

## **National Institute of Plant Health Management, Hyderabad**

*(An autonomous organization under the Ministry of Agriculture & Farmers Welfare Government of India)*

**Date:28-08-2018**

**Advertisement No.07/ 2018**

National Institute of Plant Health Management invites applications for the following post. The gist of pay and the number of posts are given below:

Sl. No.	Name of the Post	Direct / Deputation*	No. of Posts	Reservation for Direct Recruitment as per roster	Scale of Pay / Pay in Pay Matrix (7 <sup>th</sup> CPC)	Last Date for receipt of applications
1	Financial Advisor	Deputation*	01	NA	Level-11 Rs. 67,700 - 2,08,700	30 days from the date of publication of advertisement in Employment News
2	Assistant Director (PM&RA)	Deputation*	01	NA	Level-10 Rs. 56,100 - 1,77,500	
3	Asst. Scientific Officer (Microbiology)	Direct	01	OBC	Level 6 Rs. 35400 - 112400	
4	Stenographer	Direct /Deputation*	01	SC	Level 4 Rs. 25500 – 81100	
5	Lower Division Clerk	Direct	02	UR	Level 2 Rs. 19900 – 63200	
6	Multitasking staff (Category – III)	Direct	01	UR	Level 1 Rs. 18000 – 56900	

**\* Rule of reservation does not apply for candidates applying on deputation basis.**

The details of educational qualifications, experience, age and other eligibility criteria etc. along with application proforma may be accessed from web <http://niphm.gov.in>.

**REGISTRAR**

**QUALIFICATIONS & EXPERIENCE FOR DIRECT RECRUITMENT, OR TRANSFER ON DEPUTATION:**

1	<b>Financial Advisor – 1</b>	<i>Deputation*</i>
	Upper Age limit	Upto 55 years
	<b>QUALIFICATIONS &amp; EXPERIENCE:</b>	<p><b>I. TRANSFER ON DEPUTATION :</b></p> <p>a. Persons under Central / State Governments / Universities / Recognized Research Institutions / PSUs / Statutory Boards or Autonomous organizations of Central / State Governments.</p> <p>i) Holding analogous posts on regular basis. <b>OR</b></p> <p>ii) With 03 years service in post having Pay Level-9 or 10 (7<sup>th</sup> CPC) i.e. Grade Pay of Rs. 5,400/- as per 6<sup>th</sup> CPC. <b>OR</b></p> <p>iii) With 07 years service in post having Pay Level-7 (7<sup>th</sup> CPC) i.e. Grade Pay of Rs. 4,600/- as per 6<sup>th</sup> CPC. <b>OR</b></p> <p>iv) With 10 years service in post having Pay Level-6 (7<sup>th</sup> CPC) i.e. Grade Pay of Rs. 4,200/- as per 6<sup>th</sup> CPC.</p> <p><b>II. ESSENTIAL QUALIFICATIONS:</b></p> <p>1. A first class or high second class (57% or above) Bachelor Degree, preferably in Commerce from recognised university or equivalent.</p> <p>2. 15 years experience in accounts work holding responsible supervisory / administrative position.</p> <p><b>DESIRABLE:</b></p> <p>1. Qualified Chartered Accountant possessing Membership of Institute of Chartered Accountants of India or qualified Cost Management Accountant possessing Membership of Institute of Cost Accountants of India.</p> <p>2. The candidate should be conversant with government rules and regulations/office procedures pertaining to budget preparation, accounts and audits.</p> <p><i>Minimum work experience stated above can be relaxed by the Director General in case of highly meritorious candidates if they are otherwise suitable to the post.</i></p>

