



राष्ट्रीय मानव अधिकार आयोग

National Human Rights Commission

मानव अधिकार भवन, ब्लॉक सी, जी पी ओ कॉम्प्लेक्स, इना, नई दिल्ली-110023

Adhikar Bhawan, Block - C, GPO Complex, INA, New Delhi-110023

E-Mail: nhrcstr@nic.in

Website: www.nhrc.nic.in



File No. A-12019/1/2024-Estt 20303 - 20307

Dated the 18th June 2024

To,

1. All Ministries/ Departments/ Organizations (As per standard list)
2. The Director General, all CAPFs/RPF.
3. The Chief Secretary All States/UTs
4. The Commissioner/ Director General of Police, all States/UTs.

Sub: Inviting of applications for filling up various vacant posts in National Human Rights Commission on deputation basis.

Sir/ Madam,

Please refer to this Commission's letter of even No. (20467-20474) dated 20th May, 2024 (Copy enclosed) vide which a Deputation Vacancy Notice No. 02/2024 for filling up various vacant posts on deputation basis in National Human Rights Commission was forwarded for wide publicity among the eligible officers/ officials of your organization.

2. In order to get sufficient applications/ nominations, the last date of receipt of applications/ nominations has now been extended upto 15th July, 2024.

3. Detailed eligibility criteria / terms & conditions and application form is also available on NHRC website [www.nhrc.nic.in].

4. It is, therefore, requested that the vacancy notice may kindly be circulated among the eligible Officers/ Officials under your administrative control for wider dissemination and the application(s) of candidate(s) who are desirous and eligible of being considered for appointment to these posts and who can be spared immediately after selection, may please be forwarded to the Under Secretary, National Human Rights Commission, Manav Adhikar Bhawan, 'C' Block, GPO Complex, INA, New Delhi-110023 by 15.07.2024 in the prescribed format alongwith all requisite documents.

Yours faithfully,

Encl : As above


(Sanjay Kumar)
Under Secretary (Estt)

Copy to :-

All Divisional Heads of NHRC with the request to liaise with various Department/

2016/24
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Services-II Branch
Diary No 74689
Date 20/06/24



राष्ट्रीय मानव अधिकार आयोग

National Human Rights Commission

मानव अधिकार भवन, ब्लॉक सी जी पी ओ कॉम्प्लेक्स आईएनए, नई दिल्ली-110023 Manav

Adhikar Bhawan, Block - C, GPO Complex, INA, New Delhi-110023 Fax

91-011-24663278 & 79

E-Mail: nhrcstt@nhrc.nic.in

Website: www.nhrc.nic.in



माननीय
अवसर मान

File No. A-12019/1/2024-Estt 2024-2024

Dated the 20th May, 2024

To,

1. All Ministries/Departments/Organizations (As per standard list)
2. The Director General, all CAPs/RPF
3. The Chief Secretary All States/UTs
4. The Commissioner/Director General of Police, all States/UTs.

Sub: Inviting of applications for filling up various vacant posts in National Human Rights Commission on deputation basis.

Sir,

The undersigned is directed to forward herewith a copy of Deputation Vacancy Notice No. 01/2024 for filling up of various vacant posts in National Human Right Commission on deputation basis for wide publicity to the eligible employees under your organizations.

2. The last date of receipt of application is 20th June, 2024.
3. The detailed eligibility/terms & Conditions and Application Form has also been uploaded/available on the website of the NHRC [www.nhrc.nic.in]
4. It is also mentioned that the employees of the National Human Rights Commission (NHRC) are eligible for General Pool Residential Accommodation at Delhi/ NCR as per norms and are also covered under CGHS.
5. It is requested that wide publicity may be given to the eligible officers under your administrative control with reference to the above Vacancy Notice and application(s) of willing & eligible candidates may be forwarded to the Under Secretary (Estt), National Human Rights Commission, Manav Adhikar Bhawan, 'C' Block, GPO Complex, INA, New Delhi-110023 by 20th June, 2024 alongwith all requisite documents.

