



F.No.2/4/2024-Estt./NCLAT

NATIONAL COMPANY LAW APPELLATE TRIBUNAL
2nd & 3rd Floor, Mahanagar Doorsanchar Sadan (MTNL Building), 9, C.G.O. Complex,
Lodhi Road, New Delhi – 110003. Ph. 24306869. Website: <https://nclat.nic.in>

Dated : 23rd October, 2024

OFFICE MEMORANDUM

Subject: Filling up of various posts in the National Company Law Appellate Tribunal on deputation basis.

Applications are invited to fill up the following posts in the National Company Law Appellate Tribunal (NCLAT) on deputation basis. The details of posts, pay scales, place of posting and number of vacancies are as follows: -

Sl. No.	Name of the Post	Pay Level	Number of Vacancy	
			Principal Bench	Chennai Bench
1.	Assistant Registrar	Level-11 (₹67,700-2,08,700)	--	01
2.	Principal Private Secretary	Level-11 (₹67,700-2,08,700)	01	--
3.	Court Officer	Level-8 (₹47,600-1,51,100)	01	--
4.	Cashier	Level-4 (₹25,500-81,100)	01	--
5.	Staff Car Driver	Level-2 (₹19,900-63,200)	04	01

2. Candidates applying for more than one post or applying for more than one Bench are required to submit separate application for each Post or each Bench.

C/S
31/10/24

High Court of J&K and Ladakh
Main W, Jammu/Jammu

Received by

No. 7254/95. 31/10/2024

Signature

Name

3. The eligibility criteria, qualifications, experience etc. required for each category of post are given in Annexure-I.

4. The initial period of deputation shall be for one year, which may be extended further subject to satisfactory performance.

5. (1) The conditions of service in matters of pay, allowances, leave and other conditions of service shall be regulated in accordance with such rules and regulations as are for the time being applicable to officers and employees of the corresponding scale of pay of the Central Government.

(2) In matters relating to Provident Fund Scheme, Group Insurance or any other Insurance Scheme, age of superannuation, pension and retirement benefits, the same shall continue to be governed by the relevant rules as applicable to them in their parent Ministry or Department or Organisation.

6. Maximum age limit for appointment on deputation is 56 years for each post as on the closing date of receipt of applications.

7. The candidates who apply for the above post(s) will not be allowed to withdraw their application(s) subsequently.

8. **Documents required:**

(i) Application as per Annexure-II.

(ii) Certificate by the Employer at the end of Annexure-II.

(iii) Vigilance Clearance Certificate, Integrity Certificate, Details of minor/major penalties imposed during the last ten years and Records of suspension etc. during the last ten years (This shall be furnished even if the suspension had been revoked with/without imposition of penalty).

(iv) Attested photocopies of the APARs/ACRs for the last five years.

9. The National Company Law Appellate Tribunal reserves the right not to fill up any or all the above posts.

10. The application in the prescribed proforma (Annexure-II), complete in all respects with the superscription "Application for the post of _____ in NCLAT on deputation basis" may be sent, through proper channel along with all the necessary documents, to the "Registrar, National Company Law Appellate Tribunal, 3rd Floor, Mahanagar Doorsanchar Sadan (M.T.N.L. Building), 9, C.G.O. Complex, Lodhi Road, New Delhi-110003". The last date of receipt of applications is two months from the date of publication of the advertisement in the Employment News. The applications incomplete in any respect and/or received without any of the necessary documents as mentioned in this vacancy circular are liable to be rejected.

11. The Vacancy Circular along with Annexure I and II can be downloaded from the website of the National Company Law Appellate Tribunal <https://nclat.nic.in>.


