

National Institute of Plant Health Management, Hyderabad

(An autonomous organization under the Ministry of Agriculture & Farmers Welfare Government of India)

Advertisement No. 01 / 2024

A. National Institute of Plant Health Management invites applications for the following posts. The gist of pay and the number of posts are given below:

S.No.	Name of the Post	Direct / Deputation	No. of Posts	Group	Reservation for Direct Recruitment as per roster	Scale of Pay / Pay in Pay Matrix (7th CPC)	Last Date for receipt of applications
1	Financial Advisor	Direct or Deputation	01	A	UR	Level 11 Rs.67,700 – 2,08,700	30 days from date of publishing in Employment news. For applications of in-service candidates sent through proper channel the closing date will be 40 days from the date of publication in Employment newspaper.
2	Gardener	Direct	01	C	UR	Level 1 Rs.18,000 – 56,900	
3	Multi Tasking Staff (Category –III)	Direct	02	C	1- EWS ; 1- SC	Level 1 Rs.18,000 – 56,900	

*** Rule of reservation does not apply for candidates applying on deputation basis**

The details of educational qualifications, experience, age and other eligibility criteria etc. along with application proforma may be accessed from web <http://niphm.gov.in>.

Hindi version will follow.

**Sd/-
REGISTRAR**

B. QUALIFICATIONS & EXPERIENCE FOR DIRECT RECRUITMENT OR TRANSFER ON DEPUTATION:

1	NAME OF THE POST	FINANCIAL ADVISOR
	Method of Recruitment	<i>Direct Recruitment or Deputation</i>
	Age limit	<i>i. Upto 50 years for Direct Recruitment</i> <i>ii. Upto 55 years in the case of deputationists</i>
	QUALIFICATIONS & EXPERIENCE:	<p>1. ESSENTIAL QUALIFICATIONS:</p> <p>1.1 EDUCATIONAL : A High Second Class (57% or above) Bachelor Degree from recognised university or equivalent.</p> <p>1.2 EXPERIENCE:</p> <p>a. 15 years' experience in accounts work holding responsible supervisory / administrative position, out of which:</p> <p>i) 03 years service in post having Pay Level-9 or 10 (7th CPC) i.e. Grade Pay of Rs. 5,400/- as per 6th CPC. (or)</p> <p>ii) 07 years service in post having Pay Level-7 (7th CPC) i.e. Grade Pay of Rs. 4,600/- as per 6th CPC. (or)</p> <p>iii) 10 years service in post having Pay Level-6 (7th CPC) i.e. Grade Pay of Rs. 4,200/- as per 6th CPC.</p> <p style="text-align: center;"><u>OR</u></p> <p>b. Qualified Chartered Accountant possessing Membership of Institute of Chartered Accountants of India or qualified Cost Management Accountant possessing Membership of Institute of Cost Accountants of India with 3 years of experience in Government Department / Autonomous organization.</p> <p><i>Minimum work experience stated above can be relaxed by the Director General in case of highly meritorious candidates if they are otherwise suitable to the post.</i></p> <p>2. DESIRABLE QUALIFICATIONS: The candidate should be conversant with government rules and regulations/office procedures pertaining to budget preparation, accounts and audits.</p> <p>TRANSFER ON DEPUTATION :</p> <p>a. Persons under Central / State Governments / Universities / Recognized Research Institutions / PSUs / Statutory Boards or Autonomous organizations of Central / State Governments.</p> <p>i) Holding analogous posts on regular basis. OR</p> <p>ii) With 03 years service in post having Pay Level-9 or 10 (7th CPC) i.e. Grade Pay of Rs. 5,400/- as per 6th CPC. OR</p>

