

सचिव सचिवालय

उडीगड

SAGARIMALA

NEW DELHI 2024

भारत सरकार
पान, पोत परिवहन और जलमार्ग मंत्रालय
मुख्य अभियंता एवं प्रशासक कार्यालय
अंडमान लक्षद्वीप बंदरगाह संकर्म
श्री विजयपुरम-744101

Phone: 232864, 232862, 232753
Fax : 03192-235240

Government of India
Ministry of Ports, Shipping & Waterways
Office of the Chief Engineer & Administrator
Andaman Lakshadweep Harbour Works
Sri Vijaya Puram-744101

Website : <http://andssw1.and.nic.in/alhw>
Email : ee-alhw@and.nic.in / ee-alhw@rediffmail.com

ITUWTSAN

NEW DELHI 2024

Chief Secretary's Office
128063
Receipt No.
Date 15/10/25
Haryana

VACANCY CIRCULAR

Sub: Filling up the one (1) post of Deputy Chief Engineer (Civil) in Level-12 as per 7th CPC (pre-revised scale of PB-3, pay of Rs.15600-39100+Grade Pay of Rs. 7600/-as per 6th CPC) by Deputation, including short term contract basis, in Andaman Lakshadweep Harbour Works (ALHW) under Ministry of Ports, Shipping & Waterways.

Sir/Madam

It is proposed to fill one post of Deputy Chief Engineer (Civil) in Level-12 as per 7th CPC (pre-revised scale of PB-3, pay of Rs.15600-39100+Grade Pay of Rs. 7600/-as per 6th CPC) by Deputation (including short term contract) basis. The period of deputation shall be three years and can be extended/ curtailed as per requirement. The place of posting will be at Andaman & Nicobar and Lakshadweep group of Islands. The emoluments in Level-12 with applicable pay and allowances such as DA, SCATLA, ISDA, HRA/accommodation, TA as per Central Govt. policies. The eligibility conditions, qualifications, experience required for the post and other details are given in Annexure-I.

The pay and other terms and conditions of deputation (including short term contract) will be regulated in accordance with DoP&T O.M. No. 6/8/2009-Estt (Pay-II) dated 17.06.2010 as amended from time to time. The Cadre Controlling Authorities are requested to forward applications (in duplicate) in the enclosed proforma (Annexure – II) of the eligible and willing officers, including those officers of autonomous and statutory bodies whose services can be spared in the event of their selection, through proper channel, to the Under Secretary (ALHW), Ministry of Ports Shipping and Waterways, 3rd Floor, PTI Building, 4 – Parliament Street, New Delhi– 110001 **within 60 days** from the date of publication of notice in Employment News/Rozgaar Samachar, leading daily local and national Newspapers in and around Andaman & Nicobar Islands (Chennai, Kolkata, Visakhapatnam, Kochi etc.). The Application form/proforma is mentioned at Annexure-II and the certificate by the employer's Cadre Controlling Authorities/Head of the Department is mentioned in Annexure-III. For details/annexures please visit link : andssw1.and.nic.in/alhw

List of Documents to be sent along-with applications:

- Up-to-date ACRs/APARs dossier of the applicant or clear photocopies of the ACRs/APARs for the last five (05) years duly attested (on each page) by an officer not below the rank of Under Secretary.
- Vigilance clearance.
- Integrity Certificate
- A statement showing major or minor penalties, if any imposed on the officer during the last ten years.

CS (Busy)

Secy./CS

14/X

SSPs
Form II as per Rule.

SSPs

15.8.25

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D.S.A

Services-II Branch
Diary No. 128063
Page 16/X/25

- v. A certificate by Cadre Controlling Authorities/Head of the Department to the effect that the particulars furnished by the candidate have been verified and found correct as per service records.
3. Applications received after the closing date or without any of the aforesaid documents or otherwise found incomplete or not in the prescribed proforma are liable to be rejected. Officers who apply for the post will not be allowed to withdraw their candidature subsequently.
4. Cadre Authorities, while forwarding the applications, shall verify and certify that particulars furnished by the officer are correct. It may also be confirmed that in the event of selection for appointment, the officer concerned will be relieved on his duties.
5. All the Ministries/Departments are requested to circulate the vacancy in their attached/subordinate offices/educational and other institutions.