(Sunit Chandra)
Registrar

Distribution (It is requested that the vacancy may please be circulated amongst the officers/officials working in your Ministry/Department/Office) :-

1. Secretary General, Hon'ble Supreme Court of India, New Delhi.
2. Registrar Generals of all Hon'ble High Courts in India.
3. Secretary, Ministry of Corporate Affairs, New Delhi.
4. All the Ministries/Departments of Govt. of India.
5. Chief Secretaries/Administrators of all the State Governments/Union Territories.
6. NCLAT website.
7. Notice Boards.

Annexure-I

Name of Post	Qualifications & Eligibility Criteria
Assistant Registrar	<p>Officers working under Central Government or State Governments or Union Territories or Courts or Tribunals possessing degree in law from a recognised University:</p> <p>(a) (i) holding analogous post on regular basis; or (ii) a post in level-9 and 10 as per pay matrix of Seventh Central Pay Commission or equivalent with five years' regular service in the Grade, or (iii) a post in level-8 as per pay matrix of Seventh Central Pay Commission or equivalent with six years' regular service in the Grade, (iv) a post in level-7 in pay matrix of Seventh Central Pay Commission or equivalent with seven years' regular service in the Grade, (b) having experience in administrative or establishment or Court matters.</p> <p>Note 1: The departmental officers in the feeder grade who are in 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.</p> <p>Note 2: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment shall ordinarily not exceed four years.</p> <p>Note 3: The maximum age limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt of applications.</p> <p>Note 4: For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding level in the pay matrix of the Seventh Central Pay Commission.</p>
Principal Private Secretary	<p>Officers working under Central Government or State Governments or Union Territories or Courts or Tribunals possessing preferably a degree in law from a recognized university:</p> <p>(a) (i) holding analogous post on regular basis; or</p>

	<p>(ii) a post in level-9 and 10 as per pay matrix of Seventh Central Pay Commission or equivalent with five years' regular service in the grade; or</p> <p>(iii) a post in level-8 in pay matrix of Seventh Central Pay Commission with six years' service in that grade; or</p> <p>(iv) a post in level-7 in pay matrix of Seventh Central Pay Commission with seven years' regular service in the grade,</p> <p>(v) a post in level-6 in pay matrix of Seventh Central Pay Commission with ten years regular service in the grade</p> <p>(b) Having experience in administrative or establishment or court matters.</p> <p>Note 1: The departmental officers in the feeder grade who are in 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.</p> <p>Note 2: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment shall ordinarily not exceed five years.</p> <p>Note 3: The maximum age limit for appointment by deputation shall not be exceeding fifty six years as on the closing date of receipt of applications.</p> <p>Note 4: For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding level in the Pay matrix of the Seventh Central Pay Commission.</p>
Court Officer	<p>Officers working under Central or State Governments or Courts or Tribunals possessing preferably a degree in law from a recognised university:</p> <p>(a)(i) holding analogous post on regular basis; or</p> <p>(ii) a post in level-7 in pay matrix of Seventh Central Pay Commission or equivalent with two years' regular service in the grade, or</p> <p>(iii) a post in level-6 in pay matrix of Seventh Central Pay Commission or equivalent with six years' regular service in the grade,</p> <p>(b) having experience in administrative or establishment or court matters.</p> <p>Note 1: The departmental officers in the feeder grade who are in direct line of promotion shall not be eligible for consideration</p>

	<p>for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment shall ordinarily not exceed five years.</p> <p>Note 3: The maximum age limit for appointment by deputation shall not be exceeding fifty six years as on the closing date of receipt of applications.</p> <p>Note 4: For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding level in the pay matrix of the Seventh Central Pay Commission.</p>
Cashier	<p>Officials working under Central Government or State Governments or Courts or Tribunals or statutory organisations and holding:</p> <p>(i) analogous posts on regular basis; or</p> <p>(ii) a post in level-3 in pay matrix of Seventh Central Pay Commission or equivalent with five years' regular service in that grade and having successfully completed cash and accounts training; and</p> <p>(iii) a post in level-2 in pay matrix of Seventh Central Pay Commission or equivalent with eight years' regular service in that grade and having successfully completed cash and accounts training.</p> <p>Note 1: The departmental officers in the feeder grade who are in 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.</p> <p>Note 2: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment shall ordinarily not exceed three years.</p> <p>Note 3: The maximum age limit for appointment by deputation shall not be exceeding fifty six years as on the closing date of receipt of applications.</p> <p>Note 4: For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01st January, 2016 or the date from which the revised pay structure</p>

