



श्रीनिवास आर कटिकिथाला, भाप्रसे
निदेशक

Srinivas R Katikithala, IAS
Director



F.No. A-12011/2/2022-ADM

Dated 06th June, 2022

Dear Chief Secretary,

Sub.: Proposal for filling up of the vacancies in faculty position at LBSNAA from the officers of All India Services on short-term deputation basis.

Being the apex Civil Service Training Institute in India, Lal Bahadur Shastri National Academy of Administration, Mussoorie, prepares civil servants to be future ready. In the true spirit of the **Mission Karmayogi**, the Academy aims to make the Officers as real **Karmayogis** by inculcating the leadership qualities so as to make them Creative & Constructive, Imaginative and Innovative, Proactive & Polite, Professional & Progressive, Energetic & Enabling, Transparent & Tech-Enabled.

The Professional Courses conducted at the Academy strives to impart key competencies to the Officers i.e. **Domain Knowledge, Behavioural and Functional** as per the mandates of the **Mission Karmayogi** so as to make them "**Leaders of the Future**" to tackle not only the day to day working challenges but also the unforeseen and emergent crisis effectively. In order to achieve these objectives, the Academy is shaping its pedagogy in completely new and innovative manner taking into consideration the present and future needs of the Services.

It is observed that there are a large number of All India Service officers who have academic interest and have pursued higher studies sponsored by Government or otherwise. Their academic interest and competencies can be aligned with the need of the Academy to pursuit domain excellence. It is felt that faculty position in relevant discipline, if filled by these officers, will enable them to fulfil their academic interest and provide the fresh recruits an opportunity to learn from their deep academic and administrative experience. Hence, of the vacancies of Professors/Reader in different discipline, eight are proposed to be filled from the officers of All India Services on short-term deputation basis.

Contd..2.

A circular giving detail of post, eligibility and essential qualifications/experience required for the posts along with Form is enclosed. I would be grateful if these vacancies are circulated amongst officers of the All India Services in your respective State / Union Territory. Officers who are interested and fulfil the eligibility criteria may send their completed form to the email address - adminsec.lbsnaa@nic.in or aoadmn-lbsnaa@gov.in within 21 days from the date of issue of this circular. The details of the vacancy along with prescribed Form are available on the LBSNAA website <http://www.lbsnaa.gov.in>

I am hopeful of your support in identifying suitable officer(s) for the above positions.

With Warm regards,

Yours sincerely,

(Srinivas R. Katikithala)

All Chief Secretaries of State Governments & Union Territories

No. A-12011/2/2022-ADM
LAL BAHADUR SHASTRI NATIONAL ACADEMY OF ADMINISTRATION,
MUSSOORIE-248179

Dated: 2nd June, 2022

CIRCULAR

The Lal Bahadur Shastri National Academy of Administration, Mussoorie intends to fill up the faculty post listed below from the officers of All India Services on short-term deputation basis. The appointment will be for a period of six months upto one year (relaxation of tenure can be made by Competent Authority on case to case basis). The details of post are mentioned in 'A' and Eligibility and Essential Qualifications/Experience required for the posts are mentioned in 'B' as follows:

A.

S. No.	Name of Post	Number of vacancy	Scale of Pay/Pay Level
1	Professor of Public Administration	01	Pay Level-14 (Pre-revised Rs. 37400-67000 plus GP Rs. 10,000/-)

B.

I. Eligibility and Essential Qualifications/Experience- Officers of All India Services;

(a) With three years' service in post in pay level-13 or equivalent; and
(b)(i) Possessing a Post Graduate Degree in the relevant discipline from a recognized University or equivalent; and/or

(ii) Ten years' experience in teaching or research or trainer in state ATI or administration or equivalent.

II. Desirable: Due consideration will be given to persons who have obtained advanced Degree in relevant discipline, including PhD, and who have contributed to the relevant discipline through teaching/training in national institutions and through publications of research articles, books etc. Experience at district administration, State Administration or similar experience will be an additional qualification.

III. Age Limit: The age limit for appointment by deputation basis shall not exceed 56 years (and atleast 4 years of balance of service) on the closing date of receipt of application.

IV. Period: The appointment shall ordinarily be for a period of six months upto one year. The tenure can be extended on case to case basis by maximum one additional term, by the competent authority.