2	<b>Assistant Director (Pesticide Monitoring &amp; Residue Analysis)</b>	<i>Deputation*</i>
	Upper Age limit	<i>45 years, Relaxable in the case of deputationists</i>
	<b>QUALIFICATIONS &amp; EXPERIENCE:</b>	<p><b>I. TRANSFER ON DEPUTATION :</b></p> <p>a. Persons under Central/ State Governments/ Universities/ Recognized Research Institutions/ PSUs / Statutory Boards or Autonomous organizations of Central and state Governments.</p> <p>i) Holding analogous posts on regular basis. OR</p> <p>ii) With three years of service in the post having Grade Pay (6<sup>th</sup> CPC) of Rs. <b>4600/- or above</b>OR With five years of service in the post having Grade Pay (6<sup>th</sup> CPC) of Rs. <b>4200/-</b> or above</p> <p><b>II. ESSENTIAL QUALIFICATIONS:</b></p> <p>1. A First or Second Class Masters Degree in Organic Chemistry or Analytical Chemistry or Agriculture with specialization in Agricultural Chemistry with at least 3 years of experience in pesticides formulation and Residue analysis including teaching / training etc. <b>(OR)</b> Masters in Agriculture with at least 5 years' experience in Pesticide Formulation Analysis / Pesticide residue Analysis.</p> <p>2. Minimum work experience of 7 years (4 years for Ph.D).</p> <ul style="list-style-type: none"> <li>• Experience in Research, teaching / training in the respective fields will also be considered as the required work experience.</li> </ul> <p><b>DESIRABLE:</b></p> <p>1. Advanced Training in Pesticide Formulation and Residue Analysis.</p> <p>2. Ph.D in the relevant subject</p> <p>3. Experience in formulating standard protocols for pesticide analysis and in implementation of Insecticides Act.</p> <p><u>However, two years relaxation from total work experience of 7 years will be given in the case of deputationists.</u></p>
3	<b>Assistant Scientific Officer (Microbiology)</b>	<i>Direct recruitment</i>
	Upper Age limit	<i>Upto 35 years</i>
	<b>QUALIFICATIONS &amp; EXPERIENCE:</b>	<p><b>ESSENTIAL:</b></p> <p><b>A. Educational:</b> A First or high second class (above 57%) Master's Degree in</p> <p>i. Agriculture with specialization in Microbiology <b>OR</b></p> <p>ii. Microbiology <b>OR</b></p> <p>iii. Botany with specialization in Microbiology.</p> <p><b>B. Experience:</b></p> <p>i. Two (2) Years experience in relevant field for M.Sc. <b>OR</b></p> <p>ii. Ph.D candidates without experience will also be considered.</p> <p><b>DESIRABLE:</b> Ph.D. in the relevant subject.</p> <p><b>Note:</b> Only post qualification experience will be considered</p>

4	<b>Stenographer</b>	<i>Direct / Deputation*</i>
	Upper Age limit	<i>i. Upto 28 years for Direct Recruits</i> <i>ii. 40 years in the case of deputationists</i>
	<b>QUALIFICATIONS &amp; EXPERIENCE:</b>	<p><b>ESSENTIAL:</b></p> <ol style="list-style-type: none"> <li>Bachelor Degree from recognized University.</li> <li>Dictation Shorthand/Typing speed of 80/30 in English</li> <li>Knowledge of basic computer application and data entry.</li> </ol> <p><b>DESIRABLE:</b></p> <ol style="list-style-type: none"> <li>2 years experience in stenography</li> <li>Knowledge of Secretarial work.</li> </ol> <p><b><u>TRANSFER ON DEPUTATION :</u></b></p> <ol style="list-style-type: none"> <li>Persons under Central / State governments / Universities / Recognized research Institutions / PSUs / Statutory Boards or Autonomous organizations of Central and State Governments. <ol style="list-style-type: none"> <li>Holding analogous posts on regular basis. (OR)</li> <li>With six years of service in the post having Grade Pay (6<sup>th</sup> CPC) of Rs. 1900/-</li> <li>Possessing qualifications mentioned in under Essential qualifications.</li> </ol> </li> </ol>
5	<b>Lower Division Clerk</b>	<i>Direct recruitment</i>
	Upper Age limit	<i>Between 18 to 27 years</i>
	<b>QUALIFICATIONS &amp; EXPERIENCE:</b>	<p><b><u>ESSENTIAL:</u></b></p> <ol style="list-style-type: none"> <li>Bachelor's Degree from recognized university.</li> <li>Must possess at least Lower typing certificate in English from the state Board of technical education</li> </ol> <p><b><u>DESIRABLE:</u></b></p> <ol style="list-style-type: none"> <li>Must possess Diploma/Certificate in basic computer applications and data entry.</li> <li>Must possess experience of at least one year preferably in Government offices in secretarial section / Accounts / Stores / Establishment / Staff office management branches.</li> </ol>
6	<b>Multi-Tasking Staff (Category – III)</b>	<i>Direct recruitment</i>
	Upper Age limit	<i>Between 18 – 27 years</i>
	<b>QUALIFICATIONS</b>	<p><b>ESSENTIAL QUALIFICATIONS:</b></p> <p>(For Sweeping, Cleaning, Peon/Attendant duties)</p> <p>Matriculation or Equivalent pass</p> <p>(Physical fitness, aptitude and skills will be tested.)</p>