		<p>iii) With 07 years service in post having Pay Level-7 (7th CPC) i.e. Grade Pay of Rs. 4,600/- as per 6th CPC.</p> <p>OR</p> <p>iv) With 10 years service in post having Pay Level-6 (7th CPC) i.e. Grade Pay of Rs. 4,200/- as per 6th CPC.</p> <p><u>AND</u></p> <p>b. Possessing Essential qualifications mentioned above</p> <p><i>Minimum work experience stated above can be relaxed by the Director General in case of highly meritorious candidates if they are otherwise suitable to the post.</i></p>
2	Name of the post	GARDENER
	Method of Recruitment	<i>Direct Recruitment</i>
	Age limit	<i>18-27 years</i>
	QUALIFICATIONS & EXPERIENCE:	<p>1. ESSENTIAL QUALIFICATIONS: Educational:</p> <ul style="list-style-type: none"> • Matriculation and minimum 2 years Diploma in Horticulture from recognized University <p>2. DESIRABLE QUALIFICATIONS:</p> <ul style="list-style-type: none"> • Certificate course in Gardening, Landscaping and Agricultural Field operations
3	Name of the post	MULTI TASKING STAFF (Category-III)
	Method of Recruitment	<i>Direct Recruitment</i>
	Age limit	<i>18-27 years</i>
	QUALIFICATIONS & EXPERIENCE:	<p>ESSENTIAL QUALIFICATIONS: Essential for MTS (Category-III) (For Sweeping, Cleaning, Peon/Attendant duties) Matriculation or Equivalent Pass</p>

NOTE:

- 1. Rule of reservation is not applicable for candidates applying on deputation basis.**
- 2. Supporting documents for essential qualifications should be enclosed without fail.**
- 3. Desirable qualification and experience will be invoked in the event of shortlisting or tie at the time of selection.**

C. Age Limit :

- Relaxation of upper age limit in respect of reserved categories such as SC/ST/OBC/PwD/Ex-servicemen etc., shall be given as per Government of India guidelines/orders. Age limit will be reckoned with reference to the closing date for receipt of the applications. Crucial date for determining the age limit of candidates for the posts will be 30 days from the date of publishing advertisement in the Employment News.

Indicative relaxation in age limit

Category	Extent of Age relaxation
Schedule Caste/Schedule Tribe	5 years against reserved posts only.
OBCs	3 years against reserved posts only.
PwD with minimum 40% disability	<p>10 years (15 years for SC/ST, 13 years for OBCs) in case of direct recruitment to Group C posts.</p> <p>5 years (10 years for SCs/STs and 8 years for OBCs) in case of direct recruitment to Group A & B posts.</p> <p>Subject to maximum age not exceeding 56 years on the last date for</p>

	receipt of applications.
Central Govt. Servants / NIPHM employees	Up to 5 Years (as per GOI norms) (10 years for persons belonging to Scheduled Castes/Scheduled Tribes and 8 years for persons belonging to OBC's in respect of the posts reserved for them)
Ex- servicemen or any other category	As per Government of India norms.

- ii. The upper age limit is relaxable for SC/ST/OBC candidates in respect of vacancies which are reserved for them. SC/ST/OBC Candidates have to produce a caste certificate in GOI prescribed proforma issued by the Competent Authority for claiming age relaxation. Copy of Caste certificate should be sent along with the application.
- iii. **For OBC:** If you belong to 'Creamy Layer', you are not eligible for consideration against posts reserved for OBC and therefore you may apply against UR posts. OBC certificate should have been issued on a date within 2 (two) years of the last date for receipt of application as stated in the advertisement. If you claim OBC and attach BC/MBC or any other certificate other than a valid OBC certificate (in GOI format), your application will be summarily rejected.
- iv. **For PwD:** The age concession to the persons with disabilities shall be admissible irrespective of whether the post is reserved for persons with disabilities or not, provided the post identified is suitable for the relevant category of disability.

A person who wants to avail of benefit of age concession under PwD would have to submit a Disability Certificate issued by a Competent Authority. If a person with disability is entitled to age concession by virtue of being a Central Government employee/NIPHM employee, concession to him/her will be admissible either as a 'person with disability' or as a 'Central Government employee' / NIPHM employee whichever may be more beneficial to him/her.

The Competent Authority to issue Disability certificate shall be a Medical Board duly constituted by the Central or a State Government. The Central/ State Government may constitute Medical Board(s) consisting of at least three members out of which at least one shall be a specialist in the particular field for assessing Locomotor/ Cerebral / Visual / Hearing disability, as the case may be.

The definition of different categories of disabilities, for the purpose of age relaxation, will be same as given in DoP&T's OM No. 36035/3/2004-Estt(Reservation) dated 29th December 2005 or as amended from time to time.