V. The deputation will be governed by the terms and conditions as contained in the Department of Personnel & Training's O.M. No. 6/8/2009-Estt.(Pay II) dated 17/06/2010 as amended from time to time and DoPT's letter No. 13045/16/2013-Acad.Desk dated 8th August, 2013.

Interested and eligible officers, who are desirous of being considered for appointment, may send their completed form as attached Annex-1 to Administration Section, LBSNAA at the

email address - adminsec.lbsnaa@nic.in or aoadmn-lbsnaa@gov.in within 21 days from the date of issue of this circular covering the following:

- 1) The officers should clearly indicate their service particulars, experience and educational qualifications.
- 2) Statement of purpose elaborating in detail how the officer can contribute to the teaching pedagogy, preparation of case lets, preparation of course module etc.
- 3) The copies of update APAR dossiers of the applicants for last five years.
- 4) Cadre clearance, vigilance clearance must be sent along with the application.
- 5) An undertaking to complete all the tasks assigned to him/her in time during tenure before getting relieved from the organization.
- 6) Residence on campus is mandatory, prior station leave will be required in case of weekends and official holidays. The officer will only be allowed for casual or medical leave during the tenure at Academy. Any headquarter leave will require prior approval of competent authority. However the entitled un-availed leave (i.e. EL, HPL, CCL, etc.) during deputation will be credited to leave account of the officer as per Rules.


(Shelesh Nawal)
Deputy Director

No. A-12011/2/2022-ADM
LAL BAHADUR SHASTRI NATIONAL ACADEMY OF ADMINISTRATION,
MUSSOORIE-248179

Dated: 2nd June, 2022

CIRCULAR

The Lal Bahadur Shastri National Academy of Administration, Mussoorie intends to fill up the faculty posts listed below from the officers of All India Services on short-term deputation basis. The appointment will be for a period of six months upto one year (relaxation of tenure can be made by Competent Authority on case to case basis). The details of post are mentioned in 'A' and Eligibility and Essential Qualifications/Experience required for the posts are mentioned in 'B' as follows:

A.

S. No.	Name of Post	Number of vacancy	Scale of Pay/Pay Level
1	Professor of Management	01	Pay Level-13A (Pre-revised Rs. 37400-67000 plus GP Rs. 8,900/-)

B.

I. Eligibility and Essential Qualifications/Experience- Officers of All India Services;

- (a) With five years' service in post in pay level-12 or equivalent; and
- (b) (i) Possessing a Post Graduate Degree in the relevant discipline from a recognized University or equivalent; and/or
- (ii) Ten years' experience in teaching or research or trainer in state ATI or administration.

II. Desirable: Due consideration will be given to persons who have obtained advanced Degree in relevant discipline, including PhD, and who have contributed to the relevant discipline through teaching/training in national institutions and through publications of research articles, books etc. Experience at district administration, State Administration or similar experience will be an additional qualification.

III. Age Limit: The age limit for appointment by deputation basis shall not exceed 56 years (and atleast 4 years of balance of service) on the closing date of receipt of application.

IV. Period: The appointment shall ordinarily be for a period of six months upto one year. The tenure can be extended on case to case basis by maximum one additional term, by the competent authority.

V. The deputation will be governed by the terms and conditions as contained in the Department of Personnel & Training's O.M. No. 6/8/2009-Estt.(Pay II) dated 17/06/2010 as amended from time to time and DoPT's letter No. 13045/16/2013-Acad.Desk dated 8th August, 2013.

Interested and eligible officers, who are desirous of being considered for appointment, may send their completed form as attached Annex-1 to Administration Section, LBSNAA at the

email address - adminsec.lbsnaa@nic.in or aoadmn-lbsnaa@gov.in within 21 days from the date of issue of this circular covering the following:

- 1) The officers should clearly indicate their service particulars, experience and educational qualifications.
- 2) Statement of purpose elaborating in detail how the officer can contribute to the teaching pedagogy, preparation of case lets, preparation of course module etc.
- 3) The copies of update APAR dossiers of the applicants for last five years.
- 4) Cadre clearance, vigilance clearance must be sent along with the application.
- 5) An undertaking to complete all the tasks assigned to him/her in time during tenure before getting relieved from the organization.
- 6) Residence on campus is mandatory, prior station leave will be required in case of weekends and official holidays. The officer will only be allowed for casual or medical leave during the tenure at Academy. Any headquarter leave will require prior approval of competent authority. However the entitled un-availed leave (i.e. EL, HPL, CCL, etc.) during deputation will be credited to leave account of the officer as per Rules.