#### A. General Terms and Conditions:

- A candidate must either be a citizen of India or a subject of Nepal or a subject of Bhutan or a Tibetan refugee who came over to India before 01<sup>st</sup> January 1962 with intention of permanently settling in India or a person of Indian origin who has migrated from Pakistan Burma, Sri Lanka or East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India. Provided that a candidate other than citizen of India shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

2. Relaxation of upper age limit in respect of reserved categories such as SC/ST/OBC/PHE/Ex-servicemen etc., shall be given as per Government of India guidelines/orders. Age limit will be reckoned with reference to the closing date for receipt of the applications.

Indicative relaxation in age limit

Category	Extent of Age relaxation
Schedule Caste/Schedule Tribe	5 years against reserved posts only.
OBCs	3 years against reserved posts only.
PwD with minimum 40% disability	10 years (15 years for SC/ST, 13 years for OBCs) in case of direct recruitment to Group C posts. 5 years (10 years for SCs/STs and 8 years for OBCs) in case of direct recruitment to Group A & B posts. Subject to maximum age not exceeding 56 years on the last date for receipt of applications.
Central/ Govt. Servants	Up to 5 Years (as per GOI norms) (10 years for persons belonging to Scheduled Castes/Scheduled Tribes and 8 years for persons belonging to OBC's in respect of the posts reserved for them)
Ex- servicemen or any other category	As per Government of India norms.

3. The upper age limit is relaxable for SC/ST/OBC candidates in respect of vacancies which are reserved for them. SC/ST/OBC Candidates have to produce a caste certificate in GOI prescribed proforma issued by the Competent Authority for claiming age relaxation. Copy of Caste certificate should be sent along with the application.
4. **For OBC:** If you belong to 'Creamy Layer', you are not eligible for consideration against posts reserved for OBC and therefore you may apply against UR posts. OBC certificate should have been issued on a date within 2 (two) years of the last date for receipt of application as stated in the advertisement. If you claim OBC and attach BC/MBC or any other certificate other than a valid OBC certificate (in GOI format), your application will be summarily rejected.
5. **For PwD:** The age concession to the persons with disabilities shall be admissible irrespective of whether the post is reserved for persons with disabilities or not, provided the post is identified suitable for the relevant category of disability.

A person who wants to avail of benefit of age concession under PwD would have to submit a Disability Certificate issued by a Competent Authority. If a person with disability is entitled to age concession by virtue of being a Central Government employee, concession to him/her will be admissible either as a 'person with disability' or as a 'Central Government employee' whichever may be more beneficial to him/her.

The Competent Authority to issue Physically Handicapped certificate shall be a Medical Board duly constituted by the Central or a State Government. The Central/ State Government may constitute Medical Board(s) consisting of at least three members out of which at least one shall be a specialist in the particular field for assessing Locomotor/ Cerebral / Visual / Hearing disability, as the case may be.

The definition of different categories of disabilities, for the purpose of age relaxation, will be same as given in DoP&T's OM No. 36035/3/2004-Estt(Reservation) dated 29th December 2005 or as amended from time to time.

6. **For Central/Govt. Servants:** A candidate claiming to belong to the category of Central Government servant and seeking age relaxation would be required to produce a Certificate issued after the date of

advertisement from his/her Employer on the Office letter head to the effect that he/she is a regularly appointed Central Government Servant serving continuously for more than 3 years in the Government and not on casual/adhoc/daily wages/hourly paid/contract basis employee.

The age relaxation will be admissible to such of the Government servants as are working in posts which are in the same line or allied cadres and where a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of the duties of the post(s) recruitment to which has been advertised.

