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NATIONAL INVESTIGATION AGENCY
MINISTRY OF HOME AFFAIRS,
GOVERNMENT OF INDIA
NEW DELHI-03

No. E-74/ 003/ Depn-MS/NIA/ 2024/ 17654 Date: 25 Nov, 2024

To,

1. All Ministries/ Departments of Government of India
2. The Chief Secretaries to the Government of all States/ UTs
3. The Directors General of Police of all States/ Uts
4. The Directors General BSF, CRPF, CISF, SSB, ITBP, RPF, Assam Rifles, BPR&D, NCRB
5. The Director CBI, IB and ED.
6. The Joint Secretary (Pers), Cabinet Secretariat, New Delhi
7. The Chairman, CBDT & CBIT.
8. Director, ISTM, New Delhi

Sub: **Filling up the posts of Ministerial staff in NIA on deputation basis.**

Sir

Nominations are invited for the posts of ministerial staff on deputation basis in National Investigation Agency (NIA). Details of posts and vacancies are as under :-

SN	Name of post	Nos of post	Place of posting
1	Assistant Level-6 in Pay Matrix (Rs 35,400 – 1,12,400)	15* posts on deputation basis.	All India Based.
2	Stenographer Grade-I Pay scale – Pay Matrix Level– 6 (Rs 35,400 – 1,12,400)	20* posts on deputation basis.	All India Based.
3	Upper Division Clerk (UDC) Pay scale – Pay Matrix Level – 4 (Rs 25-500 – 81,100)	08* posts on deputation basis.	All India Based.
4	Stenographer Grade-II Pay scale – Pay Matrix Level – 4 (Rs 25,500 – 81,100)	16* posts on deputation basis.	All India Based.
5	Lower Division Clerk (LDC) Pay scale – Pay Matrix Level – 2 (Rs 19,900 – 63,200)	22* post on deputation basis	All India Based.

*** Subject to variation depending on vacancies.**

SP (IT)
Sl. No. 3203
Date 26/11/24

शंकर व्रत रायमेधी, भा.पु.से./SHANKAR BRA... RAIMEDHI, IPS
पुलिस अधीक्षक (प्रशासनिक)/Superintendent of Police (Adm)
राष्ट्रीय अन्वेषण अभिकरण/National Investigation Agency
गृह मंत्रालय/Ministry of Home Affairs
भारत सरकार/Government of India
नई दिल्ली/New Delhi

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2. The eligibility criteria (educational qualification, experience etc.) are furnished in the enclosed **Annexure-I-A, I-B, I-C, I-D & I-E (available at NIA website www.nia.gov.in/ recruitment-notice.htm**). The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

3. It is requested that the above requirement may kindly be circulated among all Departments/ Institutions/ Offices under your charge and also host on their website. The nominations of eligible officers along with following documents may be forwarded to the SP (Adm), NIA Hqrs, CGO Complex, Lodhi Road, New Delhi - 110003 through proper channel at the earliest and in any case not later than **02 months from** the date of publications of this advertisement in the 'Employment News'.

(i) Bio-data in the prescribed proforma (Annexure-II) **(available at NIA website www.nia.gov.in/recruitment-notice.htm**)duly countersigned by the competent authority.

(ii) Photocopies of APAR dossier from the year 2019-2020 to 2023-24 duly attested (It may be ensured that the same are attested on each page with rubber stamp by an officer not below the rank of Under Secretary to the Government of India).

(iii) Department Enquiry/ Vigilance clearance certificate.

(iv) Integrity certificate.

(v) The details of Major/ Minor penalties imposed on the official during the last 10 years.

4. Applications received after the last date of receipt or incomplete applications in any respect or those not accompanied by the documents/ information in para 3 above will not be considered. The Cadre Authority may ascertain that the particulars sent by the officer are correct as per the records.

5. The eligibility criteria and application form as well as Recruitment Rules are also available on the NIA website **(available at NIA website www.nia.gov.in/recruitment-notice.htm**).

Encl : Annexure 'I-A, I-B, I-C, I-D, I-E & 'II'

Yours sincerely

(S.B. Raimedhi, IPS)
SP(Admin)
NIA Hqrs, New Delhi

शंकर ब्रत रायमेधी, भापुसे RAIMEDHI, IPS
पुलिस अधीक्षक (प्रशासनिक)/Superin... Police (Adm)
राष्ट्रीय ... Agency
गृह मंत्रालय/Ministry of ...
भारत सरकार/Governm...
नई दिल्ली/New Delhi

Copy forwarded for information to (through e-mail):-

1. The SP (IT), NIA Hqrs New Delhi for uploading the matter on NIA website.
2. All Branch Offices/ Sections & Divisions of NIA - for information and wide publicity.