Yours faithfully.

Encl : As above

(Sanjay Kumar)
Under Secretary (Estt)

Copy to :-

1. Director (CS Division), DoP&I with the request that the vacancy notice may kindly be uploaded on the website of the DoP&I and also circulated amongst difference organizations for wider dissemination.
2. The Senior System Analyst alongwith copy of subject advertisement alongwith Proforma of application with the request to upload the same on the website of the Commission.
3. All Divisional Heads of NHRC with the request to liaise with various Department/Organizations/ Institutions for sponsoring/providing nominations of sufficient eligible and suitable officers for advertised posts.

RCR
21/5/24

21/5

21/5/24

21/5



राष्ट्रीय मानव अधिकार आयोग

National Human Rights Commission

मानव अधिकार भवन, ब्लॉक टी, जी पी ओ कॉम्प्लेक्स, आई एन ए, नई दिल्ली

Manav Adhikar Bhavan, Block T, GPO Complex, INA, New Delhi

E-Mail: nhrc@nhrc.nic.in

Website: www.nhrc.nic.in



Deputation Vacancy Notice No. 02/2024

Applications are invited to fill up the following existing/ anticipated vacancies on deputation basis in the National Human Rights Commission:-

S.No.	Name of posts & Pay Scale notified/ adopted by the Commission	Number of posts	Eligibility Condition
1	Joint Registrar Pay Matrix Level-13 (123100-215900)	01	Officers of the Central Government, the State Government, Union Territories, autonomous or statutory organization, Public Sector Undertakings, Universities or Recognized Research Institution ; (a) Holding analogous post on a regular basis in the parent cadre or department; and (b) Possessing a degree in Law from recognized University and five years experience in Court matters or of any other post involving interpretation or application of statutes
2	Joint Director (Research) Pay Matrix Level-12 (Rs 78800-209200)	01	Officers under the Central Government, the State Government, Union territories, autonomous or statutory organisations, Public Sector Undertakings, Universities or recognised Research Institutions: (a) Holding analogous post on a regular basis in the parent cadre or department, and (b) Possessing following qualifications and experience <u>Essential</u> (i) Master of Laws from any recognised University; (ii) Masters' in Political Science or Sociology or Social Work or Economics or Human Rights or Psychology or Population Studies or Criminology from a recognised University; (iii) Five years' research experience in any of the above subjects in a recognised Institution or University.

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3	Under Secretary Pay Matrix Level-11 (Rs 67700-208700)	01	Officer under the Central Government, the State Government or Union territories: (a) (i) holding analogous posts on a regular basis in the parent cadre or department, or (ii) with seven years' service rendered after appointment to the post on a regular basis in level-7 (Rs. 44900- 142400) in the pay matrix or equivalent in the parent cadre or department, and (b) possessing a degree in Law from recognised university
4	Assistant Registrar Pay Matrix Level-11 (Rs 67700-208700)	02	Officers of the Central Government, the State Government, Union territories, autonomous or statutory organization, Public Sector Undertakings, University or recognised Research Institution; (a) (i) holding analogous post on a regular basis in the parent cadre or department OR (ii) with seven years' service rendered after appointment to the post on a regular basis in the level-7 (Rs.44900-142400) in the pay matrix or equivalent in the parent cadre or department and (b) possessing a degree in Law from recognised university
5	Senior Research Officer Pay Matrix Level-11 (Rs.67700-208700)	02	Officers under the Central Government or the State Government or Union territories: (a) Holding analogous post on a regular basis in the parent cadre or department, (b) Possessing following qualifications and experience: <u>Essential Qualification:</u> (i) Masters' degree in Political Science, History, Statistics, Sociology from a recognised university; (ii) Four years' research experience in any of the social sciences. Desirable Qualification: Degree in law from a recognised University

