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F.No. E-13012/1/2024/LPAI/Deputation Recruitment(Pt-1)FTS No.3704359/7401
Government of India
Ministry of Home Affairs
Department of Border Management
Land Ports Authority of India
1st Floor, Lok Nayak Bhawan
Khan Market, New Delhi-110511
Date: 09 January, 2025

To

Mr. Mohammad Zaheen,
Technical Director,
Ministry of Home Affairs,
NDCC-II,
Parliament Street,
New Delhi.
Email i.d.-mohdzaheen@nic.in

Subject: Vacancy Circular inviting applications for appointment to various posts in Land Ports Authority of India, MHA on deputation basis.s

Sir,

I am directed to enclose an advertisement and a vacancy circular dated 09-01-2025 (English version) on the subject mentioned above and to request that the said advertisement and vacancy circular may please be got uploaded on the website of Ministry of Home Affairs on priority. Hindi version will follow.

Encl: As above.

Yours faithfully,

MD

(Madhukar Pandey)
Deputy Secretary (Admn)
E-mail: dsga-lpai@lpai.gov.in
Tel:- 011-24340708

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Appendix

Land Ports Authority Of India

(A statutory body under Ministry of Home Affairs, Government of India)

INVITATION OF APPLICATIONS FOR APPOINTMENT IN VARIOUS POSTS

Land Ports Authority of India has invited applications vide vacancy circular E-13012/1/2024/LPAI/Deputation Recruitment(Pt-1)/3704359 dated 09.01.2025 from the serving employees of Central/State Government / Union territory Administration / Statutory Body / Autonomous Body for filling up various posts in Levels 6,7,11 and 13 of Pay Matrix Level (7th CPC) in LPAI mentioned below at its Headquarter in New Delhi and ICPs at Attari and Dera Baba Nanak (Punjab), Petrapole (West Bengal), Raxaul and Jogbani (Bihar), Moreh (Manipur), Dawki (Meghalaya), Rupaidiha (UP), Agartala, Sabroom and Srimantpur (Tripura), Sutarkandi, Mankachar, Darrang and Golakganj (Assam) on deputation (Foreign Service): -

LPAI Sectt., New Delhi

Sl. No.	Name of Post	Pre-revised Pay Band + Grade Pay	Pay Matrix Level (7th CPC)	No. of posts to be filled up
1.	Director (Technical)	Pay Band-4 + 8700	Level-13	1
2.	Under Secretary	Pay Band-3 + 6600	Level- 11	2
3.	Section Officer	Pay Band-2+4600	Level-7	4
4.	Assistant Engineer (Civil & Electrical)	Pay Band-2 + 4600	Level-7	3
5.	Private Secretary	Pay Band -2+4600	Level-7	1
6.	Assistant	Pay Band-2 + 4200	Level-6	3
7.	Junior Engineer (Civil and Electrical)	Pay Band-2 + 4200	Level-6	4
8.	Sr. Accountant	Pay Band-2 + 4200	Level-6	1
9.	Personal Assistant	Pay Band-2 + 4200	Level-6	1
			Sub Total (A)	**20**

For ICPs:

Sl. No.	Name of Post	Pre-revised Pay Band + Grade Pay	Pay Matrix Level (7th CPC)	No. of posts to be filled up
1.	Manager/Port Administrator (New Designation)	Pay Band-3 + 6600	Level- 11	10
			Sub Total (B)	**10**
			GRAND TOTAL (A+B)	**30**

2. Complete information of posts, eligibility criteria, application format and other details are available on the website at http://mha.nic.in/vacancies , https://dopt.gov.in/whats-new and http://lpai.gov.in.

3. The last date for receiving of applications through proper channel is 24-02-2025. Incomplete applications received after the last date shall not be considered.

