

No. 49/49/2014-6SII  
GOVERNMENT OF HARYANA  
CHIEF SECRETARY'S OFFICE  
PERSONNEL DEPARTMENT

44  
Dated, Chandigarh, the 16 June, 2014.

To

All concerned IAS / HCS Officers.

Subject: Proposed to fill up one post of Registrar in the Pay Band-4 - Rs. 37,400-67000 + Grade Pay of Rs. 10,000/- in National Consumer Disputes Redressal Commission (NCDRC), Delhi in the Ministry of Consumer Affairs, Food and Public Distribution.

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Madam/ Sir,

I am directed to refer to the subject cited above and to say that a copy of vacancy Advertisement No. NIL, dated 17<sup>th</sup> April, 2014 received from Government of India, Ministry of Consumer Affairs, Food & Public Distribution, Department of Consumer Affairs, New Delhi is uploaded on the web site (csharyana.gov.in) and to request that in case you are willing to be considered for the post mentioned in the above subject you may kindly send three copies of your bio-data with an application to the Personnel Department (Services Branch-II) at the earliest.

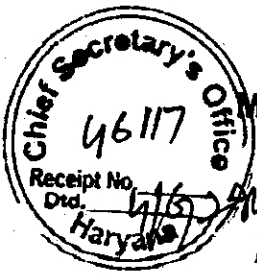
Yours faithfully,

Randhir Singh

(RANDHIR SINGH)

Superintendent Services-II.

✓ INTERNAL DISTRIBUTION  
e-champion



Government of India  
Ministry of Consumer Affairs, Food & Public Distribution  
Department of Consumer Affairs

Krishi Bhavan, New Delhi  
17<sup>th</sup> April, 2014

Vacancy Advertisement

It is proposed to fill up one post of Registrar in the Pay Band-4 - Rs. 37,400 - 67000 + Grade Pay of Rs. 10,000/-, General Central Service, Group 'A' Gazetted, Non-Ministerial in National Consumer Disputes Redressal Commission (NCDRC), Delhi under the administrative control of the Department of Consumer Affairs in the Ministry of Consumer Affairs, Food and Public Distribution. The post is proposed to be filled up by composite method [Deputation (Including Short Term Contract)/ Promotion] from amongst the officers under the Central Govt or State Government or Supreme Court or any High Court or PSUs or Tribunal or any Quasi- Judicial Authority:-

(A)(I) Holding analogous posts on regular basis in the parent cadre or Department; or

(II) With two years service in the grade rendered after appointment thereto on regular basis in the Pay Band-4, Rs. 37400-67000 + Grade Pay of Rs. 8900 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-4, Rs. 37400-67000 + Grade Pay of Rs. 8700 or equivalent in the parent cadre or Department; and

(B) Possessing the following the Educational Qualification and Experience: JUN 2014

(I) A Degree in Law from a recognised University, and

(II) 15-years work experience in Group-A posts :-

(a) In a Court or Tribunal or Quasi-judicial Authority; or

(b) Experience in personnel and administrative matters and Interpretation of rules, regulations, instructions Issued by the Government from time to time.

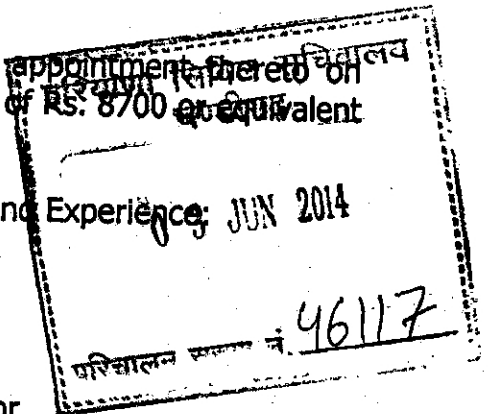
Note 1:- The Departmental Joint Registrar in Pay Band-4, Rs. 37400-67000 + Grade Pay of Rs. 8700 with 3-years regular service in the grade would also be considered alongwith outsiders and in case, he is selected, the post will be deemed to have been filled by promotion.

Note 2:- The period of deputation including the period of deputation in another Ex-cadre post held immediately preceeding this appointment in the same or some other organizations or Department of the Central Government shall not ordinarily exceed 5-years. The maximum age limit for appointment by deputation shall not be exceeding 56-years as on the closing date of receipt of application

The duties attached to the post of Registrar are as under:

(I) To supervise administrative control over all the State Commissions calling for periodical reports on institution, disposal and pendency of cases.

(II) To issue instructions regarding adoption of uniform process



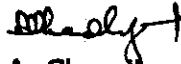
(III) To ensure Implementation of objects of the Consumer Protection Act 1986 without interfering in Quasi-Judicial freedom.

3. Officers selected will have the option to draw his Grade Pay + deputation duty allowance or to have his pay fixed in the scale of pay of the post in accordance with DOP&T's OM No. 6/8/2009-Estt. (Pay-II) dated 17<sup>th</sup> June, 2010 as amended from time to time.

4. Applications of interested and eligible officers, who could be spared in the event of their selection may be sent through proper channel in the prescribed proforma in triplicate alongwith their last 5-years annual Confidential Reports / APARs so as to reach the Under Secretary (Estt.), Room No. 456-A, Deptt. of Consumer Affairs, Krishi Bhavan, New Delhi within 45-days from the date of publication of this advertisement in the Employment News. While forwarding the application, the sponsoring organisation should verify and certify that the particulars furnished by the Applicant are correct. The following information / documents also need to be sent alongwith the application:-

- (i) Vigilance Clearance
- (ii) Integrity Certificate
- (iii) Major / Minor Penalty Statement during the last 10-years.
- (iv) Photocopies of the ACRs / APARs of last 5-years duly attested of each page by an officer not below the rank of Under Secretary in the Govt. of India.

5. Applications not in the prescribed proforma and / or not accompanied by cadre clearance, vigilance clearance, integrity certificate, details of major / minor penalties imposed during the preceeding 10-years and upto date ACRs/ APARs dossiers duly attested on each page are liable to be rejected summarily.

  
(M.A. Chaudhury)  
Under Secretary (Estt.)  
Tel: 2338 11 20

Copy with enclosure forwarded to:

- 1. All Ministries / Departments of the Govt. of India
- 2. Chief Secretaries of all the States and UTs
- 3. Registrar General, Supreme Court of India, New Delhi
- 4. Registrar of all the High Courts
- 5. Registrar, Central Administrative Tribunal, New Delhi
- 6. Registrar, Human Rights Commission, Delhi

# CURRICULUM VITAE PRO FORMA

1.	Name and Address (in Block Letters)				
2.	Date of Birth (in Christian era)				
3.	Date of retirement under Central /State Government rules				
4.	Educational Qualification				
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			Qualifications / Experience possessed By the officer	
Essential	(1) (2) (3)				
Desired	(1) (2)				
6.	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post				
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	From	to	Scale of pay and basic pay	Nature of duties (in detail)

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 / organisation to which you belong .....				
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 Organisation (d) Government Undertaking (e) Universities				

11.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade	
12.	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	
13.	Total emoluments per month now drawn	
14.	<p>Additional information , if any, which you would like to mention in support of your suitability for the post.</p> <p>(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).</p> <p>(NOTE: - Enclose a separate sheet, if the space is insufficient).</p>	
15.	Please state whether you are applying for deputation (ISTC) / absorption / Re-employment Basis. (Officers under Central / State Governments are only eligible for "Absorption ". Candidates or non-Government Organisations are eligible only for Short Term Contract.)	
16.	Whether belongs to SC/ST	
17.	<p>Remarks</p> <p>(The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards / Scholarship /Official Appreciation (iii) Affiliation with the professional bodies / institutions/ societies and (iv) any other information.</p> <p>(NOTE: Enclose a separate sheet if the space is insufficient.)</p>	

I have carefully gone through the vacancy circular / advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the Candidate

Date:

Address: \_\_\_\_\_

\_\_\_\_\_