- v. **For Central Govt. Servants / NIPHM employee:** A candidate claiming to belong to the category of Central Government servant / NIPHM employee and seeking age relaxation would be required to produce a Certificate issued after the date of advertisement from his/her Employer on the Office letter head to the effect that he/she is a regularly appointed Central Government Servant / NIPHM employee serving continuously for more than 3 years in the Government /NIPHM and not on casual/adhoc/daily wages/hourly paid/contract basis employee.

The age relaxation will be admissible to such of the Government servants as are working in posts which are in the same line or allied cadres and where a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of the duties of the post(s) recruitment to which has been advertised.

D. Closing Date :

The closing date for receipt of applications in NIPHM shall be 30 days from the date of publication of advertisement in Employment Newspaper. Those who are in Government service / NIPHM should forward their application through proper channel within 40 days from the date of publication in Employment Newspaper.

E. Forwarding of applications “Through Proper Channel” by in-service candidates

- a. Candidates / applicants who are in Government service / NIPHM should forward their application through proper channel. It may be ensured by the applicant/candidate that his/her application (Through Proper Channel), as forwarded by his/her parent office, reaches NIPHM office within 40 days from the date of publishing advertisement in the Employment News. This extra time is given because in-service candidates have to send their application through proper channel. However, an advance copy of the application may be submitted on or before the last date. Such advance copy will only be treated as an intimation of the application and only the application received through proper channel within due date will be considered for scrutiny and further selection process.
- b. The candidate, who is on deputation / foreign service, should also get his/her application through proper channel forwarded through the office in which he/she is on deputation /foreign service in addition to the same being got forwarded by his/her parent office / Department.
- c. The application(s) through proper channel should also contain the following positively and without fail:
 - i. Service particulars indicated in the application by the candidate
 - ii. Vigilance Clearance Certificate
 - iii. Details of imposition of major/minor penalties, if any, during last ten years or in the service period
 - iv. Photocopies of AAR/ACR/APAR gradings for the last 5 years or for the service period, whichever is more

F. Fees:

The candidates submitting application for different positions must pay to NIPHM a non - refundable application fee as follows:

- a. For Group A posts only: Rs.590/- for UR category and Rs.354/- for OBC category
- b. For Group C posts only: Rs.295/- for UR category and Rs.177/- for OBC category

CANDIDATES BELONGING TO SCHEDULED CASTE, SCHEDULE TRIBE ARE EXEMPTED FROM PAYMENT OF APPLICATION FEE.

NOTE-I: The fee must be in the form of Demand Draft or through online payment to the office and payment proof should be submitted along with the application without fail. The payment through online mode can be made to the following account:

NIPHM SBI Collect Account details:

Account Number :	40373518076
Corporate Address:	National Institute of Plant Health Management, Rajendranagar, Hyderabad, Telangana 500030
Branch:	Rajendranagar Branch, Hyderabad (20074)
IFS Code:	SBIN0020074

NOTE-II: APPLICATIONS NOT ACCOMPANIED BY THE PRESCRIBED FEE SHALL BE SUMMARILY REJECTED/ NOT ACCEPTED.

NOTE-III: Transaction charges for Demand Draft/online payment mode as the case may be, will have to be borne by the candidate.

NOTE-IV: Fee once paid shall not be refunded under any circumstances nor can the fee be held in reserve for any other examination or selection.

NOTE-V: The application fee shall be paid for each post (post wise) separately.

NOTE-VI: The application fee includes GST 18%

Note –VII: The demand draft should be drawn infavour of National Institute of Plant Health Management, payable at Hyderabad. In service candidates can send the demand draft with the advance copy of application.