(Shelesh Nawal)
Deputy Director

No. A-12011/2/2022-ADM
LAL BAHADUR SHASTRI NATIONAL ACADEMY OF ADMINISTRATION,
MUSSOORIE-248179

Dated: 2nd June, 2022

CIRCULAR

The Lal Bahadur Shastri National Academy of Administration, Mussoorie intends to fill up the faculty posts listed below from the officers of All India Services on short-term deputation basis. The appointment will be for a period of six months upto one year (relaxation of tenure can be made by Competent Authority on case to case basis). The details of post are mentioned in 'A' and Eligibility and Essential Qualifications/Experience required for the posts are mentioned in 'B' as follows:

A.

S. No.	Name of Post	Number of vacancy	Scale of Pay/Pay Level
1	Professor of Economics	02	Pay Level-13A (Pre-revised Rs. 37400-67000 plus GP Rs. 8,900/-)

B.

I. Eligibility and Essential Qualifications/Experience- Officers of All India Services;

- (a) With five years' service in post in pay level-12 or equivalent; and
- (b) (i) Possessing a Post Graduate Degree in the relevant discipline from a recognized University or equivalent; and/or
- (ii) Ten years' experience in teaching or research or trainer in state ATI or administration.

II. Desirable: Due consideration will be given to persons who have obtained advanced Degree in relevant discipline, including PhD, and who have contributed to the relevant discipline through teaching/training in national institutions and through publications of research articles, books etc. Experience at district administration, State Administration or similar experience will be an additional qualification.

III. Age Limit: The age limit for appointment by deputation basis shall not exceed 56 years (and atleast 4 years of balance of service) on the closing date of receipt of application.


IV. Period: The appointment shall ordinarily be for a period of six months upto one year. The tenure can be extended on case to case basis by maximum one additional term, by the competent authority.

V. The deputation will be governed by the terms and conditions as contained in the Department of Personnel & Training's O.M. No. 6/8/2009-Estt.(Pay II) dated 17/06/2010 as amended from time to time and DoPT's letter No. 13045/16/2013-Acad.Desk dated 8th August, 2013.

Interested and eligible officers, who are desirous of being considered for appointment, may send their completed form as attached Annex-1 to Administration Section, LBSNAA at the

email address - adminsec.lbsnaa@nic.in or aoadmn-lbsnaa@gov.in within 21 days from the date of issue of this circular covering the following:

- 1) The officers should clearly indicate their service particulars, experience and educational qualifications.
- 2) Statement of purpose elaborating in detail how the officer can contribute to the teaching pedagogy, preparation of case lets, preparation of course module etc.
- 3) The copies of update APAR dossiers of the applicants for last five years.
- 4) Cadre clearance, vigilance clearance must be sent along with the application.
- 5) An undertaking to complete all the tasks assigned to him/her in time during tenure before getting relieved from the organization.
- 6) Residence on campus is mandatory, prior station leave will be required in case of weekends and official holidays. The officer will only be allowed for casual or medical leave during the tenure at Academy. Any headquarter leave will require prior approval of competent authority. However the entitled un-availed leave (i.e. EL, HPL, CCL, etc.) during deputation will be credited to leave account of the officer as per Rules.


(Shelesh Nawal)
Deputy Director

No. A-12011/2/2022-ADM
LAL BHADUR SHASTRI NATIONAL ACADEMY OF ADMINISTRATION,
MUSSOORIE-248179

Dated: 2nd June, 2022

CIRCULAR

The Lal Bahadur Shastri National Academy of Administration, Mussoorie intends to fill up the faculty posts listed below from the officers of All India Services on short-term deputation basis. The appointment will be for a period of six months upto one year (relaxation of tenure can be made by Competent Authority on case to case basis). The details of post are mentioned in 'A' and Eligibility and Essential Qualifications/Experience required for the posts are mentioned in 'B' as follows:

A.

S. No.	Name of Post	Number of vacancy	Scale of Pay/Pay Level
1	Professor of Law	02	Pay Level-13A (Pre-revised Rs. 37400-67000 plus GP Rs. 8,900/-)

B.