Yours faithfully,

Digitally signed by
Kuppusamy A
Date: 21-07-2025
14:49:23

Administrative Officer (ALHW)

Ph.No. 03192 232862

Copy to :-

1. All Ministries/Departments of Government of India
2. Chief Secretaries of all State Government/Administrator of UTs
3. All Chairpersons of Major and Non- Major Port Trust.
4. The DG, Directorate General of Shipping, Jahaz Bhawan, Walchand H . Marg, Mumbai- 400001.
5. The DG, Directorate General of Light House & Lightships, Noida. UP
6. Vice Chancellor, Indian Maritime University, East Coast Road, Uthandi, Chennai - 600119.
7. All division Offices of ALHW

ANNEXURE-I**Qualification, experience, and other details required for the post of Executive Engineer (Civil) in the Andaman Lakshadweep Harbour Works**

1	Name of post	Deputy Chief Engineer (Civil)
2	Number of post	1 (One)
3	Classification of post	General Central Service Group 'A' Gazetted, Non- Ministerial
4	Scale of Pay	Level -12 as per 7 th CPC (pre-revised scale of PB-3, pay of Rs.15600-39100+Grade Pay of Rs. 7600/-as per 6 th CPC)
5	Place of posting	Andaman & Nicobar and Lakshadweep group of Islands
6	Period of deputation	Three years
7	Brief job description of the post	• The Deputy Chief Engineer (Civil) is the head of the circle and is responsible for the execution of projects and the maintenance of assets. He functions as the in-charge officer of the circle and is delegated with the full powers of a Superintending Engineer as per CPWD norms. • He coordinates and supervises the activities of the Divisions engaged in construction and maintenance works and oversees all assets under the circle. He also maintains close liaison with the office of the Chief Engineer & Administrator (CE&A) on matters related to works, technical issues, and administrative affairs concerning personnel of various categories. • He is responsible for the Drawing Office, including designs, drawings, and estimates of the works entrusted to the circle. Budgetary control of the Divisions under the circle also rests with the Deputy Chief Engineer (Civil), who is accountable in this regard to the Chief Engineer & Administrator. • The Deputy Chief Engineer (Civil) is required to examine the records of Divisional and Sub-Divisional offices during inspections and ensure that matters related to accounts are personally attended to by the concerned officers. • He must keep a strict watch on expenditure to ensure that there is no excess and that the system of management in the units under his jurisdiction remains efficient and economical. • The Deputy Chief Engineer (Civil) is duty-bound to inspect various works in progress within his jurisdiction, satisfy himself regarding their quality and progress, and report periodically to the Chief Engineer & Administrator.
8	Qualification, eligibility and experience required for the post	Officers under the Central/State Governments/Union Territories/Major Ports/Marine Organisations :- a. (i) Holding analogous Posts on a regular basis; or (ii) With 4 year regular services in posts in the Scale of Rs.