4. Address for sending applications :

Deputy Secretary (Administration)
Land Ports Authority of India
First Floor Lok Nayak Bhawan
Khan Market New Delhi-110003
Tel : No. 011-24340708
E.mail : dsga-lpai@lpai.gov.in

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परिशिष्ट

भारतीय भूमि पत्तन प्राधिकरण
(गृह मंत्रालय, भारत सरकार के अधीन एक सांविधिक निकाय)

विभिन्न पदों पर नियुक्ति के लिए आवेदन आमंत्रित करना

रिक्ति परिपत्र ई-13012/1/2024/एलपीएआई/प्रतिनियुक्ति भर्ती(भाग-1)/3704359 दिनांक 09.01.2025 के द्वारा भारतीय भूमि पत्तन प्राधिकरण अपने नई दिल्ली स्थित मुख्यालय,नई दिल्ली तथा अटारी और डेरा बाबा नानक (पंजाब), पेट्रापोल (पश्चिम बंगाल), रक्सौल और जोगबनी (बिहार), मोरेह (मणिपुर), डॉकी (मेघालय), रूपेडिहा (उत्तर प्रदेश), अगरतला, सबरूम और श्रीमंतपुर (त्रिपुरा), सुतारकंडी, मनकाचर, दरंगा और गोलकगंज (असम) स्थित एकीकृत जांच चौकियों में नीचे उल्लिखित वेतन मैट्रिक्स स्तर (7वें केंद्रीय वेतन आयोग) के स्तर 6,7,11 और 13 के विभिन्न पदों को प्रतिनियुक्ति (विदेश सेवा) पर भरने के लिए केंद्र/राज्य सरकार/संघ शासित प्रशासन/सांविधिक निकाय/स्वायत्त निकाय के सेवारत कर्मचारियों से आवेदन आमंत्रित करता है: -

भारतीय भूमि पत्तन प्राधिकरण सचिवालय, नई दिल्ली

क्र.सं.	पद का नाम	पूर्व-संशोधित वेतन बैंड + ग्रेड वेतन	वेतन मैट्रिक्स स्तर (7th CPC)	भरे जाने वाले पदों की संख्या
1.	निदेशक (तकनीकी)	वेतन बैंड -4 + 8700	स्तर - 13	1
2.	अवर सचिव	वेतन बैंड -3 + 6600	स्तर - 11	2
3.	अनुभाग अधिकारी	वेतन बैंड -2 + 4600	स्तर - 7	4
4.	सहायक इंजीनियर (सिविल और इलेक्ट्रिकल)	वेतन बैंड -2 + 4600	स्तर - 7	3
5.	निजी सचिव	वेतन बैंड -2 + 4600	स्तर - 7	1
6.	सहायक	वेतन बैंड -2 + 4200	स्तर - 6	3
7.	कनिष्ठ इंजीनियर (सिविल और इलेक्ट्रिकल)	वेतन बैंड -2 + 4200	स्तर - 6	4
8.	वरिष्ठ लेखाकार	वेतन बैंड -2 + 4200	स्तर - 6	1
9.	निजी सहायक	वेतन बैंड -2 + 4200	स्तर - 6	1
			उप योग (ए)	20

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एकीकृत जांच चौकियों के लिए :

क्र.सं.	पद का नाम	पूर्व-संशोधित वेतन बैंड + ग्रेड वेतन	वेतन मैट्रिक्स स्तर (7th CPC)	भरे जाने वाले पदों की संख्या
1.	प्रबंधक / पोर्ट प्रशासक (नया पदनाम)	वेतन बैंड -3 + 6600	स्तर - 11	10
			उप योग (बी))	10
			कुल योग (ए+बी)	30

2. पदों की पूरी जानकारी, पात्रता मानदंड, आवेदन प्रारूप और अन्य विवरण वेबसाइट http://mha.nic.in/vacancies , https://dopt.gov.in/whats-new and http://lpai.gov.in. पर उपलब्ध हैं।

3. उचित माध्यम से आवेदन प्राप्त करने की अंतिम तारीख 24.02.2025 है। अपूर्ण और अंतिम तारीख के बाद प्राप्त आवेदनों पर विचार नहीं किया जाएगा।

4. आवेदन भेजने का पता:
उप सचिव (प्रशासन)
भारतीय भूमि पत्तन प्राधिकरण
प्रथम तल, लोक नायक भवन,
खान मार्केट नई दिल्ली-110003
दूरभाष: नं. 011-24340708
ईमेल: dsga-lpai@lpai.gov.in

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Azadi Ka Amrit Mahotsav

G20

Government of India
Ministry of Home Affairs
Land Ports Authority of India
1st Floor, Lok Nayak Bhawan,
Khan Market, New Delhi-110003.