6	Research Officer Pay Matrix Level-10 (Rs.56100-177500)	02	Officers of the Central Government, the State Government, Union territories, autonomous or statutory organisations, Public Sector Undertakings, Universities or recognised Research Institution ; (a) Holding analogous posts on regular basis in the parent cadre or department; (b) Possessing the qualifications and experience:- <u>Essential:-</u> Master's Degree in Social Science from a recognised University <u>Desirable:-</u> (i) Degree in Law from a recognised university; (ii) Three years' research experience in any of the social science.
7	Senior Accounts Officer Pay Matrix Level-9 (53100-167800)	01	Officers holding analogous posts in the Accounts Organizations. Officers in the scale of Rs. 2375-75-3200-EB-100-3500 (Pre revised) (now corresponding to Level-7 or 8 of pay matrix as per 7 th CPC) working in the accounts organization with 2 years regular service in the grade.
8	Dy. Superintendent of Police Pay Matrix Level-9 (Rs.53100-167800)	01	Officers under Central / State Police Organizations; (a) (i) Holding analogous posts on a regular basis; OR (ii) Inspectors of Police with 5 years regular service in the grade or equivalent; and (b) Possessing experience in investigation of criminal cases.
9	Section Officer Pay Matrix Level-8* (Rs.47600-151100)	02	Officers under the Central Government; (a) (i) Holding analogous posts on a regular basis; OR (ii) With 8 years regular service in Level -6 of Pay Matrix or equivalent; and (b) Possessing experience of Administration/ establishment accounts matters. Desirable: A degree in law.
10	Private Secretary Pay Matrix Level-8* (Rs.47600-151100)	05	Officers under the Central Government; (i) Holding analogous posts on regular basis; or (ii) With 8 years regular service in a post of Stenographer in Level-6 of Pay Matrix.

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11	Assistant Accounts Officer Pay Matrix Level-7 (Rs.44900-142400)	01	<p>Officers of the Central Government, the State Government, Union territories, autonomous or statutory organisations, Public Sector Undertakings, Universities or recognised Research Institutions:</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) With five years' service in the grade rendered after appointment thereto on regular basis in level-6 (Rs.35400-112400) in the pay matrix in the parent cadre or department; and</p> <p>(b) Possessing any one of the following qualifications:-</p> <p>(i) Pass in the Subordinate Audit/ Accounts Service examination conducted by any one of the organised Accounts Departments of the Central Government;</p> <p>(ii) Successful completion of training in the Cash and Accounts work in Institute of Secretariat Training and Management training course and a minimum of three years' experience in Cash, Accounts and Budget Work.</p>
12	Inspector Pay Matrix Level-7 (Rs.44900-142400)	08	<p>Officers under Central / State Police Forces/ Armed Forces of Union.</p> <p>(a) (i) Working in similar or equivalent grade in the Central/State Police Forces/Armed Forces of Union; or</p> <p>(ii) Sub-Inspector in the Central/State Police Forces/Armed Forces of the Union with 5 years regular service as Sub-Inspector; or</p> <p>(iii) Officers working in the equivalent grade on regular basis under the Central Govt./ or State Govt. Departments/Central Public Undertakings; and</p> <p>(b) Possessing at least 5 years experience in vigilance or investigation or intelligence work</p>
13	Senior Research Assistant Pay Matrix Level-7 (Rs.44900-142400)	01	<p>Officers of the Central Government, the State Government, Union territories, autonomous or statutory organisations, Public Sector Undertakings, Universities or recognised Research Institution:</p> <p>(a) Holding analogous posts on regular basis in the parent cadre or department.</p> <p>(b) Possessing following educational qualifications and experience:</p> <p>Essential: 11</p>

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Programmer AssistantPay Matrix Level-6
(Rs. 35400-112400)

(1)

- (i) Master Degree in Social sciences from a recognised University
- (ii) Two years' research experience in any of the social science

Officers under the Central Government or the State Governments or Universities or recognised Research Institutions or Public Sector Undertakings or Statutory or Semi Government or autonomous organizations:

- (a) Holding analogous post on a regular basis;
- (b) Possessing following educational qualifications and experience:

Essential: -

- (i) Masters' Degree in Statistics or Mathematics or Operations Research or Physics or Economics or Commerce (with Statistics) or Degree in Engineering or Computer Science from a recognised University;

- (ii) Two years' experience of an electronic data processing work including one year's experience of computer programming or operation; Or two years' experience of data processing work including one year's experience of unit record system (Tabulator or accounting machines, collator etc);

Or

- (i) Degree from a recognised university with Statistics as a subject;
- (ii) Five years' experience as mentioned in (ii) above.

Desirable: -

- (i) Formal training in computer programming operation;

- (ii) Knowledge of one or more of the programming languages;

- (iii) Experience of operating mechanical tabulation equipment and of planning and supervising work on such equipment.

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AccountantPay Matrix Level-6
(Rs.35400-112400)

Officers of the Central Government, the State Governments, Union territories, autonomous or statutory organisations, Public Sector Undertakings, Universities or recognised Research Institutions:

16	<p>Junior Accountant</p> <p>Pay Matrix Level-4 (Rs. 25500-81100)</p>	02	<p>(a) (i) Holding analogous posts on regular basis in the parent cadre or department; Or</p> <p>(ii) With ten years' regular service rendered after appointment to the post on a regular basis in the level 4 (Rs 25500-81100) in the pay matrix, and</p> <p>(b) Who have undergone training in cash and accounts work in the Institute of Secretariat Training and Management and possess three years' experience of cash, accounts and budget work.</p> <p>Officers of the Central Government, the State Government, Union territories, autonomous or statutory organisation, Public Sector Undertakings, universities or recognised Research Institutions:</p> <p>(a) (i) Holding analogous post on regular basis in the parent cadre or department</p> <p>OR</p> <p>(ii) Upper Division Clerk in Central Secretariat Clerical Service with Cash and Accounts training conducted by the Institute of Secretariat Training and Management.</p> <p>(b) Possessing following educational qualifications and experience:</p> <p>Essential:</p> <p>(i) B.Com with knowledge in computer applications.</p> <p>Desirable:</p> <p>(i) Experience in dealing with accounts and cash matters.</p>
17	<p>Assistant Librarian</p> <p>Pay Matrix Level-4 (Rs. 25500-81100)</p>	01	<p>Officers under the Central Government or the State Government or Union Territories or Public Sector Undertakings or autonomous organisations -</p> <p>(a) Holding analogous posts on a regular basis.</p> <p>(b) (i) Bachelors Degree in Library Science or Library and Information Science of a recognized University or Institute.</p> <p>(ii) Two years' professional experience in a Library under the Central Government or the State Government or autonomous or statutory organization or Public Sector Undertakings or University or recognised Research or Educational Institution</p> <p>Desirable</p> <p>(i) Diploma in Computer Application from a recognised university or Institute.</p>

11

16 Junior Accountant

Pay Matrix Level-4
(Rs. 25500-81100)

02

- (a) (i) Holding analogous posts on regular basis in the parent cadre or department, Or
- (ii) With ten years' regular service rendered after appointment to the post on a regular basis in the level 4 (Rs. 25500-81100) in the pay matrix, and
- (b) Who have undergone training in cash and accounts work in the Institute of Secretariat Training and Management and possess three years' experience of cash, accounts and budget work.

Officers of the Central Government, the State Government, Union territories, autonomous or statutory organisation, Public Sector Undertakings, universities or recognised Research Institutions:

- (a) (i) Holding analogous post on regular basis in the parent cadre or department
- Or

- (ii) Upper Division Clerk in Central Secretariat Clerical Service with Cash and Accounts training conducted by the Institute of Secretariat Training and Management.

- (b) Possessing following educational qualifications and experience

Essential:

- (i) B.Com. with knowledge in computer applications.