I. Eligibility and Essential Qualifications/Experience- Officers of All India Services;

- (a) With five years' service in post in pay level-12 or equivalent; and
- (b) (i) Possessing a Post Graduate Degree in the relevant discipline from a recognized University or equivalent; and/or
- (ii) Ten years' experience in teaching or research or trainer in state ATI or administration.

II. Desirable: Due consideration will be given to persons who have obtained advanced Degree in relevant discipline, including PhD, and who have contributed to the relevant discipline through teaching/training in national institutions and through publications of research articles, books etc. Experience at district administration, State Administration or similar experience will be an additional qualification.

III. Age Limit: The age limit for appointment by deputation basis shall not exceed 56 years (and atleast 4 years of balance of service) on the closing date of receipt of application.


IV. Period: The appointment shall ordinarily be for a period of six months upto one year. The tenure can be extended on case to case basis by maximum one additional term, by the competent authority.

V. The deputation will be governed by the terms and conditions as contained in the Department of Personnel & Training's O.M. No. 6/8/2009-Estt.(Pay II) dated 17/06/2010 as amended from time to time and DoPT's letter No. 13045/16/2013-Acad.Desk dated 8th August, 2013.

Interested and eligible officers, who are desirous of being considered for appointment, may send their completed form as attached Annex-1 to Administration Section, LBSNAA at the

email address - adminsec.lbsnaa@nic.in or aoadmn-lbsnaa@gov.in within 21 days from the date of issue of this circular covering the following:

- 1) The officers should clearly indicate their service particulars, experience and educational qualifications.
- 2) Statement of purpose elaborating in detail how the officer can contribute to the teaching pedagogy, preparation of case lets, preparation of course module etc.
- 3) The copies of update APAR dossiers of the applicants for last five years.
- 4) Cadre clearance, vigilance clearance must be sent along with the application.
- 5) An undertaking to complete all the tasks assigned to him/her in time during tenure before getting relieved from the organization.
- 6) Residence on campus is mandatory, prior station leave will be required in case of weekends and official holidays. The officer will only be allowed for casual or medical leave during the tenure at Academy. Any headquarter leave will require prior approval of competent authority. However the entitled un-availed leave (i.e. EL, HPL, CCL, etc.) during deputation will be credited to leave account of the officer as per Rules.


(Shelesh Nawal)
Deputy Director

No. A-12011/2/2022-ADM
LAL BHADUR SHASTRI NATIONAL ACADEMY OF ADMINISTRATION,
MUSSOORIE-248179

Dated: 2nd June, 2022

CIRCULAR

The Lal Bahadur Shastri National Academy of Administration, Mussoorie intends to fill up the faculty posts listed below from the officers of All India Services on short-term deputation basis. The appointment will be for a period of six months upto one year (relaxation of tenure can be made by Competent Authority on case to case basis). The details of post are mentioned in 'A' and Eligibility and Essential Qualifications/Experience required for the posts are mentioned in 'B' as follows:

A.

S. No.	Name of Post	Number of vacancy	Scale of Pay/Pay Level
1	Professor of Hindi & Regional Languages –	01	Pay Level-13A (Pre-revised Rs. 37400-67000 plus GP Rs. 8,900/-)

B.

I. Eligibility and Essential Qualifications/Experience- Officers of All India Services;

- (a) With five years' service in post in pay level-12 or equivalent; and
- (b) (i) Possessing a Post Graduate Degree in the relevant discipline from a recognized University or equivalent; and/or
- (ii) Ten years' experience in teaching or research or trainer in state ATI or administration.

II. Desirable: Due consideration will be given to persons who have obtained advanced Degree in relevant discipline, including PhD, and who have contributed to the relevant discipline through teaching/training in national institutions and through publications of research articles, books etc. Experience at district administration, State Administration or similar experience will be an additional qualification.

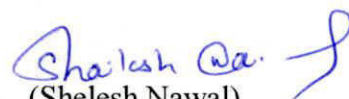
III. Age Limit: The age limit for appointment by deputation basis shall not exceed 56 years (and atleast 4 years of balance of service) on the closing date of receipt of application.

IV. Period: The appointment shall ordinarily be for a period of six months upto one year. The tenure can be extended on case to case basis by maximum one additional term, by the competent authority.

