending Department.

भारत सरकार/GOVERNMENT OF INDIA
रेल मंत्रालय/MINISTRY OF RAILWAYS
रेलवे बोर्ड/RAILWAY BOARD

सं. 2024/ई(ओ)-II/1/9 नई दिल्ली, दिनांक: 17/02/2025

रजिस्ट्रार जनरल,
भारत का सर्वोच्च न्यायालय, दिल्ली-110001,
इलाहाबाद उच्च न्यायालय,211001
आंध्रप्रदेश उच्च न्यायालय नेलपाडु, अमरावती -522237,
छत्तीसगढ़ उच्च न्यायालय, बिलासपुर -495220,
दिल्ली उच्च न्यायालय, नई दिल्ली -110001,
कोलकाता उच्च न्यायालय, कोलकता -700001,
बम्बई उच्च न्यायालय, फोर्ट मुंबई-400001,
गुवाहाटी उच्च न्यायालय, उजन बाज़ार, गुवाहाटी -781001,
गुजरात उच्च न्यायालय, सोला, अहमदाबाद -380060,
जम्मू और कश्मीर उच्च न्यायालय, श्रीनगर -190009,
हिमाचल प्रदेश उच्च न्यायालय, शिमला -171001,
झारखण्ड उच्च न्यायालय, रांची -834002
कर्नाटक उच्च न्यायालय, बेंगलुरु -560001,
केरल उच्च न्यायालय, कोच्चि-682031,
मध्य प्रदेश उच्च न्यायालय, जबलपुर -482001,
मद्रास उच्च न्यायालय, चेन्नै-600108,
ओडिशा उच्च न्यायालय, कटक -753002,
पटना उच्च न्यायालय, पटना -800001,
पंजाब और हरियाणा उच्च न्यायालय, चंडीगढ़ -160001,
राजस्थान उच्च न्यायालय, जोधपुर -342001,
सिक्किम उच्च न्यायालय, सुंगवा, गंगटोक -737101,
उत्तराखंड उच्च न्यायालय, नैनीताल -263002,
तेलंगाना उच्च न्यायालय, हैदराबाद -500066,
त्रिपुरा उच्च न्यायालय, अगरतला -799010,
मणिपुर उच्च न्यायालय, इम्फाल- 795002,
मेघालय उच्च न्यायालय, शिलांग -793001,

(II)मुख्य सचिव,
सभी राज्य सरकार/केंद्र-शासित प्रदेश

(III)महाप्रबंधक/महानिदेशक/मुख्य प्रशासनिक अधिकारी,

सभी क्षेत्रीय रेलें/उत्पादन इकाइयां/अ.अ.मा.सं./भारतीय रेल राष्ट्रीय अकादमी/केंद्रीय रेल विद्युतीकरण संगठन/कॉफमो

विषय: रेल दावा अधिकरण (आरसीटी) दिल्ली खंडपीठ, में लेवल-14 (रु. 1,44,200/-रु. 2,18,200/-)के वेतनमान (7वें केंद्रीय वेतन आयोग के अनुसार) में रजिस्ट्रार के पद को भरने के संबंध में

रेल दावा अधिकरण, प्रधान खंडपीठ, दिल्ली में प्रतिनियुक्ति/स्थानांतरण के आधार पर लेवल-14 (रु. 1,44,200/-रु. 2,18,200/-) के वेतनमान (7वें केंद्रीय वेतन आयोग के अनुसार) में रजिस्ट्रार के एक पद को भरने हेतु आवेदन आमंत्रित किए जाते हैं।

अर्हता:

(क) केंद्र सरकार या राज्य सरकार या उच्च न्यायालय के ऐसे अधिकारी:-

(i) जिन्होंने नियमित आधार पर सदृशपद धारण किए हों; अथवा

(ii) जिन्होंने मूल संवर्ग या विभाग में वेतन-मैट्रिक्स के लेवल-13 (रु. 1,23,100/-रु. 2,15,900/-) (7वें केंद्रीय वेतन आयोग के अनुसार) या समतुल्य में नियमित आधार पर नियुक्ति के पश्चात उस श्रेणी में तीन वर्ष की सेवा की हो; और

(ख)(i) किसी मान्यता प्राप्त विश्वविद्यालय से विधि स्नातक या समतुल्य हो; और

(ii) न्यायालय संबंधी प्रक्रियाओं, वाणिज्यिक या रेल दावा संबंधी मामलों में जिसके अंतर्गत समूह 'क' स्तर पर प्रशासनिक अनुभव भी है, दस वर्ष का अनुभव, ।

नोट: प्रतिनियुक्ति की अवधि, जिसके अंतर्गत केंद्रीय सरकार के उसी या किसी अन्य संगठन/विभाग में इस नियुक्ति से ठीक पहले धारित किसी अन्य संवर्ग बाह्य पद पर प्रतिनियुक्ति की अवधि है साधारणतया तीन वर्ष से अधिक नहीं होगी।

(iii) प्रतिनियुक्ति पर स्थानांतरण या स्थानांतरण द्वारा नियुक्ति के लिए अधिकतम आयु-सीमा आवेदन प्राप्त करने की अंतिम तिथि को 56 वर्ष से अधिक नहीं होगी।