E-13012/1/2024/LPAI/Deputation Recruitment(Pt-1)/3704359 **Date: 09-01-2025**

VACANCY CIRCULAR 7384-7400

Subject: Filling up of vacant posts at LPAI Secretariat, New Delhi and its ICPs on deputation (Foreign Service) basis from those working in Central/State Government / Union territory Administration / Statutory Body / Autonomous Body.

The Land Ports Authority of India (LPAI), a statutory body set up under the LPAI Act 2010 for development and management of Land Ports / Integrated Check Posts (ICPs) at various locations on international land borders of India proposes to fill-up the following vacant posts on deputation (Foreign Service) basis from amongst Central/State Government / Union territory Administration / Statutory Body / Autonomous Body Officers for its Secretariat and Integrated Check Posts as under: -

LPAI Sectt., New Delhi

Sl. No.	Name of Post	Pre-revised Pay Band + Grade Pay	Pay Matrix Level (7th CPC)	No. of posts to be filled up
1.	Director (Technical)	Pay Band-4 + 8700	Level-13	1
2.	Under Secretary	Pay Band-3 + 6600	Level- 11	2
3.	Section Officer	Pay Band-2+4600	Level-7	4
4.	Assistant Engineer (Civil & Electrical)	Pay Band-2 + 4600	Level-7	3
5.	Private Secretary	Pay Band -2+4600	Level-7	1
6.	Assistant	Pay Band-2 + 4200	Level-6	3
7.	Junior Engineer (Civil and Electrical)	Pay Band-2 + 4200	Level-6	4
8.	Sr. Accountant	Pay Band-2 + 4200	Level-6	1
9.	Personal Assistant	Pay Band-2 + 4200	Level-6	1
			Sub Total (A)	**20**

For ICPs:

Sl. No.	Name of Post	Pre-revised Pay Band + Grade Pay	Pay Matrix Level (7th CPC)	No. of posts to be filled up
1.	Manager/Port Administrator (New Designation)	Pay Band-3 + 6600	Level- 11	10
			Sub Total (B)	10
			GRAND TOTAL (A+B)	30

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2. (i) **Number of vacancies may be decreased or increased at the discretion of the Competent Authority, LPAI.**

(ii) **Selected Officer/Official for the vacant posts at ICPs will be liable to be posted at any of the ICPs located at Attari, Jogbani, Raxaul, Agartala, Dawki, Petrapole, Moreh, Rupaidiha, Sabroom, Sutarkandi, Dera Baba Nanak, Srimantpur, Mankachar, Darranga, Golakganj.**

(iii) **LPAI is an eligible office for GPRA (only for Central Govt. Employees).**

3. The details of eligibility and other conditions, along with details of functions and responsibilities for the above posts are given in **Annexure 'A'**.

4. The format of application is appended as **Annexure-'B'**.

5. The applicants for **Level 7 and below** posts should have basic working knowledge of computers particularly in all the modules of MS Office including e-office, email etc.

6. The deputation will be initially for a period of **five years**. Period of deputation will include period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department in the Central Government. The appointment will not bestow on the appointee on deputation any claim for regular appointment.

7 The deputation will be subject to various circulars of DOP&T on the subject and especially the terms and conditions of deputation as stipulated in DOP&T's OM No. 6/8/2009-Estt. (Pay II) dated 17.06.2010 and subsequent amendments made thereon.

8. The last date for receiving of applications is 24-02-2025

9. The applications of willing and eligible officials whose services could be spared immediately, may be sent along with attested copies of ACRs/APARs for the last 5 years and Vigilance Clearance / Integrity Certificate, through proper channel to **the Deputy Secretary (Administration), Land Ports Authority of India, 1st Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003, so as to reach LPAI by 24-02-2025.**

10. Applicants may send advance copies by post at the above address and also on email id: dsga-lpai@lpai.gov.in. However, only the applications received through proper channel by the due date and complete in all respects, shall be considered for selection.

11. All the details in this regard may also be obtained from this Authority's website **http://lpai.gov.in** under Vacancies Tab and Ministry of Home Affairswebsite: **http://mha.nic.in/vacancies**.