V. The deputation will be governed by the terms and conditions as contained in the Department of Personnel & Training's O.M. No. 6/8/2009-Estt.(Pay II) dated 17/06/2010 as amended from time to time and DoPT's letter No. 13045/16/2013-Acad.Desk dated 8th August, 2013.

Interested and eligible officers, who are desirous of being considered for appointment, may send their completed form as attached Annex-1 to Administration Section, LBSNAA at the email address - adminsec.lbsnaa@nic.in or aoadmn-lbsnaa@gov.in within 21 days from the date of issue of this circular covering the following:

- 1) The officers should clearly indicate their service particulars, experience and educational qualifications.
- 2) Statement of purpose elaborating in detail how the officer can contribute to the teaching pedagogy, preparation of case lets, preparation of course module etc.
- 3) The copies of update APAR dossiers of the applicants for last five years.
- 4) Cadre clearance, vigilance clearance must be sent along with the application.
- 5) An undertaking to complete all the tasks assigned to him/her in time during tenure before getting relieved from the organization.
- 6) Residence on campus is mandatory, prior station leave will be required in case of weekends and official holidays. The officer will only be allowed for casual or medical leave during the tenure at Academy. Any headquarter leave will require prior approval of competent authority. However the entitled un-availed leave (i.e. EL, HPL, CCL, etc.) during deputation will be credited to leave account of the officer as per Rules.


(Shelesh Nawal)
Deputy Director

No. A-12011/2/2022-ADM
LAL BAHADUR SHASTRI NATIONAL ACADEMY OF ADMINISTRATION,
MUSSOORIE-248179

Dated: 2nd June, 2022

CIRCULAR

The Lal Bahadur Shastri National Academy of Administration, Mussoorie intends to fill up the faculty post listed below from the officers of All India Services on short-term deputation basis. The appointment will be for a period of six months upto one year (relaxation of tenure can be made by Competent Authority on case to case basis). The details of post are mentioned in 'A' and Eligibility and Essential Qualifications/Experience required for the posts are mentioned in 'B' as follows:

A.

S. No.	Name of Post	Number of vacancy	Scale of Pay/Pay Level
1	Reader in Law	01	Pay Level-12 (Pre-revised Rs. 15600-39100 plus GP Rs. 7,600/-)

B.

I. Eligibility and Essential Qualifications/Experience- Officers of All India Services;

- (a) With five years' service in post in the pay level-11 or equivalent; and
- (b) (i) Possessing a Post Graduate Degree in the relevant discipline from a recognized University or equivalent; and/or
- (ii) Five years' experience in teaching or research or training or administration or equivalent.

II. Desirable: Due consideration will be given to persons who have obtained advanced Degree in relevant discipline, including PhD, and who have contributed to the relevant discipline through teaching/training in national institutions and through publications of research articles, books etc. Experience at district administration, State Administration or similar experience will be an additional qualification.

III. Age Limit: The age limit for appointment by deputation basis shall not exceed 56 years (and atleast 4 years of balance of service) on the closing date of receipt of application.

IV. Period: The appointment shall ordinarily be for a period of six months upto one year. The tenure can be extended on case to case basis by maximum one additional term, by the competent authority.

V. The deputation will be governed by the terms and conditions as contained in the Department of Personnel & Training's O.M. No. 6/8/2009-Estt.(Pay II) dated 17/06/2010 as amended from time to time and DoPT's letter No. 13045/16/2013-Acad.Desk dated 8th August, 2013.

Interested and eligible officers, who are desirous of being considered for appointment, may send their completed form as attached Annex-1 to Administration Section, LBSNAA at the email address - adminsec.lbsnaa@nic.in or aoadmn-lbsnaa@gov.in within 21 days from the date of issue of this circular covering the following:

- 1) The officers should clearly indicate their service particulars, experience and educational qualifications.
- 2) Statement of purpose elaborating in detail how the officer can contribute to the teaching pedagogy, preparation of case lets, preparation of course module etc.
- 3) The copies of update APAR dossiers of the applicants for last five years.
- 4) Cadre clearance, vigilance clearance must be sent along with the application.
- 5) An undertaking to complete all the tasks assigned to him/her in time during tenure before getting relieved from the organization.
- 6) Residence on campus is mandatory, prior station leave will be required in case of weekends and official holidays. The officer will only be allowed for casual or medical leave during the tenure at Academy. Any headquarter leave will require prior approval of competent authority. However the entitled un-availed leave (i.e. EL, HPL, CCL, etc.) during deputation will be credited to leave account of the officer as per Rules.