2. ऊपर वर्णित नियमों के अनुसार रजिस्ट्रार/ रेल दावा अधिकरण (आरसीटी) के पद के लिए पात्र और इच्छुक अधिकारियों के आवेदन कृपया अनुलग्नक-I में निर्धारित प्रारूप में अग्रेषित किए जाएं जो कि श्री अमित कुमार त्रिपाठी, अवर सचिव/सेवा मामले,रेलवे बोर्ड, कमरा नं. 211(ए), रेल भवन, नई दिल्ली-110001 को दिनांक 18/04/2025 सांय 5:00 बजे तक पंहुच जाए।

3. आवेदनों को अग्रेषित करते समय, संबंधित प्रशासनिक मंत्रालयों/विभागों द्वारा यह सुनिश्चित किया जाए कि उम्मीदवारों के विवरण सत्यापित हैं और वे पात्रता की शर्तों को पूरा करते हैं और उम्मीदवारों के

पिछले पांच वर्ष के अद्यतन वार्षिक गोपनीय रिपोर्ट डोज़ियर (मूल या सत्यापित फोटोकॉपी) को भी उनके आवेदनों के साथ भेजा जाए। यह भी सुनिश्चित किया जाए कि आवेदकों के संबंध में अनुशासन एवं अपील नियम/सतर्कता स्वीकृति और सत्यनिष्ठा प्रमाण-पत्र भी उनके आवेदनों के साथ भेजे जाएं।

4. प्रतिनियुक्ति/स्थानांतरण के आधार पर नियुक्ति हेतु उम्मीदवारों का चयन करते समय दस्तावेजों द्वारा जीवन-वृत्त का मूल्यांकन चयन समिति द्वारा किया जाएगा।

अमित
17/2/2025

(अमित कुमार त्रिपाठी)
अवर सचिव/एसएम
रेलवे बोर्ड
टेली नं.: 011-47845587
ई-मेल- akt.tripathi@gov.in

अमित कुमार त्रिपाठी / Amit Kumar Tripathi
अवर सचिव / Under Secretary
रेलवे बोर्ड / Railway Board
रेल मंत्रालय / Ministry of Railways
नई दिल्ली / New Delhi

सं. 2024/ई(ओ)-II/1/9

नई दिल्ली, दिनांक: 17/02/2025

प्रतिलिपि प्रेषित:

1. भारत सरकार के सभी मंत्रालय/विभाग।
2. अध्यक्ष/रेल दावा अधिकरण, 13/15, माल रोड, दिल्ली-110054
3. रजिस्ट्रार,केंद्रीय प्रशासनिक अधिकरण, पी.बी. 61, 35, कॉपरनिकस मार्ग, नई दिल्ली-110001

अमित
17/2/2025

(अमित कुमार त्रिपाठी)
अवर सचिव/एसएम
रेलवे बोर्ड
टेली नं.: 011-47845587
ई-मेल- akt.tripathi@gov.in

अमित कुमार त्रिपाठी / Amit Kumar Tripathi
अवर सचिव / Under Secretary
रेलवे बोर्ड / Railway Board
रेल मंत्रालय / Ministry of Railways
नई दिल्ली / New Delhi

ANNEXURE-I

BIO-DATA/ CURRICULUM VITAE PROFORMA

1.Name and Address (in Block Letters)	
2.Date of Birth (in Christian era)	
3.i) Date of entry into service	
ii) Date of retirement under Central/State Government Rules	
4.Educational 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) Qualification	A) Qualification
B) Experience	B) Experience
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**.

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 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, 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 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. **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/ 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) 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 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 and; (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition vi) any other information. **(Note: Enclose a separate sheet if the space is insufficient)**	
17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.# (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)	
# (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
18. Whether belongs to SC/ST	

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)

Address_____

_____

Date_____

Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. 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)

Annexure-II

Points to be noted by the Borrowing/ Parent Department/ Office to be highlighted in DOP&T circular for compliance by the Ministries/ Departments]

1. Vigilance Clearance will not normally be granted for a period of 3 years after the currency of punishment, if a minor penalty has been imposed on an officer. In case of imposition of a major penalty, Vigilance Clearance will not normally be granted for a period of 5 years after the currency of punishment in terms of DOP&T O.M. No.11012/11/2007-Estt.(A) dated 14.12.2007.

2. While forwarding applications in respect of officers who are about to complete their 'cooling-off' period shortly the instructions of DOP&T as contained in O.M. No.2/1/2012-Estt.(Pay.II) dated 04.01.2013 may be strictly adhered to.

3. A copy of the Application format may be provided by the Borrowing Department in their website in a downloadable form as *Word Document* along with the advertisement.

4. In the case of a vacancy already existing at the time of issue of communication inviting nominations/ publication in the Employment News, the eligibility may be determined with reference to the last date prescribed for receipt of nominations in the concerned administrative Ministry/Department. In the case of an anticipated vacancy, the crucial date for determining eligibility should be the date on which the vacancy is expected to arise.

5. It shall be prominently mentioned in the vacancy circular/ advertisement that the applications/CV not accompanied by supporting certificates/ documents in support of Qualification and Experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection.

6. Crucial date for determining the eligibility of the applicants will be counted after excluding the first date of publication of the vacancy/ post in the Employment News. ie., For the vacancy published in the Employment News of 18-24 Jan. 2014, the crucial date will be counted from the 19th Jan. 2014 (excluding the first date of publication).

7. To facilitate determination of eligibility of the applicants working in Public Sector Undertakings/ Autonomous organizations not following the Central Government Scales, their equivalent scales of pay/posts may be confirmed by the borrowing Department. Where necessary, details in this regard may also be ascertained from the lending Department.