G. Documents to be appended:

- i. Self attested copies of Date of Birth, SSC, Intermediate, Graduation, Post Graduation, Doctoral Degree certificates to be enclosed invariably.
- ii. Such other documents / certificates as are required to be enclosed as per the advertisement and post requirements.
- iii. Photographs at the appropriate space (s) in the application form.
- iv. The applicant should indicate his/her name, name of the post applied and advertisement no. on the top of the envelope containing his/her application along with all the prescribed enclosures
- v. All the claimed Educational qualifications shall be from a recognised University / Institute only.
- vi. The application will be summarily rejected if – a) certificates are attached, but column is not filled; or b) the column is filled but certificates are not attached. Letter of Appointment, Pay Slip, Office Memorandum, Office Order, Joining Report, or any such document(s) will not be accepted as document in support of knowledge or experience. Certificate in support of knowledge and experience should be in proper format i.e. should be on the organisation's letterhead; bear the date of issue; specify period of work(including Job roles and responsibilities, clearly stating nature of work, salary drawn with pay scale and grade pay, if any; name and designation of the issuing authority along with signature.

H. Rejection of applications :

The following applications shall be liable to be summarily rejected without any notice:

- a. The applications not in the prescribed format.
- b. The application 'Through Proper Channel' (TPC) to be sent by the parent office of the candidate, not received within stipulated time.
- c. The application (s) through proper channel received in time but not duly authenticated by the Head of Department with the requisite details.
- d. The application of a candidate who is on deputation / foreign service should be forwarded 'through proper channel' by (i) the office in which he/she is on deputation / foreign service, and (ii) his/her parent department.
- e. While some of the candidates, instead of furnishing information in the space provided for in the application form, resort to furnishing the same in the annexures, some other candidates append with the application form unnecessary and unwanted documents in addition to the prescribed documents, which makes the application bulky and unwieldy. Therefore, the applications in which the information is found to have been furnished in the application form without attachment of the document or the applications found to have been accompanied with the documents other than the ones claimed in the application form shall be summarily rejected without any notice.
- f. Application not accompanied with valid Demand Draft/online fee payment proof as per the prescribed fee.

I. General Terms and Conditions:

1. A candidate must either be a citizen of India.
2. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for written test and / or interview. All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess the essential qualifications and experience laid down for various posts. No enquiry asking for advice as to eligibility will be entertained.
3. Candidates, who are availing UGC/ICAR Scales, and opting for Grade Pay protection will not be entitled for training allowance.
4. General relaxation: "Age and qualifications can be relaxed in exceptional cases by the institute".
5. Candidates working in higher scale and also due for promotion to higher scale than the advertised post need not apply.
6. Please visit NIPHM website <http://niphm.gov.in> for downloading the prescribed application proforma. Separate application need to be filled for each post advertised along with its enclosures and fees.
7. The candidates should pay the application fee through Demand Draft drawn in favour of National Institute of Plant Health Management, payable at Hyderabad or through online payment mode.
8. The applications in prescribed proforma along the original Demand Draft (*through proper channel in case of Central/ State Governments/ Universities/ Recognized Research Institutions/ PSUs / Statutory Semi-governments or Autonomous organizations candidates*) should be sent in sealed cover superscribed as "**Application for the post of**" so as to reach the Registrar, National Institute of Plant Health Management, Rajendranagar, Hyderabad 500 030, Telangana, **within 30 days from date of publication in Employment newspaper by 5.30 p.m. in hard copy.** Persons working in Govt. service should apply through proper channel only and ensure that the application through proper channel reaches within the last date i.e. within 40 days from date of publication in Employment Newspaper. In case it takes time to obtain clearance from the Head of Department, an advance copy of the application may be sent on or before the closing date. The advance copy will only be treated as an intimation and only the application received through proper channel within due date will be considered for scrutiny and further selection process.
9. Candidates will be shortlisted on the basis of the information provided by them in their applications, They must ensure that the information is true. If at any subsequent stage or at the time of written test/ interview any information given by them or any claim made is found to be false, their application / candidature will be liable to be rejected and they shall be debarred permanently.
10. The prescribed essential qualifications are minimum and the mere possession of the same does not entitle candidates to be called for interview. The consideration of qualifications as 'equivalent' to the essential and desirable qualifications stated above shall be at the discretion of the relevant committee constituted for scrutinizing the applications.
11. In the event of number of applications being large:
 - a. NIPHM reserves the right to shortlist the candidates/ restrict the candidates to be called for skill test/ written test/ PPT/ interview to a reasonable number by adopting reasonable criteria (applied uniformly) as recommended and decided upon by the Competent Authority. These criteria may include possessing of desirable qualifications and / or experience more than that prescribed in the advertisement and/or qualifications/ experience in a particular field as per the specific requirement of the Department. Since the criteria for shortlisting the candidates may be raised above the minimum eligibility criteria, candidates are advised to fill their complete educational qualifications and/or experience as well as enclose any additional documents in support of their candidature such as list of research papers etc.
 - b. NIPHM will have discretion to schedule the scrutiny of applications either prior to or after the selection process or at any stage of selection process.