Desirable:

- (i) Experience in dealing with accounts and cash matters

17 Assistant Librarian

Pay Matrix Level-4
(Rs. 25500-81100)

01

Officers under the Central Government or the State Government or Union Territories or Public Sector Undertakings or autonomous organisations -

- (a) Holding analogous posts on a regular basis.
- (b) (i) Bachelors Degree in Library Science or Library and Information Science of a recognized University or Institute.
- (ii) Two years' professional experience in a Library under the Central Government or the State Government or autonomous or statutory organization or Public Sector Undertakings or University or recognised Research or Educational Institution

Desirable

- (i) Diploma in Computer Application from a recognised university or Institute.

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18	Steno Grade 'D' Pay Matrix Level 4 (Rs. 25500-81100)	00	Officers of the Central Government, the State Governments, Union territories, autonomous or statutory organisations, Public Sector Undertakings, Universities or recognised Research Institutions Holding analogous post on a regular basis in the parent cadre or department. Desirable: Diploma in Computer from a recognised university or institute. Note: Preference will be given to those who know both English and Hindi stenography.
19	Upper Division Clerk Pay Matrix Level 4 (Rs. 25500-81100)	01	Officers of the Central Government: (i) Holding analogous post on regular basis (ii) With eight years' regular service in the grade of Lower Division Clerk [level-2 (Rs.19900-63200) in the pay matrix] or equivalent

***Note:** There is pay discrepancies to the posts of Dy. Superintendent of Police, Section Officer, Private Secretary & Inspector in the National Human Right Commission, proposed for filling up on deputation basis. The Candidates will not claim for the existing pay scale as a matter of right on selection to the respective posts on deputation basis. It will be as per decision of the Government/NHRC

1. (i) Number of post(s) may vary.
(ii) Separate application(s) may be submitted if a candidate is eligible and applying for more than one post.
(iii) Commission's reserves the right to cancel / withdraw the vacancy notice in any time without prior notice and without providing any reason for it.
2. Proforma of application is attached at Annexure 'F'.
3. These vacancies are meant for deputation only. Applications of officers/officials under the Central Government, the State Governments, Union territories, autonomous or statutory organisations, Public Sector Undertakings, Universities or recognised Research Institutions who fulfill the requisite eligibility criteria and experience for these posts, as mentioned against each, will only be considered. Applications of candidates not in regular/permanent basis, retired officers or candidates serving in the private sector/ Organizations/ Universities/ Institutions will be summarily rejected.
4. The Deputation will be governed by the terms and conditions contained in the Department of Personnel and Training's O.M. No.6/8/2009-Estt.(Pay.II), dated 17.6.2010 as amended from time to time
5. The maximum age-limit for appointment by deputation shall be not exceeding 'fifty-six years, as on the closing date of receipt of application.

6. The applications of eligible candidates who can be spared immediately on selection, may please be forwarded to the **Under Secretary, National Human Rights Commission,** Manav Adhikar Bhawan, 'C' Block, GPO Complex, INA, New Delhi - 110023 latest by **20th June, 2024** in the prescribed format as at Annexure I alongwith all requisite documents i.e. attested photocopies of last 05 years APARs, Integrity Certificate, DE/Vigilance clearance & details of major minor punishment if any etc.

7. Any application received directly or after the due date will not be considered and will be summarily rejected.

8. The forwarding authority may also certify the information furnished by the candidate in application form.


(Sanjay Kumar)
Under Secretary (Estt)