7. **Essential qualification:**The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for written test and / or interview. Desirable qualification will be given due weightage while shortlisting. All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess the essential qualifications and experience laid down for various posts. No enquiry asking for advice as to eligibility will be entertained.
8. All the claimed Educational qualifications shall be from a recognised University / Institute only. Self-attested copies of all educational qualifications along with date of birth proof, experience, age relaxation and other certificates are required to be enclosed invariably. The application will be summarily rejected if – a) certificates are attached, but column is not filled; or b) the column is filled but certificates are not attached. Letter of Appointment, Pay Slip, Office Memorandum, Office Order, Joining Report, or any such document(s) will not be accepted as document in support of knowledge or experience. Certificate in support of knowledge and experience should be in proper format i.e. should be on the organisation's letterhead; bear the date of issue; specify period of work(including Job roles and responsibilities; clearly stating nature of work, salary drawn with pay scale and grade pay, if any; name and designation of the issuing authority along with signature etc.
9. General relaxation: "Age and qualifications can be relaxed in exceptional cases by the Director General, NIPHM".
10. Only candidates willing to take-up residence (throughout their service) within a radius of 3km of NIPHM can apply.
11. Please visit NIPHM website <http://niphm.gov.in> for the details of duties to be performed and for downloading the prescribed application proforma.
12. The applications in prescribed proforma (*through proper channel in case of Central/ State Governments/ Universities/ Recognized Research Institutions/ PSUs / Statutory Semi-governments or Autonomous organizations candidates*) should reach the Registrar, National Institute of Plant Health Management, Rajendranagar, Hyderabad 500 030, Telangana, **within 30 days from date of publication in Employment newspaper by 5.30 p.m. in hard copy**. Persons working in Govt. service should apply through proper channel only. In case it takes time to obtain clearance from the Head of Department, an advance copy of the application may be sent on or before the closing date. However the application through proper channel should reach NIPHM by the time of scrutiny, else the advance copy will not be considered.  
  
(separate application formats for Regular & Deputation basis are enclosed herewith)  
*It is informed that the earlier advertisement notification No. 03/2018 issued for recruitment to the post of **Financial Advisor** stands cancelled. The candidates who have applied earlier shall have to apply afresh if interested to apply.*
13. Candidates will be shortlisted on the basis of the information provided by them in their applications, they must ensure that the information is true. If at any subsequent stage or at the time of written test/ interview any information given by them or any claim made is found to be false, their application / candidature will be liable to be rejected and they shall be debarred permanently.
14. In the event of number of applications being large, NIPHM reserves the right to shortlist the candidates/ restrict the candidates to be called for written test/ interview to a reasonable number by adopting reasonable criteria (applied uniformly) as recommended and decided upon by the Competent Authority.

15. The Institute reserves the right not to fill up any or all advertised posts, cancel the advertisement in whole or in part at any stage without assigning any reason and the decision of the Institute in this regard shall be final.
16. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of offer of appointment, the Institute reserves the right to withdraw/cancel/modify any communication made to the candidates.
17. In case of any dispute with regard to screening of the applications, the decision of Director General, NIPHM shall be final.
18. The Rule of Reservation is not applicable in the case of deputationists. However, subject to availability, eligible candidates belonging to reserved categories will be duly considered as per rules in force.
19. The Medical facilities applicable to government employees will be extended to the deputationists.
20. In the case of direct recruitment the selected candidates will be governed by the New Pension Scheme, 2004, Govt. of India.
21. The Probation period for direct recruits will be two years as per the rules in force.
22. Appointment of candidates will be subject to receipt of prescribed Medical fitness certificate from a Civil Surgeon / District Medical Officer.
23. **No correspondence will be entertained with the non-shortlisted or non-selected candidates.**
24. Canvassing in any form is not accepted and will lead to the disqualification of such candidates.
25. In case of any disputes/suites or legal proceedings against the Institute, the Jurisdiction shall be restricted to the Courts of Hyderabad.
26. Candidates are warned that they should not furnish any particulars that are false or suppress any material information in filling up the application form. Candidates are also warned that they should in no case correct or alter or otherwise tamper with any entry in a document or its attested/certified copy submitted by them nor should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy between two or more such documents or their attested/certified copies, an explanation regarding this discrepancy should be submitted.
27. The vacancies are indicative and may vary as per actuals.
28. Incomplete / invalid applications – if any column is left unfilled or lack of submitting adequate certificates / documents in support of candidature will lead to rejection of the application.
29. **No interim correspondence: No correspondence whatsoever will be entertained from candidates regarding postal delay, conduct and result of test / interview and reasons for not being called for test / interview. Interim correspondence will not be entertained and replied to.**
30. Institute will not be responsible for any postal delay. Last date for receipt of applications is as stated in the advertisement.