12. The Institute reserves the right not to fill up any or all advertised posts, or cancel the advertisement in whole or in part at any stage without assigning any reason and the decision of the Institute in this regard shall be final.
13. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of offer of appointment, the Institute reserves the right to withdraw/cancel/modify any communication made to the candidates.
14. In case of any dispute with regard to screening of the applications, the decision of Director General, NIPHM shall be final.
15. The Rule of Reservation is not applicable in the case of deputationists. However, subject to availability, eligible candidates belonging to reserved categories will be duly considered as per rules in force.
16. The Medical facilities applicable to NIPHM employees will be extended to the deputationists.
17. In the case of direct recruitment the selected candidates will be governed by the New Pension Scheme, 2004, Govt. of India.
18. The Probation period for direct recruits will be two years as per the rules in force.
19. Appointment of candidates will be subject to receipt of prescribed Medical fitness certificate from a Civil Surgeon / District Medical Officer / Standing Medical Board.
20. **No correspondence will be entertained with the non-shortlisted or non-selected candidates.**
21. Canvassing in any form is not accepted and will lead to the disqualification of such candidates.
22. In case of any disputes/suits or legal proceedings against the Institute, the Jurisdiction shall be restricted to the High Court of Hyderabad.
23. Candidates are warned that they should not furnish any particulars that are false or suppress any material information in filling up the application form. Candidates are also warned that they should in no case correct or alter or otherwise tamper with any entry in a document or its attested/certified copy submitted by them nor should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy between two or more such documents or their attested/certified copies, an explanation regarding this discrepancy should be submitted.
24. The vacancies are indicative and may vary as per actuals.
25. Incomplete / invalid applications – if any column is left unfilled or lack of submitting adequate certificates / documents in support of candidature will lead to rejection of the application.
26. **No interim correspondence: No correspondence whatsoever will be entertained from candidates regarding postal delay, conduct and result of test / interview and reasons for not being called for test / interview. Interim correspondence will not be entertained and replied to.**
27. Institute will not be responsible for any postal delay. Last date for receipt of applications is as stated in the advertisement.
28. In case of any discrepancy between English and Hindi version, the English version will be treated as final.
29. Shortlisting of applicants/candidates for written test/interview conveys no assurance whatsoever that they will be selected. Appointment orders to the selected candidate(s) will be issued by NIPHM
30. Candidates with desirable qualifications will be given preference only when there is a tie in the final selection.
31. NIPHM will retain data of applications received from non – shortlisted candidates only for a period of six months after completion of recruitment process i.e. the issuance of offer letter to the selected candidate.

J. PROCEDURE FOR SELECTION

S. No.	Name of the Post	Selection Procedure and Weightage
1	Financial Advisor	Written Test (50 Marks) and Interview (50 Marks)
2	Gardener	Written Test (100 Marks) and Skill Test (50Marks)
3	Multi Tasking Staff (Category –III)	Written Test (100 Marks) and Skill Test (50 Marks)

Note:

1. Qualifying percentage for Written Test will be 40%.

2.Skill test will be conducted based on the OM No.39020/01/2013/Estt(B)-Part dated 29.12.2015 issued by DoPT and any other instructions issued from time to time. The skill test will be in qualifying in nature. Qualifying percentage for skill test would be 45%.