(Madhukar Pandey)
Deputy Secretary (Admn)
E-mail: dsga-lpai@lpai.gov.in
Tel:- 011-24340708

1. The Secretaries of all Departments of Government of India *with the request to circulate it widely to all the officials under their control.*

2. The Chief Secretaries and Resident Commissioners of all State Governments/Union Territories *with the request to circulate it widely to all the officials under their control.*

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3. Director (GS Division) DoP&T, Lok Nayak Bhawan, Khan Market, *with the request to circulate it widely to all the officers under their control and also to post it on the website.*

4. DG, CPWD, Nirman Bhawn, New Delhi.

5. DG BSF, Block No. 10, CGO Complex, Lodhi Road, New Delhi, Delhi 110003 *with the request to circulate it widely to all the officials under their control.*

6. DG SSB, Vivekanand Marg, East Block 5, RK Puram, New Delhi, Delhi 110066 *with the request to circulate it widely to all the officials under their control.*

7. DG ITBP, Block No-2, CGO Complex, Lodi Road, New Delhi, Delhi 110003 *with the request to circulate it widely to all the officials under their control.*

8. DG Assam Riffles, E. Khasi Hills (Shillong), Meghalaya, India *with the request to circulate it widely to all the officials under their control.*

9. Directorate General, CRPF, Block No.-1, C.G.O. Complex, Lodhi Road, New Delhi-110 003, *with the request to circulate it widely to all the officials under their control.*

10. PPS to Secretary (BM)/ PS to JS (BM)/ DS (BM-II), MHA

11. All ICP Managers *to put this up on their notice board.*

12. IT Section, MHA for posting on the web-site of MHA at http://mha.nic.in/vacancies through BM-II Division, MHA

13. IT Division, LPAI for posting on the web-site of LPAI http://lpai.gov.in at appropriate place.

14. Joint CGA, Mahalekha Niyantrak Bhawan, Ministry of Finance, GPO Complex Block-E, Aviation Colony, New Delhi-110023.

15. Hon'ble Principal District & Sessions Judge (HQs), Tis Hazari Courts, Bhiku Ram Jain Marg, Rajpur Road, Block BGS, Kamla Nehru Ridge, Civil Lines New Delhi-110054 *with the request to circulate it widely to all the officials under their control.*

16. The Chairman CBDT, North Block, New Delhi *with the request to circulate it widely to all the officials under their control.*

17. The Chairman Railway Board, Rail Bhawan, New Delhi *with the request to circulate it widely to all the officials under their control.*

(Madhukar Pandey)
Deputy Secretary (Admn)
E-mail: dsga-lpai@lpai.gov.in
Tel:- 011-24340708

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Annexure-'A'

Eligibility criteria for the posts in the levels of 6, 7, 11 & 13 (pay matrix of 7th CPC) to be filled up in LPAI.

1.	**Director (Technical)**	**Deputation—** Officers from the Central Government or State Government or Union territory Administration or Statutory Body or Autonomous Body.— (a) (i) holding analogous post or equivalent on regular basis in parent cadre or department; or (ii) with five years' regular service in the grade rendered after appointment thereto on regular basis in pay level 12 or equivalent; and (b) possessing three years' experience in civil work or equivalent, planning, execution, implementation and monitoring of construction activities in the Central Government or State Government or Union territory Administration or Statutory Body or Autonomous Body. Note 1.— Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department in the Central Government or State Government or Union territory Administration or Statutory Body or Autonomous Body shall ordinarily be for an initial period of five years and extendable up to seven years on yearly basis subject to prior approval of the lending organisation. Note 2.— The maximum age-limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications."; **Deputation –** Officers from the Central Government or State Government or Union territory Administration or Statutory Body or Autonomous Body — **(a)** (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with five years' regular service in the grade rendered after appointment thereto on regular basis in pay level 10 or equivalent; and (iii) with eight years' regular service in the grade rendered after appointment thereto on regular basis in pay level 8 or equivalent; and **(b)** possessing five years' experience in the fields of policy, planning and development, administration, human resource development, finance, vigilance, court cases, communication related matters in the Central Government or State Government or Union territory Administration or Statuary Body or Autonomous Body. **Note 1** - Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department in the Central Government or State Government or Union territory Administration or Statuary Body or Autonomous Body shall ordinarily be for an initial period of five years and extendable up to seven years on yearly basis subject to prior approval of the lending organisation. Note 2 - The maximum age limit for appointment by deputation shall be not exceeding fifty-Six years as on the closing date of receipt of applications.
2.	**Under Secretary**	