## B. PROCEDURE FOR SELECTION

1	Financial Advisor	<i>The Selection will be based on Interview and/or Written Test.</i>
2	Assistant Director (PM&RA)	<i>The Selection will be based on Powerpoint Presentation, Interview and/or Written Test.</i>
3	Asst. Scientific Officer (Microbiology)	<i>Selection to the post will be based on written test and skill test.</i>
4	Stenographer	
5	Lower Division Clerk	
6	Multitasking staff (Category – III)	<i>Selection to the post will be based on written test and/or Trade test/skill as applicable in the relevant fields.</i>

### C. DUTIES OF THE POST

1	<b>Financial Advisor</b>	<p>The Financial Advisor shall assist the Director General in the financial management of the Institute. He shall be in-charge of all accounting of receipts, payments, Provident Funds, Investment, Budget, Audit and allied matters of the Institute. He shall, in particular –</p> <ol style="list-style-type: none"> <li>i. Advise the Director General on all matters falling within the field of delegated powers;</li> <li>ii. Establish and maintain a system of financial control governing the allocation and use of funds;</li> <li>iii. keep himself closely associated with the formulation of schemes and important expenditure and income proposals, from their initial stages;</li> <li>iv. associate himself with evaluation of progress/performance in the case of projects and other continuing schemes and see that the result of such evaluation studies are duly taken into account in the budget formulation;</li> <li>v. Watch settlement of audit objections, Inspection reports, etc.</li> <li>vi. Organize effective Internal Audit;             <ol style="list-style-type: none"> <li>a. To ensure accuracy in accounts and in other basis records;</li> <li>b. To review systems and procedures as have a financial bearing, to reduce costs, promote efficiency and safe guards the interests of the Institute.</li> </ol> </li> <li>vii. The Financial Advisor or such Officer designated by the Director General shall examine and advise Director General in every case of re-appropriation of funds.</li> <li>viii. Function as the Drawing &amp; Disbursing Officer for the establishment of the Institute.</li> </ol> <p>Any other duties assigned by the Director General.</p>
2	<b>Asst. Director (PM&amp;RA)</b>	<p>As Sub-divisional head he/she is expected to plan, implement and coordinate various activities of concerned sub-division to enable the Joint Director / Director accomplish the responsibilities assigned. Any other duties assigned by the Joint Director/Director or the Director General from time to time.</p>
4	<b>Asst. Scientific Officer (Microbiology)</b>	<p>As Sub-divisional heads they are expected to plan, implement and coordinate various activities of their sub-divisions to enable the Joint Directors / Directors accomplish the responsibilities assigned. Any other duties assigned by the Directors or the Director General from time to time.</p>
5	<b>Stenographer</b>	<p>Taking dictation and transcription of the same, Computer processing / Typing of essential or confidential documents, Fixing up appointments and screening the calls, Opening of files, maintenance of current files, keeping a note of the movement of files, sending of routine reminders, etc., screening of telephone calls and visitors. Any other work assigned by the officer.</p>
7	<b>Lower Division Clerk</b>	<p>Correspondence, Data entry, various returns, maintenance of service books, preparation of duty rosters, casual leave cases, maintenance of Section Dairy, File Register, File movement Register, Indexing and Recording, typing, comparing, dispatch, preparation of arrears and other statements, submission of routine and simple drafts etc., maintenance of building registers, indent procurement and supply of stationery forms and binding materials, maintenance of stock account of forms, stationery, furniture cataloguing and other stores, scrutiny of various bills, preparation of vouchers, maintenance of incoming and outgoing diary, receipt and dispatch of letters, typing and maintenance of records.</p>