		based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding level in the Pay matrix of the Seventh Central Pay Commission.
Staff Driver	Car	<p>From amongst the regular Despatch Rider or Multi-Tasking Staff in level-1 in pay matrix of the Central or State Governments or Union territories administration or Courts or Tribunals who fulfils the following qualification and experience: -</p> <p><u>Essential:</u></p> <ol style="list-style-type: none"> 1. A pass in the 10th standard from a recognized institution. 2. Possessing a valid driving licence for motor cars. 3. Knowledge of motor mechanism and be capable of removing minor defects in motor vehicle. 4. Experience of driving of a motor car for at least three years. <p><u>Desirable:</u></p> <p>Three years' service as Home Guard or Civil Volunteer.</p>

Annexure-II**PROFORMA FOR APPLICATION FOR APPOINTMENT ON DEPUTATION IN THE NATIONAL COMPANY LAW APPELLATE TRIBUNAL**

Post applied for _____

Bench applied for _____
(wherever applicable)Affix your recent
passport size
photograph here

1	Name in full (IN BLOCK LETTERS)				
2	Date of Birth				
3	(i) Date of entry into service				
	(ii) Date of superannuation				
4	Service to which you belong				
5	Office address with Telephone & Fax numbers				
6	Correspondence address along with i) Mobile No. (mandatory) ii) Email id (mandatory)				
7	Permanent address				
8	Educational and Professional Qualifications (in ascending order starting from High School onwards)				
Sl. No.	Examination passed	Board / University	Year of passing	Duration of Course	Percentage of marks

	(self-attested photocopies of certificates enclosed)				
9	Details of employment in chronological order				
Office	Post held on regular basis	From	To	Pay Band and Grade Pay / Scale of pay of the post held on regular basis [#]	Nature of duties
	(self-attested photocopies of documents for the last ten years enclosed)				
10	Nature of present employment i.e., Permanent / ad-hoc / temporary				
11	In case the present employment is held on deputation, please state: a) The date of initial appointment b) Period of appointment with address c) Name of the parent office/organization d) Name of the post and pay of the post held in substantive capacity in the parent organization				
12	If any post held on deputation in the past by the applicant, date of return from the last deputation and other details.				
13	Whether belongs to SC/ST/OBC (attested copy of the relevant certificate to be attached).				
14	Additional information, if any, relevant to the post you applied for in support of your suitability for the post.				

[#] Applicants not holding the post in the Level in Pay Matrix/Pay Band and Grade Pay pertaining to Central Government should indicate the equivalent of the Pay Scale vis-à-vis the Central Government pay scales.

It is certified that the information furnished above is correct and true to the best of my knowledge. In the event of my selection, I shall abide by the terms and conditions of services attached to the post.

Place:

Date:

Signature of the applicant

Name: _____

Certificate to be furnished by the Employer/Forwarding Authority:

Certified that the above particulars furnished by Mr./Ms. _____ are correct and he/she possesses educational qualifications and experience mentioned in vacancy circular. It is also certified: -

1. Certified that the above particulars furnished by the applicant have been checked from available records and found correct.
2. Certified that the candidate is eligible for the post as per conditions mentioned in the circular.
3. Vigilance Clearance Certificate, Integrity Certificate, Details of Minor/Major Penalties imposed during the last ten years and Records of Suspension during the last ten years in respect of the applicant are enclosed.
4. Photocopies of APARs/ACRs of the officer for the last five years duly attested are enclosed.
5. That the cadre controlling authority has no objection to the consideration of the applicant for the post applied for and in the event of his/her selection for deputation in the NCLAT, he/she will be relieved of his/her duties.