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3.	**Manager (New Designation- Port Administrator)**	**Deputation—** Officers from the Central Government or State Government or Union territory Administration or Statutory Body or Autonomous Body— **(a)** (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with five years' regular service in the grade rendered after appointment thereto on regular basis in pay level 10 or equivalent; (iii) with eight years' regular service in the grade rendered after appointment thereto on regular basis in pay level 8 or equivalent; and **(b)** possessing five years' experience in the fields of Management, planning and development, administration, human resource development, finance, vigilance, court cases and communication related matters in the Central Government or State Government or Union territory Administration or Statutory Body or Autonomous Body. **Desirable**— Preferably holding of Master Degree in Management. **Note 1.**— Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department in the Central Government or State Government or Union territory Administration or Statutory Body or Autonomous Body shall ordinarily be for an initial period of five years and extendable up to seven years on yearly basis subject to prior approval of the lending organisation. **Note 2.**— The maximum age-limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.
4.	**Section Officer**	**"Deputation (including short term contract) —** Officers from the Central Government or State Government or Union territory Administration or Statutory Body or Autonomous Body— **(a)** (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with five years' regular service in the grade rendered after appointment thereto on regular basis in pay level 6 or equivalent; and **(b)** possessing three years' experience in the fields of policy, planning and development, administration, human resource development, finance, vigilance, court cases and communication related matters in the Central Government or State Government or Union territory Administration or Statutory Body or Autonomous Body. Note 1.— Period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department in the Central Government or State Government or Union territory Administration or Statutory Body or Autonomous Body shall ordinarily be for an initial period of five years and extendable up to seven years on yearly basis subject to prior approval of the lending organisation. Note 2.— 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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		Short term contract— Where the Authority is unable to get suitable officers on deputation, the Authority may fill such vacancies by short term contract employment for a period of maximum six months at a time, from amongst the officers retired from analogous post in the Central Government or State Government or Union territory Administration and below the age of sixty-five years and having suitable qualifications and experience. The remuneration shall be paid as per extant rules and regulations of the Central Government on the subject."
5.	**Assistant Engineer (Civil & Electrical)**	**"Deputation (including short term contract) —** Officers from the Central Government or State Government or Union territory Administration or Statuary Body or Autonomous Body — (a) (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with five years' regular service in the grade rendered after appointment thereto on regular basis in pay level 6 in the Public Works Department or equivalent; and (b) possessing three years' experience of working in civil engineering or electrical engineering and monitoring of construction activities in Central Government or State Government or Union territory Administration or Statuary Body or Autonomous Body. **Note 1**— Period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department in the Central Government or State Government or Union territory Administration or Statuary Body or Autonomous Body shall ordinarily be for an initial period of five years and extendable up to seven years on yearly basis subject to prior approval of the lending organisation. **Note 2**— The maximum age-limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications. **Short term contract—** Where the Authority is unable to get suitable officers on deputation, the Authority may fill such vacancies by short term contract employment for a period of maximum six months at a time, from amongst the officers retired from analogous post in the Central Government or State Government or Union territory Administration and below the age of sixty-five years and having suitable qualifications and experience. The remuneration shall be paid as per extant rules and regulations of the Central Government on the subject."

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6.	Private Secretary	**"Deputation (including short term contract) —** Officers from the Central Government or State Government or Union territory Administration or Statutory Body or Autonomous Body.— (a) (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with five years' regular service in the grade rendered after appointment thereto on regular basis in pay level 6 or equivalent; and (b) possessing five years' experience of working as Private Secretary in Central Government or State Government or Union territory Administration or Statuary Body or Autonomous Body. **Note 1**— Period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department in the Central Government or State Government or Union territory Administration or Statutory Body or Autonomous Body shall ordinarily be for an initial period of five years and extendable up to seven years on yearly basis subject to prior approval of the lending organisation. **Note 2**— The maximum age-limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications. **Short term contract—** Where the Authority is unable to get suitable officers on deputation, the Authority may fill such vacancies by short term contract employment for a period of maximum six months at a time, from amongst the officers retired from analogous post in the Central Government or State Government or Union territory Administration and below the age of sixty-five years and having suitable qualifications and experience. The remuneration shall be paid as per extant rules and regulations of the Central Government on the subject.";
7.	Assistant	**"Deputation (including short term contract) —** Officers from the Central Government or State Government or Union territory Administration or Statutory Body or Autonomous Body — (a) (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with six years' regular service in the grade rendered after appointment thereto on regular basis in pay level 5 or equivalent; and (b) possessing three years' experience in administration, human resource development, finance in the Central Government or State Government or Union territory Administration or Statutory Body or Autonomous Body. Note 1.— Period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department in the Central Government or State Government or Union territory Administration or Statutory Body or Autonomous Body shall ordinarily be for an initial period of five years and extendable up to seven years on yearly basis subject to prior approval of the lending organisation.