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Annexure-I-A

ELIGIBILITY CRITERIA FOR THE POST OF ASSISTANT ON DEPUTATION BASIS

1	Name of the post	Assistant
2	Nos. of post	15* Posts for deputation (*subject to variation depending on vacancies)
3.	Classification of the post	General Central Service, Group – 'B', Non-Gazetted, Ministerial
4.	Scale of pay	Pay scale – Pay Matrix Level – 06 (Rs 35,400 – 1,12,400)
5.	DA, HRA, TPT & other allowance	As admissible under the Central Government orders from time to time.
6.	Special Security Allowance	20% of basic pay and as amended by the Government from time to time.
7.	Eligibility criteria for deputation to NIA	Officers of the Central Government or State Government or Union territories,- (a) (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) with six years' service in the grade rendered after appointment thereto on regular basis in level-5 (Rs. 29200-92300) in the pay matrix or equivalent in the parent cadre or department; and (b) possessing the following educational qualifications as prescribed for direct recruits under column (7) : (i) Bachelor's Degree from a recognised University; and (ii) Passed computer proficiency test as prescribed by the Staff Selection Commission. **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. **Note 2:** The period of deputation including

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राष्ट्रीय अन्वेषण अभिकरण/National Investigation Agency
गृह मंत्रालय/Ministry of Home Affairs
भारत सरकार/Government of India
नई दिल्ली/New Delhi

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		period of deputation in another ex-cadre post held immediately preceding this appointment in same or some other organisation or department of the Central Government shall ordinarily not to exceed three years. **Note 3:** The maximum age-limit for appointment by deputation shall not be exceeding fifty-six years as on closing date of receipt of applications. **Note 4:** Only officers of the Central Government or State Government or Union territories shall be eligible for consideration for appointment on absorption basis.
8.	Nature of duties	➢ He will function as in-charge of a Section. ➢ Preparation of draft of all nature and disposal of routine matters. ➢ Maintain all files and correspondence records and carry out clerical duties. ➢ Draw attention, where necessary to precedents or rules and regulations on the subject. ➢ Put up the file and to bring out clearly the question under consideration. ➢ Suggest a course of action, wherever possible. ➢ Assistant the Section Officer and Administrative officer in all his matters. ➢ Perform any other duties task as assigned by the superiors, such as File Movement, correction of reference books or drafts etc.
9.	Deputation	The other terms and conditions of deputation will be government as laid down in the Govt. of India, DoP&T OM No. 6/08/2009-Estt (Pay-II) dated 17.06.2010 as amended from time to time.

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राष्ट्रीय अन्वेषण अभिकरण/National Investigation
गृह मंत्रालय/Ministry of Ho[illegible]
भारत सरकार/Government of [illegible]
नई दिल्ली/New Delhi

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Annexure-I-B

ELIGIBILITY CRITERIA FOR THE POST OF STENOGRAPHER GRADE-I ON DEPUTATION BASIS

1	Name of the post	Stenographer Grade-I
2	Nos. of post	**20* Posts for deputation** (*subject to variation depending on vacancies)
3.	Classification of the post	General Central Service, Group – 'B', Non-Gazetted, Ministerial
4.	Scale of pay	Pay scale – Pay Matrix Level – 6 (Rs 35,400 – 1,12,400)
5.	DA, HRA, TPT & other allowance	As admissible under the Central Government orders from time to time.
6.	Special Security Allowance	20% of basic pay and as amended by the Government from time to time.
7.	Eligibility criteria for deputation to NIA	Officers of the Stenographer's cadre under the Central Government or State Governments or Union territories,- (a) (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) with six years' service in the grade rendered after appointment thereto on regular basis in level-5 (Rs. 29200-92300) in the pay matrix or equivalent in the parent cadre or department; or (iii) with ten years' service in the grade rendered after appointment thereto on regular basis in posts in level-4 (Rs. 25500-81100) in the pay matrix or equivalent in the parent cadre or department; and (b) Possessing the following educational qualification prescribed for direct recruits under column (7) : (a) Graduate Degree from a recognised University; and (b) possessing computer proficiency.