		3000 – 5000(Rs. 10000-325-15200 as per 5th CPC, PB- 3 Rs. 15600 – 39100 as per 6th CPC, Level -11 as per 7th CPC) or equivalent; and (iii) With 5 years regular Service in posts in the Pay Scale of Rs. 3000-4500 (Rs. 10000-325-15200 as per 5th CPC, PB- 3 Rs. 15600 – 39100 as per 6th CPC, Level -11 as per 7th CPC) or equivalent or equivalent; and b. Possessing the educational qualifications and experience laid down i. Degree in Civil Engineering of a recognized University or equivalent;. ii. 8 years experience in a supervisory capacity in Civil Engineering Works (including planning, construction and maintenance of Harbors).						
9	Condition	i. The Departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on Deputation. ii. Similarly, Deputationists shall not be eligible for consideration for appointment by promotion. (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 to exceed 4 years. iii. The maximum Age limit of appointment by Transfer on Deputation (including short-term contract) shall be not exceeding 56 years as on the closing date of receipt of applications).						
10	For eligibility of application from an organization that has a different pay structure other than the Central Government, the following shall be considered as the equivalent pay scale/grade (alongwith experience, if any) :							
<table><tr><th>Pay scale as per 7th CPC in CDA</th><th>Equivalent pay Scale in IDA (post 01.01.2017)</th></tr><tr><td>Level – 12 (Rs. 78800 – 209200/-)</td><td>Rs. 90,000 – 2,40,000 (E-6 Grade)</td></tr><tr><td>Level – 11 (Rs. 67700-208700/-)</td><td>Rs. 70000-20000/- (E-4 Grade)</td></tr></table>		Pay scale as per 7th CPC in CDA	Equivalent pay Scale in IDA (post 01.01.2017)	Level – 12 (Rs. 78800 – 209200/-)	Rs. 90,000 – 2,40,000 (E-6 Grade)	Level – 11 (Rs. 67700-208700/-)	Rs. 70000-20000/- (E-4 Grade)	
Pay scale as per 7th CPC in CDA	Equivalent pay Scale in IDA (post 01.01.2017)							
Level – 12 (Rs. 78800 – 209200/-)	Rs. 90,000 – 2,40,000 (E-6 Grade)							
Level – 11 (Rs. 67700-208700/-)	Rs. 70000-20000/- (E-4 Grade)							

Application in the proforma mentioned in Annexure – II & Annexure- III along with the required documents as specified in the circular may be forwarded through proper channel to the Under Secretary (ALHW), Ministry of Ports Shipping & Waterways, 3rd Floor, PTI Building, 4 – Parliament Street, New Delhi– 110001, so as to reach this office within 60 days from the date of publication of advertisement in the Employment News/RozgaarSamachar, leading daily local and national Newspapers in and around Andaman & Nicobar Islands (Chennai, Kolkata , Visakhapatnam, Kochi etc).

Annexure- IIBIO-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	
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 alongwith Cadre Clearance, Vigilance Clearance and Integrity certificate. Note: Information under Column 9 (c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.			
9.2				

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.		
	Basis 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)	
16B	Achievements: The candidates are requested to indicate information with regard to: - Research publications and reports and special projects. - Awards/Scholarships/Official Appreciation. - Affiliation with the professional bodies/institutions/societies and; - Patents registered in own name or achieved official recognition - 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)

Date-----

Address

Annexure - III**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)



भारत सरकार
पत्तन, पोत परिवहन और जलमार्ग मंत्रालय
मुख्य अभियंता एवं प्रशासक कार्यालय
अंडमान लक्षद्वीप बंदरगाह संकर्म
श्री विजयपुरम 744101

Phone: 232864, 232862, 232753
Fax : 03192 – 233245

Government of India
Ministry of Ports, Shipping & Waterways
Office of the Chief Engineer & Administrator
Andaman Lakshadweep Harbour Works
Sri Vijaya Puram-744101

Website : <http://andssw1.and.nic.in/alhw>
Email : alhw.and@nic.in/ee-alhw@and.nic.in/nit_alhw@rediffmail.com



File No. ALHW/ADM/1/1/2025-ESTT-HO/5386

Dated: 29.07.2025

VACANCY CIRCULAR

Sub:- Filling up of one post of Chief Engineer & Administrator in Level-14 as per 7th CPC (pre-revised pay scale of PB-4 Rs. 37400-67000 + GP Rs. 10000 as per 6th CPC) on deputation basis (including short term contract), in Andaman Lakshadweep Harbour Works (ALHW), Ministry of Ports, Shipping & Waterways.