8	<b>Multitasking staff (Category – III)</b>	<b>Tentative duties to be performed</b> Physical maintenance of record of the section; General cleanliness and upkeep of the section/Unit; Carrying of files and other paper within the building; Photo copying, sending of FAX etc.; Other non-clerical work in the Section / Unit; Assisting in routine office work like diary, dispatch etc. including on computer; Delivering of Dak (outside the building); Watch and Ward duties; Dusting of furniture, building, fixture etc.; Driving of vehicle having valid driving license; Upkeep of parks, lawns, potted plants etc.; Any other work assigned by the superior authority.
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**REGISTRAR**

Application Form for Direct  
Recruitment basis

**PROFORMA**

**APPLICATION FOR THE POST OF.....on Regular Basis (Direct Recruitment)**

1. Name :  
(in Block letters)

2. Father's/Husband Name :

3. Date of Birth (in Christian era) :

4. Age (as on date ..... ) : Years.....Months.....Days.....

5. ADDRESS FOR CORRESPONDENCE :

a. Present :

b. Permanent :

c. Email ID : 1.

2.

d. Mobile :

e. Phone No. (STD/ISD code) :

6. **EDUCATIONAL QUALIFICATIONS:-**

(Enclose self-attested copies without which applications will not be considered for scrutiny).

QUALIFICATION	YEAR	UNIVERSITY	CLASS & % OF MARKS	REMARKS (Awards if any)

7. **TECHNICAL QUALIFICATIONS:-**

(Enclose attested copies)

QUALIFICATION	YEAR	BOARD/ UNIVERSITY	CLASS & % OF MARKS	REMARKS (Awards if any)

Details of employment in the chronological order in the table indicated below. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.(Enclose attested copies)

Office/Instt./ Organisation	Post held	From	To	Scale of pay and basic pay therein	Nature of duties performed

8. Nature of present employment i.e. ad-hoc or temporary or quasi-permanent or permanent. :
10. 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) Public Undertakings :
- (e) Universities :
- (f) Others :
11. Present Pay & Grade Pay / Pay Band :
12. 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 :
- (iii) Work experience (over and above the prescribed) :  
(enclose a separate sheet if the space is insufficient)
13. Whether belongs to SC/ST/OBC/OC/PH/Ex-Serviceman (Proof to be enclosed)  
(OBC Candidates have to enclose latest caste certificate as per GOI norms for claiming age relaxation and for considering to the reserved OBC post)
14. 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 professional bodies/institutions/societies and :
- (iv) any other information. :  
(enclose a separate sheet if the space is insufficient)
15. I certify that particulars furnished above are true.
16. I am willing to stay in the quarters if allotted or within 3km radius of NIPHM for entire length of service.
- Date :  
Place :

**SIGNATURE OF CANDIDATE**

It is certified that particulars furnished are correct and no disciplinary case is either pending or contemplated against the officer and no penalty, major or minor, was imposed on the officer during the last 10 years and his integrity is beyond doubt.

Dated:

Signature of the Head of Department with seal

**PROFORMA**Application Form for  
Deputation basis**APPLICATION FOR THE POST OF.....on Deputation Basis**

1.	Name and Address (in Block Letters)				Affix Passport size Photograph	
	Mobile No.					
	E-mail Address					
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)					
	<b>Qualifications/Experience required as mentioned in the advertisement/vacancy circular</b>		<b>Qualifications/Experience possessed by the officer</b>			
	<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 <b>Administrative Ministry/Department/Office</b> 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 an subsidiary subjects may be indicated <b>by the Candidate</b>					
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.					
	<b>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</b>					
7.	Details of Employment, Chronological order. <b>Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.</b>					
	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
<b>*Important:</b> Pay-band and Grade Pay granted under ACP/MACP are personal to the office 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. 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
	<b>9.1 Note:</b> 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		
	<b>9.2 Note:</b> 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		
11.	<b>Additional details about present employment:</b> 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 to date from which the revision took place and also indicate the pre-revised scale		

14.	Total emoluments per month now drawn		
	Basic Pay in the PB	Grade Pay	Total Emoluments
15.	In case the application belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclose		
	Basic Pay with Scale of Pay and rate of increment	Dearness Pay/Interim relief/other Allowances etc. (with break-up details)	Total Emoluments
16.	<b>A) Additional information</b> , 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 and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is not sufficient)		
	<b>B) Achievements</b> 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 (vi) Any other information <b>(Note: Enclose a separate sheet if the space is insufficient)</b>		
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 education 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)