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[illegible] अधिकरण/National Inves[illegible]
गृह मंत्रालय/Ministry of H[illegible]

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		Skill test: (i) stenography speed: 10 minutes @ 100 words per minute; (ii) transcription: 40 minutes (English), 55 minutes (Hindi) on computer. **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 or absorption. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. **Note 2.:** The 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 of the Central Government shall ordinarily not to exceed three years. **Note 3:** The maximum age-limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of the receipt of applications.
8.	Nature of duties	➢ He/She will perform the duties as Personal Assistant to the Officers. ➢ Preparation of draft of all nature and disposal of routine matters pertains to the officer. ➢ Maintain files and correspondence records and carry out Stenographer duties. ➢ Draw attention, where necessary to precedents or Rules and Regulations on the subject.
9.	Deputation	The other terms and conditions of deputation will be government as laid down in the Govt. of India, DoP&T OM No. 6/08/2009-Estt (Pay-II) dated 17.06.2010 as amended from time to time.

शंकर व्रत मेधी, भा.पु.से./SHA... पुलिस अधीक्षक (प्रशासनिक)/Superin... राष्ट्रीय अन्वेषण अभिकरण/National ... गृह मंत्रालय/Ministry of ... भारत सरकार/Govern... नई दिल्ली/Ne...

...AIMEDHI, IPS ...olice (Adm) ...gency

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Annexure-I-C

ELIGIBILITY CRITERIA FOR THE POST OF UDC ON DEPUTATION BASIS

1	Name of the post	Upper Division Clerk
2	Nos. of post	08* Posts for deputation (*subject to variation depending on vacancies)
3.	Classification of the post	General Central Service, Group – 'C', Non-Gazetted, Ministerial
4.	Scale of pay	Pay scale – Pay Matrix Level – 4 (Rs 25,500 – 81,100)
5.	DA, HRA, TPT & other allowance	As admissible under the Central Government orders from time to time.
6.	Special Security Allowance	20% of basic pay and as amended by the Government from time to time.
7.	Eligibility criteria for deputation to NIA	Officers of the Central Government or State Governments or Union territory Administrations; (a)(i) holding analogous posts on a regular basis in the parent cadre or department; or (ii) with eight years' service rendered after appointment to the post on a regular basis in level-2 in the pay matrix (Rs.19900–63200) or equivalent in the parent cadre or department; and (b) Possessing appropriate educational qualifications and experience-12th class pass from a recognised Board. **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, the deputationists shall not be eligible for consideration for appointment by promotion. **Note 2-** The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed three years.

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गृह मंत्रालय/Ministry of Home Affairs
भारत सरकार/Government of India
नई दिल्ली/New Delhi

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		Note 3- The maximum age-limit for appointment by deputation shall not exceed fifty-six years on the closing date of the receipt of applications
8.	Nature of duties	➢ He will assist the in-charge of a Section. ➢ Preparation of draft of all nature and disposal of routine matters. ➢ Maintain all files and correspondence records and carry out clerical duties. ➢ Draw attention, where necessary to precedents or rules and regulations on the subject. ➢ Put up the file and to bring out clearly the question under consideration. ➢ Suggest a course of action, wherever possible. ➢ Perform any other duties task as assigned by the superiors, such as File Movement, correction of reference books or drafts etc.
9.	Deputation	The other terms and conditions of deputation will be government as laid down in the Govt. of India, DoP&T OM No. 6/08/2009-Estt (Pay-II) dated 17.06.2010 as amended from time to time.

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गृह मंत्रालय/Ministry of ...airs
भारत सरकार/Govt. ...

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Annexure-I-D

ELIGIBILITY CRITERIA FOR THE POST OF STENOGRAPHER GRADE-II ON DEPUTATION BASIS

1	Name of the post	Stenographer Grade-II
2	Nos. of post	**16* Posts for deputation** (*subject to variation depending on vacancies)
3.	Classification of the post	General Central Service, Group – 'C', Non-Gazetted, Ministerial
4.	Scale of pay	Pay scale – Pay Matrix Level – 4 (Rs 25,500 – 81,100)
5.	DA, HRA, TPT & other allowance	As admissible under the Central Government orders from time to time.
6.	Special Security Allowance	20% of basic pay and as amended by the Government from time to time.
7.	Eligibility criteria for deputation to NIA	Officers of the Stenographer's cadre under the Central Government or State Governments or Union territory Administrations, - (a) Holding analogous posts on a regular basis in the parent cadre or department; and (b) 12th Class pass from a recognised Board or equivalent. **Note 1.-**The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed three years. **Note 2.-** The maximum age-limit for appointment by deputation shall not exceed fifty-six years on the closing date of the receipt of applications.
8.	Nature of duties	➢ He/She will perform the duties as Personal Assistant to the Officers. ➢ Preparation of draft of all nature and disposal of routine matters pertains to the officer. ➢ Maintain files and correspondence records and carry out Stenographer duties. ➢ Draw attention, where necessary to precedents or Rules and Regulations on the subject.
9.	Deputation	The other terms and conditions of deputation will be government as laid down in the Govt. of India, DoP&T OM No. 6/08/2009-Estt (Pay-II) dated 17.06.2010 as amended from time to time.