Place:

Date:

.....
 Signature
 Name
 Designation
 Tel. No.
 (Office Seal)

(Certificate to be furnished by the Employer/Head of office/ Forwarding authority)

Certified that 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 vacancy circular. If selected, he/she will be relieved immediately.

2. It is also certified:-

- (i) That there is no vigilance / disciplinary case or criminal case pending or contemplated against Shri / Smt./Ms. _____
- (ii) That his / her integrity is certified
- (iii) That his / her CR / APAR dossier in original is enclosed / photocopies of the ACRs/APAR for the last five years duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed.
- (iv) That no major / minor penalty has been imposed on him / her during that last ten years or A list of major / minor penalties imposed on him / her during the last ten years is enclosed (as the case may be).
- (v) That the cadre controlling authority has no objection to the consideration of the applicant for the post mentioned in this advertisement.

Signature _____

Name and Designation _____

Tel. No. _____

Office Seal

Place :

Date :

List of enclosures:

- 1.
- 2.
- 3.
- 4.
- 5.

100



Fair Competition
For Greater Good

भारतीय प्रतिस्पर्धा आयोग

COMPETITION COMMISSION OF INDIA

9th Floor, Office Block - 1,
Kidwai Nagar (East), New Delhi - 110023,
Ph. : +91-11-24664100, Fax : +91-11-20815022

F. No. A-12011/1/2024-HR

Dated: 18th October, 2024

OFFICE MEMORANDUM

Sub: Filling up of posts in the Competition Commission of India on deputation basis.

The Competition Commission of India invites applications for filling up of various posts as mentioned below on deputation on foreign service terms basis. The details of the posts along with eligibility criteria, educational qualification/experience etc. required for each category of the post are given in the enclosed **Annexures I & II**.

S.N	Name of posts	No. of posts @	Pay Level (7 th CPC)
A	<u>Professional Staff:</u>		
1.	Director (Law)	01	Level 13A (Rs.131100-216600)
2.	Director (Eco.)	01	Level 13A (Rs.131100-216600)
3.	Joint Director (Law)	01	Level 13 (Rs.123100-215900)
4.	Joint Director (Eco)	01	Level 13 (Rs.123100-215900)
5.	Deputy Director (Law)	02	Level 12 (Rs.78800-209200)
B	<u>Admn. Staff:</u>		
1.	Jt. Director (IT)	01	Level 13 (Rs.123100-215900)
2.	Asstt. Director (CS)	02	Level 11 (Rs.67700-208700)
3.	Asstt. Director (IT)	01	Level 11 (Rs.67700-208700)
4.	Office Manager (CS)	11	Level 10 (Rs.56100-177500)
5.	Private Secretary	01	Level 7 (Rs.44900-142400)

@ The vacancies are liable to change without notice.

2. Applicants must be employees of Central or State Governments, Governments Companies or Autonomous Bodies or Regulatory Authorities or Universities or Academic or Research or Judicial Institutions etc. of Central/State Governments.

3. The appointment will be made on deputation on foreign service terms basis for an initial period of three years, which may be extended depending upon availability of the post and work requirements. The appointment on deputation basis will be governed by the instructions issued by DOPT vide OM No.6/8/2009-Estt.(Pay II) dated 17.06.2010, as amended from time to time, as well as by GoI Notification No. GSR 670 (E) dated 14.09.2009, as amended from time to time regarding conditions of service of Officers and other employees of CCI. The maximum age limit for appointment on deputation basis shall be not exceeding 56 years as on the closing date of receipt of applications by CCI.

Handwritten signature and date: 18.10.24

....2/-

4. The prescribed age limit and other eligibility conditions (as per **Annexure-I & II**) should be fulfilled by the applicants as on the closing date and time prescribed for receipt of applications in CCI.