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		Note 2.— The maximum age-limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications. **Short term contract—** Where the Authority is unable to get suitable officers on deputation, the Authority may fill such vacancies by short term contract employment for a period of maximum six months at a time, from amongst the officers retired from analogous post in the Central Government or State Government or Union territory Administration and below the age of sixty-five years and having suitable qualifications and experience. The remuneration shall be paid as per extant rules and regulations of the Central Government on the subject."
8.	**Junior Engineer (Electrical & Civil)**	**"Deputation (including short term contract)** — Officers from the Central Government or State Government or Union territory Administration or Statuary Body or Autonomous Body — (a) (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with five years' regular service in the grade rendered after appointment thereto on regular basis in pay level 5 in the Public Works Department or equivalent; and (b) possessing three years' experience of working in civil engineering or electrical engineering and monitoring of construction activities in Central Government or State Government or Union territory Administration or Statuary Body or Autonomous Body. **Note 1**— Period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department in the Central Government or State Government or Union territory Administration or Statuary Body or Autonomous Body shall ordinarily be for an initial period of five years and extendable up to seven years on yearly basis subject to prior approval of the lending organisation. **Note 2**— The maximum age-limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications. **Short term contract—** Where the Authority is unable to get suitable officers on deputation, the Authority may fill such vacancies by short term contract employment for a period of maximum six months at a time, from amongst the officers retired from analogous post in the Central Government or State Government or Union territory Administration and below the age of sixty-five years and having suitable qualifications and experience. The remuneration shall be paid as per extant rules and regulations of the Central Government on the subject."
9.	Sr. Accountant	**"Deputation (including short term contract)** — Officers from the Central Government or State Government or Union territory Administration or Statuary Body or Autonomous Body — (a) (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with six years' regular service in the grade rendered after appointment thereto on regular basis in pay level 5 or equivalent;

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		(iii) with ten years' regular service in the grade rendered after appointment thereto on regular basis in pay level 4 or equivalent; and (b) possessing five years' experience in accounts, knowledge of general financial rules and regulations, projects, audit and budget work in the Central Government or State Government or Union territory Administration or Statuary Body or Autonomous Body. **Note 1**— Period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department in the Central Government / State Government / Union territory Administration / Statuary Body / Autonomous Body shall ordinarily be for an initial period of five years and extendable up to seven years on yearly basis subject to prior approval of the lending organisation. **Note 2**— The maximum age-limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications. **Short term contract**— Where the Authority is unable to get suitable officers on deputation, the Authority may fill such vacancies by short term contract employment for a period of maximum six months at a time, from amongst the officers retired from analogous post in the Central Government or State Government or Union territory Administration and below the age of sixty-five years and having suitable qualifications and experience. The remuneration shall be paid as per extant rules and regulations of the Central Government on the subject.";
10.	**Personal Assistant**	**"Deputation (including short term contract)** — Officers from the Central Government or State Government or Union territory Administration or Statuary Body or Autonomous Body — (a) (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with six years' regular service in the grade rendered after appointment thereto on regular basis in pay level 5 or equivalent; (iii) with ten years' regular service in the grade rendered after appointment thereto on regular basis as Steno 'D' or equivalent in pay level 4 or equivalent; and (b) possessing five years' experience in secretarial practices, office management, effective communication skill, public dealing and related matters in the Central Government or State Government or Union territory Administration or Statuary Body or Autonomous Body. **Note 1**— Period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department in the Central Government / State Government / Union territory Administration / Statuary Body / Autonomous Body shall ordinarily be for an initial period of five years and extendable up to seven years on yearly basis subject to prior approval of the lending organisation. Note 2— 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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		Short term contract— Where the Authority is unable to get suitable officers on deputation, the Authority may fill such vacancies by short term contract employment for a period of maximum six months at a time, from amongst the officers retired from analogous post in the Central Government or State Government or Union territory Administration and below the age of sixty-five years and having suitable qualifications and experience. The remuneration shall be paid as per extant rules and regulations of the Central Government on the subject.”;