Sir/Madam

It is proposed to fill up one post of Chief Engineer & Administrator in the Andaman Lakshadweep Harbour Works, Port Blair, Andaman & Nicobar Islands in Level 14 as per 7th CPC (pre-revised pay scale of PB-4 Rs. 37400-67000 + GP Rs. 10000 as per 6th CPC) on deputation basis (including short term contract), (functioning as a Sub-ordinate Organisation under the Ministry of Port Shipping & Waterways). The period of deputation shall be three years and can be extended/ curtailed as per requirement. The place of posting will be at Port Blair in Andaman & Nicobar Islands. The total emoluments in Level-14 in the initial pay is approximately Rs. 2,43,230/- (Rs. 1,44,200/-plus present 55% DA of Rs. 79,310/-plus SCA/TLA of Rs. 5300/-plus ISDA @ 10% Rs. 14,420/-). Apart from the salary, the post also carries the perquisites such as dedicated accommodation, transport, medical reimbursements, LTC etc. as per Govt. of India rules and regulations. The eligibility conditions, qualifications, experience required for the post and other details are given in Annexure – I.

2. The pay and other terms and conditions of deputation (Including short term contract) will be regulated in accordance with DoP&T O.M. No. 6/8/2009-Estt (Pay-II) dated 17.06.2010 as amended from time to time. The Cadre Controlling Authorities are requested to forward applications (in duplicate) of the eligible and willing candidates including those officers of autonomous and statutory bodies whose services can be spared in the event of their selection through proper channel to the Under Secretary (ALHW), Ministry of Ports, Shipping & Waterways, 3rd Floor, PTI Building, Parliament Street, New Delhi- 110001 within 60 days from the date of publication of advertisement in Employment News/Rozgaar Samachar and daily local and national newspaper in and around Andaman & Nicobar Islands (Chennai, Kolkata, Visakhapatnam, Kochi etc). The application form/proforma is mentioned at Annexure – II and the certificate by the employer's Cadre Controlling Authorities/Head of the Department is mentioned at Annexure – III. For details/annexures please visit link: andssw1.and.nic.in/alhw

List of Documents to be sent along-with applications:

- Up-to-date ACRs/APARs dossier of the applicant or clear photocopies of the ACRs/APARs for the last five (05) years duly attested (on each page) by an officer not below the rank of Under Secretary.
- Vigilance clearance.
- Integrity Certificate

- iv. A statement showing major or minor penalties, if any imposed on the officer during the last ten years.
 - v. A certificate by Controlling Authorities/Head of the Department to the effect that the particulars furnished by the candidate have been verified and found correct as per service records.
3. Applications received after the closing date or without any of the aforesaid documents or otherwise found incomplete or not in the prescribed proforma are liable to be rejected. Officers who apply for the post will not be allowed to withdraw their candidature subsequently.
 4. All the Ministries/Departments are requested to circulate the vacancy in their attached/ subordinate offices/educational and other institutions.

Yours faithfully,

**Digitally signed by
Kuppusamy A**

**Date: 29-07-2025
09:05:17**

Administrative Officer (ALHW)

Ph. No. 03192 232862

Copy to :

1. All Ministries/Department of Government of India
2. Chief Secretaries of all State Government/Administrator of UTs
3. All Major and Non- Major Port Trust.
4. The Secretary, UPSC, Dholpur House, Shahajahan Road, New Delhi- 110069
5. DG, Directorate General of Shipping, Jahaz Bhawan, Walchand H . Marg, Mumbai- 400001.
6. DG, Directorate General of Light House & Lightships, Noida, UP

ANNEXURE-I**Qualification, experience and other details required for the post of Chief Engineer & Administrator in the Andaman Lakshadweep Harbour Works**