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गृह मंत्रालय/Ministry of Home Affairs
भारत सरकार/Government of India
नई दिल्ली/New Delhi

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Annexure-I-E

ELIGIBILITY CRITERIA FOR THE POST OF LDC ON DEPUTATION BASIS

1	Name of the post	Lower Division Clerk
2	Nos. of post	22* Posts for deputation (*subject to variation depending on vacancies)
3.	Classification of the post	General Central Service, Group – 'C', Non-Gazetted, Ministerial
4.	Scale of pay	Pay scale – Pay Matrix Level – 2 (Rs 19,900 – 63,200)
5.	DA, HRA, TPT & other allowance	As admissible under the Central Government orders from time to time.
6.	Special Security Allowance	20% of basic pay and as amended by the Government from time to time.
7.	Eligibility criteria for deputation to NIA	Deputation: Officers of the Central Government or State Governments or Union territory Administrations ; (a) holding analogous post on regular basis in the parent cadre or department; and (b) 12th class pass from a recognised Board or equivalent. **Note 1.-** The period of deputation including period of the deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed three years. **Note 2.-** The maximum age-limit for appointment by deputation shall not exceed fifty-six years on the closing date of the receipt of applications.
8.	Nature of duties	➢ He will assist the in-charge of a Section. ➢ Preparation of draft and disposal of routine matters. ➢ Maintain all files and correspondence records and carry out clerical duties. ➢ Draw attention, where necessary to precedents or rules and regulations on the subject. ➢ Put up the file and to bring out clearly the question under consideration. ➢ Suggest a course of action, wherever possible. ➢ Perform any other duties task as assigned by

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		the superiors, such as File Movement, correction of reference books or drafts etc.
9.	Deputation	The other terms and conditions of deputation will be government as laid down in the Govt. of India, DoP&T OM No. 6/08/2009-Estt (Pay-II) dated 17.06.2010 as amended from time to time.

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शंकर व्रत ..., भा.पु.से./SHANKAR BR...
पुलिस ... .../Superintendent
राष्ट्रीय ... .../National Inves...
...istry of Home
...overnment of ...
New Delhi

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ANNEXURE – II

BIO-DATA/CURRICULUM VITAE PROFORMA
{DOP&T OM NO. AB.14017/28/2014-Est. (RR) dated 02.07.15}

Post applied for .....

1. Name and **Permanent Address/Native place** (in Block Letters)	
2. Date of birth (in Christian era)	
3. i) Date of entry into service	
ii) Date of retirement under Central/State Government Rules	
4. Educational Qualifications **(with streams & Subject)**	
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)
B) Experience	B)
Desirable	**Desirable**
A) Qualification	A)
B) Experience	B)
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.	

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केन्द्रीय अन्वेषण एजेंसी/Central Investigation Agency
गृह मंत्रालय/Ministry of Home Affairs
भारत सरकार/Government of India
नई दिल्ली/New Delhi

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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 along with Cadre Clearance, Vigilance Clearance and Integrity certificate. **9.2 Note:** Information under column 9(c) and (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organisation but still maintaining a lien in his parent cadre/organisation			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details			

/SHANKAR BRA
/Superintendent of P
tional Investigation
of Home Affa
ment of India
Delhi

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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 Organisation 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

Basic 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.

Basic 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 & (iii) Work experience over and above prescribed in the Vacancy Circular/Advertisement) (**Note:** Enclose a separate sheet, if the space is insufficient)	
16.B 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 for the organization (v) Any research/innovative measure involving official recognition (vi) Any other information (**Note:** Enclose a separate sheet, if the space is insufficient)	

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पुलिस अधीक्षक (प्रशासनिक)/Superintendent of Police (Adm)
राष्ट्रीय अन्वेषण अभिकरण/National Investigation Agency
गृह मंत्रालय/Ministry of Home Affairs
भारत सरकार/Government of India
नई दिल्ली/New Delhi

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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 Organisations 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)

Address: _____

_____

Date: _____

Contact No/Mb. No.....

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)