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Annexure 'B'

Azadi Ka Amrit Mahotsav

G20 भारत 2023 INDIA

APPLICATION FOR THE POST OF:

.....

Self-Attested passport size photograph

Sl. No.	Particulars	Details
1.	Name of applicant with designation and complete office address (in block letters), e-mail & Tele. No.	
2.	Father's Name	
3.	Residential Address with Phone No.	
4.	Permanent Address	
5.	Date of Birth (in Christian era)	
6.	Whether belongs to SC/ST/OBC	
7.	Date of first joining in Central Government / State Government / Union territory Administration / Statuary Body / Autonomous Body	
8.	Date of retirement under Central Government / State Government / Union territory Administration / Statuary Body / Autonomous Body	
9.	Educational Qualifications	
10.	Whether belongs to All India or Organized Gr.A Services ? If Yes, then mention name of Service and Batch	
11.	Post held on regular (i.e. substantive) basis and the date from which held with grade pay	

(Signature of the Applicant)

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12.	Present Pay	
13.	Details of Employment, of last 10 years in chronological order. Enclose a separate sheet, duly authenticated under your signature.	

Name of Office / organization where employed	Post Held	From	To	Basic Pay	Grade Pay	Major Duties

14.	Nature of present employment i.e. ad hoc or temporary or permanent	
15.	In case the present employment is held on Deputation/ contract basis, please state a) The date of initial appointment. b) The period of appointment on deputation / contract c) Name of the parent office / Organization to which you belong.	
16.	Training / Courses attended	
17.	Additional details about your present employment: - Please state whether working under- a) Central Government b) State Government c) Autonomous Organizations d) Central Public Sector Undertaking e) State Public Sector Undertaking f) Statutory Body/ UT Administration	
18.	Additional information, if any, which applicant may like to mention in support of his/ her suitability for the post vis-a-viz the "duties" mentioned in column 2 of Annexure-A. Enclose a separate sheet, if required.	
19.	Preference of palce for posting in ICPs: i) ii) iii)	

Date:

(Signature of the Applicant)
Mobile No:- .....
Address for communication:

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DECLARATION BY THE APPLICANT

1. I,..... (**applicant name**) hereby declare that my posting on deputation as ..... (**post name**) in LPAI shall not bestow any right to me to claim either seniority in the said post in respect of the services rendered by me on deputation or regular appointment.

2. I will not claim absorption in LPAI in the said post.

3. I am liable to be repatriated to my parent organization for any inaccuracies in the details noted above or for contravention of any provisions in the rules/ orders governing the deputation.

Date:

Place: **(Signature of the Applicant)**

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CERTIFICATE TO BE RECORDED BY THE CADRE CONTROLLING AUTHORITY NOT BELOW THE RANK OF UNDER SECRETARY IN GOI WHILE FORWARDING THE APPLICATION

1. Certified that the particulars furnished by the applicant are true and have been verified from the service records.

2. The applicant, if selected, will be relieved immediately.

3. Attested copies of ACR/APAR for the last five years are enclosed.

4. The record of the service of the Official has been carefully scrutinized and it is certified that there is no doubt about his/her integrity.

5. It is certified that no disciplinary/vigilance case is either pending or contemplated against the applicant and he/she is clear from vigilance angle.

6. It is certified that no major/minor penalty has been imposed or contemplated on him/her during last 10 years.

Date:

Place:

Signature:_____

Name:_____

Designation

Telephone No.

Official Seal :

Note: All Terms & Conditions of deputation / foreign services will be followed as per DoP&T O.M. No. 6/8/2009-Estt.(Pay II) dated 17.06.2010 and as amended from time to time.