1	Name of post	Chief Engineer & Administrator
2	Number of post	1 (One)
3	Classification of post	General Central Service Group 'A' Gazetted, Non- Ministerial
4	Scale of Pay	Level- 14(Pre-revised pay band PB-4 Rs. 37400-67000 + GP Rs.10000 of 6 th CPC & Pre-revised scale of pay 18400-500-22400 of 5 th CPC
5	Place of posting	Port Blair - Andaman & Nicobar Islands
6	Period of deputation	Two years
7	Duties and Responsibilities	• The Chief Engineer & Administrator (CE&A) is the Head of Department for Andaman Lakshadweep Harbour Works (ALHW) under the Ministry of Shipping. The department was established to plan, design, execute, and maintain ports, allied facilities, and operate port equipment in Andaman & Nicobar Islands and Lakshadweep Islands. • As Head of Department, the CE&A oversees both administrative and technical matters, exercising powers delegated to Chief Engineers in CPWD. He is responsible for budgeting, expenditure management, and rendering accounts audited by the Chief Controller of Accounts and Director of Audit, West Bengal. • The CE&A manages welfare, legal, and vigilance matters and liaises with the Andaman & Nicobar and Lakshadweep Union Territories for port development and shipping matters.
8	Experience and Eligibility for the post	Officers under the Central or State Government or Union Territories or Major Port Trusts or Public Sector undertaking or Autonomous organization : a. (i) Holding analogous posts on regular basis in the parent cadre or Department ; (IDA pay scale Rs.120000-280000 post 01.01.2017) or (ii) With two years service in the grade rendered after appointment thereto on regular basis in the Pay Band PB-4 Rs 37400-67000 + GP Rs 8900/-(Pre-revised scale of pay Rs. 16400-20000) or equivalent in the parent cadre or department; or (iii) With three years' service in the grade rendered after appointment thereto on regular basis in the Pay Band PB-4 Rs. 37400-67000 + GP Rs. 8700/- (Pre-revised scale of pay Rs.14300-18300) or equivalent in the parent cadre or department; (IDA pay scale Rs. 100000- 260000 post 01.01.2017) b. Possessing the following educational qualifications and experience as given below: - i. Degree in Civil or Mechanical engineering from a recognized

	University or Equivalent. ii. Fifteen years experience in Civil or Mechanical engineering works including at least ten years experience in the field of Harbour Engineering, Planning or Construction of harbours or maintenance and operation of different kinds of port machineries. Note : 1)The Departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. 2)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 five years. 3) The maximum age limit for appointment by deputation shall be not exceeding fifty six years as on the closing date of receipt of applications.
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Application in the proforma mentioned in Annexure – II & Annexure- III along with the required documents as specified in the circular may be forwarded through proper channel to the Under Secretary (ALHW), Ministry of Ports Shipping and Waterways, 3rd Floor, PTI Building, 4 – Parliament Street, New Delhi– 110001, so as to reach this office within 60 days from the date of publication of advertisement in the Employment News/Rozgaar Samachar, leading daily local and national Newspapers in and around Andaman & Nicobar Islands (Chennai, Kolkata , Visakhapatnam, Kochi etc).

BIO-DATA/CURRICULUMVITAE 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					
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. In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.					
5.2						
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	Nature of Duties (in detail) highlighting experience required for The post applied for

				held on regular basis.	
*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 alongwith Cadre Clearance, Vigilance Clearance and Integrity certificate. Note: Information under Column 9 (c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.				
9.2					
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.		
	Basis pay with Scale of Pay and rate of increment	Dearness Pay/ interim relief/ other Allowances etc.,(with break-up details)	Total emoluments
16A	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)		

16B	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 official recognition 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)

Date-----

Address -----

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.		
	Basis pay with Scale of Pay and rate of increment	Dearness Pay/ interim relief/ other Allowances etc.,(with break-up details)	Total emoluments
16A	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)		

*Annexure - III**Certification by the Employer/ Cadre Controlling Authority*

It is to certify that the information details provided in the above application by Shri/Smt..... 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. *It is 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)
- v. Further it is certified that the particulars furnished by the candidate have been verified and found correct as per service records.

Countersigned

(Employer/Cadre controlling Authority with Seal)