Paste a recent
passport size
photo of the
candidate

Name of Posts applied for

Name of Posts applied for				
1	Name and Address (In Block Letters)			
2	Date of Birth (in Christian era)			
3	i. Date of entry to 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) Qualification /Experience required as mention in the advertisement/vacancy circular Essential; (a) Qualification, (b) Experience, Desirable (a) Qualification, (b) Experience,			
5.1	in the case of degree and post graduate qualifications elective/main subjects and subsidiary subjects may be indicated by the candidate Qualification / Experience possessed by the officer Essential; (a) Qualification, (b) Experience; Desirable (a) Qualification, (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 separate sheet duly authenticated by your signature, if the space below is insufficient			
	Office/ Institution with address	Post held on regular basis	From To	Pay Matrix Level / Pay Band and Grade pay 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 bands and grade pay where such benefits have been drawn by the candidate may be indicated as below.				
Office/Institution		Pay Matrix Level / Pay Band and Grade Pay drawn under ACP/MACP scheme	From	To
8 Nature of present employment i.e. Adhoc or Temporary 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 present office/organization to which applicant belongs	(d) Name of the post and pay of the post held in substantive						
9.1 Notes: in case of Officers already on deputation, the applications 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 tie in his parent cadre/organization									
10	If any post held on deputation in the post 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). <ul style="list-style-type: none"> a) Central Government b) State Government c) Autonomous Organization d) Government Organization e) Universities f) Others 								
12	Please state whether you are working in the same department and one 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 rank place and also indicate the pre-revised scale								
14	Total emoluments per month now drawn <table border="1" style="width: 100%;"> <tr> <th>Basic pay in Pay Band/ Pay Matrix</th> <th>Pay Matrix Level / Grade Pay</th> <th>Total Emoluments</th> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>			Basic pay in Pay Band/ Pay Matrix	Pay Matrix Level / Grade Pay	Total Emoluments			
Basic pay in Pay Band/ Pay Matrix	Pay Matrix Level / Grade Pay	Total Emoluments							
15	In case the applicant belongs to an organization which does not belong to Central Government pay scales, the latest salary slips issued by the organization showing the following details may be enclosed <table border="1" style="width: 100%;"> <tr> <th>Basic pay in Pay Band/ Pay Matrix</th> <th>Pay Matrix Level / Grade Pay & applicable rate of DA</th> <th>Total Emoluments</th> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>			Basic pay in Pay Band/ Pay Matrix	Pay Matrix Level / Grade Pay & applicable rate of DA	Total Emoluments			
Basic pay in Pay Band/ Pay Matrix	Pay Matrix Level / Grade Pay & applicable rate of DA	Total Emoluments							
16	A additional information if any relevant to the post you applied for the support of your suitability for the post (This among other things may provide information with regard to (i) Additional academic qualification (ii) professional training (iii) work experience over and above prescribed in this Vacancy Circular/ Advertisement) (Note: enclose a separate sheet, if the space is insufficient)								

16.1	The candidates are requested to including information with regard to: (i) Research publications and reports and special projects (ii) Awards/Scholarship/Official Appreciation (iii) Affiliation with the professional bodies/institutions (iv) Patents registered in own name or achieved for the organization (v) Any research innovative measure involving official regularization (vi) Any other information Note: enclose a separate sheet if the space is insufficient	
17	Whether belongs to SC/ST/OBC	
18	Complete postal Address and contact details i.e. Telephone/Fax Number & e-mail address of the present employer -	Postal Address Telephone & Fax No - e-mail address

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the curriculum duly supported by the documents in response 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 candidate)
Address _____

Email ID _____
Contact/Mobile No _____
Date _____

Certification by the Employee/ Cadre Controlling Authority

The information/ detail provided in the above application by the applicant are true and correct as per the facts available on records. He/ She fulfilling requisite eligibility criteria and also possess essential educational qualification and experience mentioned in the vacancy circular

2. If selected he/ she will be relieved immediately.

3. It is also certified that:

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt/Ms _____
ii) His/ Her Integrity is certified

iii) His/Her APAR dossier in original /photocopies of APAR for the last five years duly attested by an officer of the rank of Under Secretary of the government of India or above are enclosed

iv) No major/minor penalty has been imposed on him/ her during the last ten years or a list of major/minor penalty imposed on him/ her during the last ten year enclosed (as the case may be)

Counter signed
(Employer/Cadre Controller Authority with seal)