5. Apart from basic pay, the post carries DA, HRA and Transport Allowance etc. as per the rates applicable to the Central Government employees from time to time. The fixation of pay/deputation (duty) allowance shall be governed by instructions issued by DOP&T from time to time. Medical reimbursement is admissible as per the CCI service rules. This is in lieu of CGHS benefits which are not admissible to the Officers of CCI. The CCI is an eligible office for allotment/retention of Govt. accommodation from General Pool.

6. Applications, complete in all respects, of eligible and willing candidates whose services can be spared immediately on selection, may be forwarded, through proper channel, in the prescribed Pro-forma as per **Annexure-III**, together with all necessary documents i.e. Cadre Clearance, Vigilance Clearance, Integrity Certificate, along with attested copies of upto-to-date APARs of last five years, so as to reach the **Deputy Director (HR), Competition Commission of India, 9th Floor, Office Block-1, Kidwai Nagar (East), New Delhi-110023** latest by **17th December, 2024(5:00 P.M.)**.

7. It is clarified that any form of conditional forwarding from the employer or applications received without the prescribed documents and Certificate from the Employer shall be summarily rejected. Applications which are received after the prescribed date and time i.e. **17th December, 2024 (5:00 P.M.)** will not be considered.

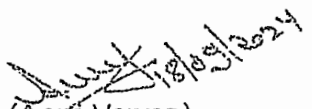
8. The Commission takes no responsibility for any delay in receipt of application or loss thereof in postal transit. Therefore, the applicants must ensure that their application, complete in all respects, should reach CCI through proper channel by the last date and time prescribed for receipt of applications.

9. Canvassing in any form will disqualify the candidate.

10. No TA/DA shall be payable in case a candidate is called for an interaction with the Selection Committee constituted for the post.

11. The Commission reserves the right not to fill any or all the above vacancies.

12. This may kindly be given wide publicity.


(Anuj Verma)
Deputy Director (HR)

Encl: As above.

To

1. The Secretary, Ministry of Corporate Affairs, 5th Floor, A-Wing, Shastri Bhawan, New Delhi.
2. The Establishment Officer & Additional Secretary, Department of Personnel and Training, North Block, New Delhi - 110001 with the request to kindly get this O.M. placed on the DOPT website for giving it wide publicity.
3. The Director (CS), Deptt. of Personnel & Training, Lok Nayak Bhawan, Khan Market, New Delhi-110003 with the request to get this O.M. placed on the DOPT website for giving it wide publicity.
4. All the Ministries/Departments/Organizations of the Government of India/ Universities/ Research Institutions / High Courts / Supreme Court / Autonomous/ Statutory Bodies, etc. as per list.