K. DUTIES OF THE POSTS

1.	Financial Advisor	<p>The Financial Advisor shall assist the Director General in the financial management of the Institute. He shall be in-charge of all accounting of receipts, payments, Provident Funds, Investment, Budget, Audit and allied matters of the Institute. He shall, in particular –</p> <ol style="list-style-type: none"> 1 Advise the Director General on all matters falling within the field of delegated powers; 2 Establish and maintain a system of financial control governing the allocation and use of funds; 3 keep himself closely associated with the formulation of schemes and important expenditure and income proposals, from their initial stages; 4 associate himself with evaluation of progress/performance in the case of projects and other continuing schemes and see that the result of such evaluation studies are duly taken into account in the budget formulation; 5 Watch settlement of audit objections, Inspection reports, etc. 6 Organize effective Internal Audit; <ol style="list-style-type: none"> a. To ensure accuracy in accounts and in other basis records; b. To review systems and procedures as have a financial bearing, to reduce costs, promote efficiency and safe guards the interests of the Institute. 7 The Financial Advisor or such Officer designated by the Director General shall examine and advise Director General in every case of re-appropriation of funds. 8 Function as the Drawing & Disbursing Officer for the establishment of the Institute. <p>Any other duties assigned by the superior officers.</p>
3.	Gardener	<ol style="list-style-type: none"> 1. Digging, trenching and maintenance of beds. 2. Maintain and grow the garden, nursery and polyhouse. 3. Perform basic maintenance such as cutting the grass, emptying bins, managing weed control and leaf raking. 4. Plant and nurture trees and various plants. 5. Work with hand tools and basic light machinery. 6. Maintain a clean garden by clearing rubbish and litter from the garden and grounds. 7. Upkeep of lawns. 8. Propagating fruit/ornamental trees and nursery maintenance. 9. Other duties assigned from time to time

4.	Multi Tasking Staff (Category –III)	<ol style="list-style-type: none"> 1. Physical maintenance of record of the section 2. General cleanliness and upkeep of the section / unit 3. Carrying of files and other paper within the building 4. Photocopying, sending of FAX etc. 5. Other non-clerical work in the Section / Unit 6. Assisting in routine office work like diary, dispatch etc. including on computer 7. Delivering of DAK (outside the building) 8. Watch and Ward duties 9. Opening and Closing of rooms 10. Cleaning of rooms 11. Dusting of furniture, building, fixture etc 12. Driving of vehicle having a valid driving license 13. Upkeep of parks, lawns, potted plants etc 14. Assisting the technical staff / officers in laboratory or in field, wherever required 15. Assisting the technical staff / officers in workshop, cleaning of vehicle / machinery of the office 16. Any other work assigned by the superior authority
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L. INDICATIVE SYLLABUS (as per applicability):

S.No.	Name of the post	Syllabus
1.	Financial Advisor	<ol style="list-style-type: none"> 1. GFR Rules 2. Accounting Standards 3. Central Government FR&SR Rules 4. All relevant tax laws 5. CVC guidelines 6. Tender procedure in Government 7. Delegation of financial power rules
2	Gardener	<p><u>Syllabus for the Written test:</u></p> <ol style="list-style-type: none"> 1. Nursery Management and Propagation of Plant Material 2. Ornamental Gardening and Landscape Architecture 3. Commercial Floriculture 4. Ornamental Horticulture 5. Orchard Establishment 6. Pruning and Training 7. Digging and filling of pits 8. Plant Growth Regulators 9. Organic Farming 10. Weed Management <p><u>Trade / Skill test:</u></p> <ol style="list-style-type: none"> 1. Identification of plants 2. Plant Propagation methods / techniques 3. Weed Management 4. Pest and Disease Management of Ornamental Plants 5. Lawn Maintenance / Management

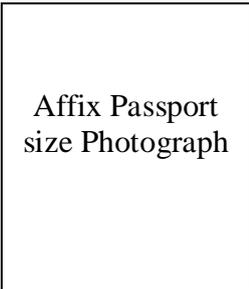
		6. Maintenance of records, usage of machineries, garden equipment 7. Plant Protection Methods
3	Multi Tasking Staff (Category –III)	<u>Syllabus for the Written test:</u> 1. General Knowledge and Current Affairs 2. General Awareness 3. Comprehension 4. Knowledge on Sweeping, Cleaning, Peon/Attendant duties etc 5. Physical maintenance of records <u>Trade / Skill test:</u> 1. On Sweeping, Cleaning, Peon / Attendant duties etc. along with physical fitness test.

**Sd/-
REGISTRAR**

PROFORMA

APPLICATION FOR THE POST OF.....on Regular Basis (Direct Recruitment)

1. Name :
(in Block letters)
2. Father's/Husband Name :
3. Date of Birth (in Christian era) :
4. Age (as on date) : Years.....Months.....Days.....
5. ADDRESS FOR CORRESPONDENCE :
- a. Present :
- b. Permanent :
- c. Email ID : 1.
2.
- d. Mobile :
- e. Phone No. (STD/ISD code) :



6. EDUCATIONAL QUALIFICATIONS:-

(Enclose self-attested copies without which applications will not be considered for scrutiny).

QUALIFICATION	YEAR	UNIVERSITY	CLASS & % OF MARKS	REMARKS (Awards if any)

7. TECHNICAL QUALIFICATIONS:-

(Enclose attested copies)

QUALIFICATION	YEAR	BOARD/ UNIVERSITY	CLASS & % OF MARKS	REMARKS (Awards if any)

8. Details of employment in the chronological order in the table indicated below. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient. (Enclose attested copies)

Office/Instt./ Organisation	Post held	From	To	Scale of pay and basic pay therein	Nature of duties performed

9. Nature of present employment i.e. ad-hoc or temporary or quasi-permanent or permanent. :
10. Additional details about present employment. :
Please state whether working under:-
(indicate the name of your employer against the relevant column)
- (a) Central Government :
- (b) State Government :
- (c) Autonomous Organization :
- (d) Public Undertakings :
- (e) Universities :
- (f) Others :
11. Present Pay & Grade Pay / Pay Band :
12. Additional information, if any, which you would like to mention 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 the prescribed) :
(enclose a separate sheet if the space is insufficient)
13. Whether belongs to SC/ST/OBC/OC/PH/Ex-Serviceman (Proof to be enclosed)
(OBC Candidates have to enclose latest caste certificate as per GOI norms for claiming age relaxation and for considering to the reserved OBC post)
14. Remarks
(The candidates may indicate information with regard to
- (i) research publications and reports and special projects :
(ii) Awards/scholarship/official appreciation :
(iii) affiliation with professional bodies/institutions/societies and :
(iv) any other information. :
(enclose a separate sheet if the space is insufficient):
15. Details of payment of application fee (Proof to be enclosed): DD in original or online transaction payment copy
16. I certify that particulars furnished above are true.
Date :
Place :

SIGNATURE OF CANDIDATE

It is certified that particulars furnished are correct and no disciplinary case is either pending or contemplated against the officer and no penalty, major or minor, was imposed on the officer during the last 10 years and his integrity is beyond doubt.

Date:

Signature of the Head of Department with seal

PROFORMA**APPLICATION FOR THE POST OF.....on Deputation Basis**

1.	Name and Address (in Block Letters)				Affix Passport size Photograph	
	Mobile No.					
	E-mail Address					
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					
5.	Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)					
	Qualifications/Experience required as mentioned in the advertisement/vacancy circular		Qualifications/Experience possessed by the officer			
	Essential		Essential			
	A) Qualification		A) Qualification			
	B) Experience		B) Experience			
	Desirable		Desirable			
	A) Qualification		A) Qualification			
	B) Experience		B) Experience			
	5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of circular and issue of Advertisement in the Employment news 5.2 In the case of Degree and Post Graduate Qualifications Elective/main subjects an subsidiary subjects may be indicated by the Candidate					
6.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.					
	6.1 Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work Experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied					
7.	Details of Employment, 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 office 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. Adhoc 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 organization
	<p>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</p>		
	<p>9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization</p>		
10.	If any post held on deputation in the past by the applicant, date of return from the last deputation and other details		
11.	<p>Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others</p>		
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 to 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 application belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization 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.	<p>A) Additional information, if any, relevant to the post you applied for in support of your suitability for the post (This among other things may provide information with regard to (i) additional academic qualifications, (ii) professional training and, (iii) work experience and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is not sufficient)</p>		
	<p>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 (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)</p>		
17.	Please state whether you are applying for deputation (STC)/Absorption/Re-Employment basis. #(Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)		
	#(The option of STC/Absorption/Re-employment are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment".		
18.	Whether belongs to SC/ST		
19.	Details of payment of application fee (Proof to be enclosed): DD in original or online transaction payment copy		

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: _____

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 education 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)