(Shelesh Nawal)
Deputy Director

BIODATA/ CURRICULUM VITAE PROFORMA

(Submitted to LBSNAA, Mussoorie)

FOR THE POST OF _____

1.	Name Address [in Block letters] Contact Number (Mobile/Telephone), Email ID	
2.	Date of Birth (in Christian era):	
3.	(a) Date of entry into service (b) Date of retirement under Central/ State Government rules:	
4.	Educational and other qualifications required for the post.	
	Qualifications/Experience possessed by the Officer [in the case of Degree and Post graduate qualifications Elective/ main subjects may be indicated by the candidate]	
a)		
b)		
c)		
Desirable		
a)		
b)		
5.	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.	<p>Details of Employment in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.</p> <p>*Note: Pay-band and Grade Pay / pay level granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay level of the post held on regular basis to be mentioned.</p>	
a)	Office/Institution/ Organisation	
	Post held	
	Duration	From..... to
	Scale of Pay and Basic Pay* therein	
	Nature of Duties (in detail) highlighting experience required for the post applied for.	
b)	Office/Institution/ Organization	
	Post held	
	Duration	From..... to
	Scale of Pay and Basic* Pay in the post being held on regular basis	
	Nature of Duties (in detail) highlighting experience required for the post applied for.	
7.	<p>Nature of present employment, i.e., ad-hoc or temporary or quasi permanent or permanent.</p>	
8.	<p>In case the present employment is held on deputation/contract basis, please state</p> <p>Note:</p> <ol style="list-style-type: none"> 1. In case of Officers already on deputation, the application of such officers should be forwarded by the parent cadre/Department along with supporting document (Cadre Clearance, Vigilance Clearance and Integrity certificate) 2. Information under Column 9(c) and (d) 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. 	

a)	The date of initial appointment	
b)	Period of appointment on deputation/contract	
c)	Name of the parent office/organization to which you belong	
d)	Name of the post and Pay of the post held in substantive capacity in the parent organization	
9.	<p>Date of return from the last ex-cadre post, if any</p> <p>[if any post held on deputation in the past by the applicant, date of return from the last deputation, post and other details]</p>	
10.	Additional details about present employment, please state whether working under	
a)	Central Government	
b)	State Government	
c)	Autonomous Organisations	
d)	Government Undertakings	
e)	Universities	
f)	Others	
11.	Please state whether you are working in the same Department and are in the feeder grade of feeder to feeder grade	
12.	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.	
13.	<p>Total emoluments per month now drawn.</p> <p>[Basic pay, Grade Pay, Total emoluments]</p>	

14.	<p>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 (1) additional academic qualifications, (2) Professional training and (3) work experience over and above prescribed in the vacancy circular/ advertisement]</p> <p>Note: Enclose a separate sheet, if the space is insufficient.</p>	
15.	<p>Achievement</p> <p>Note (The candidates are requested to indicate information with regard to</p> <ul style="list-style-type: none"> (i) Research Publications and Reports and Special Projects, (ii) Awards/Scholarship/Official Appreciation, (iii) Affiliation with the professional bodies/institutions/societies and (iv) any other information. <p>(Note: Enclose a separate sheet if the space is insufficient.)</p>	
16.	<p>Statement of purpose elaborating in detail how the officer can contribute to the teaching pedagogy, preparation of case lets, preparation of course module etc. (around 500 to 800 words)</p>	

--	--

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 documents submitted in respect of Essential Qualifications/ 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.

I, undertake to complete all the tasks to be assigned to me in time during tenure before getting relieved from the organization, in case I have been selected.

I acknowledge and agree with leave norms specified in the circular.

Signature of the candidate _____ (As is given in ID Proof)

Address: _____

: _____

: _____

Countersigned by forwarding authority.

Certificate to be furnished by the Employer/Head of Office/forwarding authority

Certified that the particulars/ information/ details furnished by the above applicant are true and correct as per the facts available on records. He/She possess educational qualification and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

Also certified that:

- (i) There is no vigilance case pending/contemplated against him/her.
- (ii) His/her complete ACR Dossier/ACRs for the last five years duly attested (on each page) by a Gazetted Officer are enclosed.
- (iii) His/her integrity is beyond doubt.
- (iv) No major/minor penalties have 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)