Qualification for Deputation – Professional Staff

Sl. No	Name of Post & Stream, Pay scale/Pay level	Qualification Requirements	No. of Posts
1.	Director (Law) Level 13 A (Rs.131100-216600) [Pre-revised scale: PB4+ GP Rs.8900]	Essential: Officers of the All India Services or Central Civil Services Group 'A' or Indian Law Service or Indian Company Law Service or Autonomous Organisations or Regulatory Authorities or Universities or Academic or Research or Judicial Institutions having Bachelor's Degree in Law from a recognised university and working in analogous post or grade or four years' experience in the grade pay of Rs.8700 (revised Pay Level 13) or ten years in the grade pay of Rs.7600 (revised Pay Level 12) or equivalent. Desirable: Experience in Competition Law.	01
2.	Director (Eco.) Level 13 A (Rs.131100-216600) [Pre-revised scale: PB4+ GP Rs.8900]	Essential: Officers of the All India Services or Central Civil Services Group 'A' or Indian Economic Service or Autonomous Organisations or Regulatory Authorities or Universities or Academic or Research Institutions etc. having a Master's Degree in Economics and working in analogous post or grade or four years' experience in the grade pay of Rs.8700 (revised Pay Level 13) or ten years in the grade pay of Rs.7600 (revised Pay Level 12) or equivalent. Desirable: Experience in Competition Law.	01
3.	Jt. Director (Law) Level 13 (Rs.123100-215900) [Pre-revised scale: PB4+ GP Rs.8700]	Essential: Officers of the All India Services or Central Civil Services Group 'A' or Indian Law Service or Indian Company Law Services or Autonomous Organisations or Regulatory Authorities or Universities or Academic or Research Institutions etc. having a Master's Degree in Law from a recognised university and working in analogous post or grade or six years in the grade pay of Rs.7600 or ten years in the grade pay of Rs.6600 or equivalent. Desirable: Experience in Competition Law.	01
4.	Jt. Director (Eco) Level 13 (Rs.123100-215900) [Pre-revised scale: PB4+ GP Rs.8700]	Essential: Officers of the All India Services or Central Civil Services Group 'A' or Indian Economic Service or Indian Statistical Services or Autonomous Organisations or Regulatory Authorities or Universities or Academic or Research Institutions etc. with Master's Degree in Economics in Economic or Statistics and working in analogous post or grade or six years in the grade pay of Rs. 7600 or ten years in the grade pay of Rs.6600 or equivalent. Desirable: Experience in Competition Economics.	01

Sl. No	Name of Post & Stream, Pay scale/Pay level	Qualification Requirements	No. of Posts
5.	Dy. Director (Law) Level 12 (Rs.78800-209200) [Pre-revised scale: PB3+ GP Rs.7600]	<u>Essential:</u> Officers from the All India Services or Central Civil Services Group 'A' or Indian Law Service or Indian Company Law Service or Autonomous Organisations or Regulatory Authorities or Universities or Academic or Research or Judicial Institutions etc. having bachelor's Degree in Law from a recognised university and working in analogous post or grade or five years service in the Grade pay of Rs.6600 or equivalent. <u>Desirable:</u> Experience in Competition Law.	02

Qualification for Deputation - Administrative Staff

Sl. No	Name of Post & Stream, Pay scale/Pay level	Qualification Requirements	No. of Posts
1.	Joint Director (Information Technology) Level 13 (i.e. Rs.123100-215900) [Pre-revised scale: PB3+ GP Rs.8700]	Essential: An Information Technology professional working in the National Informatics Centre or any other Government Organization with Bachelor's Degree in Computer Science or Computer Applications or equivalent or Master's Degree in Computer Science or Computer Applications or equivalent with five years' experience in the grade pay of Rs.7600 (revised Pay Level 12) or ten years in the grade pay of Rs.6600 (revised Pay Level 11) or equivalent.	01
2.	Assistant Director (Corporate Services) Level 11 (i.e. Rs.67700-208700) [Pre-revised scale: PB3+ GP Rs.6600]	Essential: Officers having Bachelor's Degree or equivalent in any discipline from a recognised university and working in analogous post or five years experience in the grade pay of Rs.5400 or six years in the grade pay of Rs.4800 or Seven years in the grade pay of Rs.4600 or ten years in the grade of Rs.4200 or equivalent in the relevant field (Establishment or Personnel Management or Secretarial Practices or Administration). Desirable: Higher qualification and experience will be given preference.	02
3.	Assistant Director (Information Technology) Level 11 (i.e. Rs.67700-208700) [Pre-revised scale: PB3+ GP Rs.6600]	Essential: An Information Technology Professional working in analogous post/grade or five years experience in the grade pay of Rs.5400 or six years in the grade pay of Rs.4800 or seven years in the grade pay of Rs.4600 or ten years in the grade pay of Rs.4200 or equivalent, and possessing the qualification of Bachelor's Degree in Computer Science or Computer Applications or equivalent or Master's Degree in Computer Science or Computer Applications or equivalent.	01
4.	Office Manager (Corporate Services) Level 10 (i.e. Rs.56100-177500) [Pre-revised scale: PB3+ GP Rs.5400]	Essential: Officers having Bachelor's Degree or equivalent in any discipline from a recognised university and working in analogous post or grade or two years experience in the grade of Rs.4800 or three years in the grade pay of Rs.4600 or eight years in the grade pay of Rs.4200 or equivalent in the relevant field (Establishment or Personal Management or Secretarial Practices or Administration). Desirable: Higher qualification and experience will be given preference.	11
5.	Private Secretary Level 7 (i.e. Rs.44900-142400) [Pre-revised scale: PB3+ GP Rs.4600]	Essential: Officers holding the post of Stenographer under the Central Government or State Government or Public Sector Undertaking or Autonomous Organisation or Regulatory Body and: (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) Stenographers Grade-I in the Pay Band 2 (Rs.9300-34800) with grade Pay of Rs.4200 with five years regular service in the grade.	01

ANNEXURE - III

FORMAT OF APPLICATION

Copy of passport size photograph to be pasted here

1.	Name in Full (IN BLOCK LETTERS)					
2.	Post Applied For (Separate applications may be submitted for separate posts)					
3.	Date of Birth (DD/MM/YYYY)					
4.	Date of superannuation (DD/MM/YYYY)					
5.	Service to which you belong					
6.	Status of your present employer (Pl. specify whether Central Govt./State Govt./Autonomous/ Statutory Body/ PSU/ University/Judicial Institution/others)					
7.	Initial date of appointment in Govt. service					
8.	Office address with Telephone No. & email					
9.	Residential Address with Telephone No. & email					
10.	Present post held, along with Pay Level and present Basic Pay/ Pay Scale/Pay Band and Grade Pay of the post held					
11.	Educational Qualification (Matric onwards):					
	Exam Passed	Name of University / Institute / Board	Year of Passing	Duration of Course	Subjects	Percentage of Marks (Mention Distinction, if any)

12.	Please state clearly whether in the light of entries made below, you met the requisite Essential Educational and other qualifications required for the post are satisfied (If any qualification has been treated as equivalent to the one prescribed in the rule, state the authority for the same)					
Qualification/Experience required			Qualification/Experience possessed by			
Essential:			Essential:			
A) Qualification			A) Qualification			
B) Experience			B) Experience			
Desirable			Desirable			
A) Qualification			A) Qualification			
B) Experience			B) Experience			
13.	Details of employment in chronological order) If needed, enclose a separate sheet duly authenticated by your signature in the format given below):					
	Name of Office/ Instt./ Organisation	Post Held (Designation)	Period of service		Nature of Appointment (Regular/ Ad-hoc/ Deputation)	Scale of Pay i.e. Pay Level/ Band and Grade Pay#
			From	To		Nature of Duties
14.	Details of experience in chronological order, if any, of handling investigation/ 'enforcement' of any economic/regulatory law dealing with regulation/investigation and experience in Competition Law/Matters (Mention the name of the Economic Laws etc. & specify number of years of such experience):					
15.	Nature of present employment i.e. Permanent / Ad-hoc / Temporary)					
16.	In case the present employment is held on deputation, please state: a) The date of initial appointment. b) Period of appointment with address c) Name of the parent office /organisation.					

(Handwritten initials)

17.	Details of training undergone:	
18.	Details of proficiency in computer:	
19.	Any other information, applicant wants to furnish:	
20.	Please state briefly how you find yourself best suitable for the post applied for:	

Applicants not holding the post in the new Pay Matrix Pay scales/Pay Band & Grade Pay pertaining to Central Government should indicate the equivalence of their pay scale vis-a-vis the Central Government's pay scales and also furnish supporting documents in this regard.

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. It is also certified that the information furnished above is correct and true to the best of my knowledge. In the event of my selection I shall abide by the terms and conditions of services attached to the post.

(Signature) _____

Place:

Name: _____

Date: