

Filling up of vacancies in on deputation basis.

Applications invited from:

All interested and eligible officers/officials only.

Last date to submit Applications to Admn-1 Section through proper channel forwarded through concerned wing/section:

1. O/o Controller of Communication Accounts. AP Circle,
Vijayawada-23.06.2026
2. National Commission for Minorities, New Delhi- 23.06.2026
3. National Commission for Minorities, New Delh- 23.06.2026
4. National Commission for Minorities, New Delhi- 23.06.2026

Fwd: [Cag-all-offices] Filling up of the vacant posts in various cadres in O/o Controller of Communication Accounts, AP Circle, Vijayawada on deputation basis -reg.

vijayd.pjb.au < vijayd.pjb.au@cag.gov.in >

AAO Admin I < aoadmn1.pjb.au@cag.gov.in >

Fri, 19 Jun 2026 4:48:22 PM +0530

To "Vijay Deep"<vijayd.pjb.au@cag.gov.in>

Cc "Shiv Kumar"<shivk.pjb.au@cag.gov.in>,"ABHINAV Z" <abhinav.pjb.au@cag.gov.in>

Regards,

Assistant Audit Officer (Admn-I)
O/o Accountant General (Audit-I) Punjab
Chandigarh.

==== Forwarded message =====
From: DAG Admn Sectt. <dagadminsectt.pjb.au@cag.gov.in>
To: "SrAO Admn I AG Audit Punjab" <[soadm1.pjb.au@cag.gov.in](mailto:soadmn1.pjb.au@cag.gov.in)>
Cc: "AAO Admin I" <aaoadmn1.pjb.au@cag.gov.in>
Date: Fri, 19 Jun 2026 16:46:35 +0530
Subject: Fwd: [Cag-all-offices] Filling up of the vacant posts in various cadres in O/o Controller of Communication Accounts, AP Circle, Vijayawada on deputation basis -reg.
==== Forwarded message =====

Regards,

PA to Sr.DAG (Admn)
Sr.DAG (Admn) Sectt.

==== Forwarded message =====
From: AG AUDIT PUNJAB <agaupunjab1@cag.gov.in>
To: "Randeep Aujla" <aujlarck@cag.gov.in>
Cc: "DAG Admn Sectt." <dagadminsectt.pjb.au@cag.gov.in>
Date: Fri, 19 Jun 2026 16:02:29 +0530
Subject: Fwd: [Cag-all-offices] Filling up of the vacant posts in various cadres in O/o Controller of Communication Accounts, AP Circle, Vijayawada on deputation basis -reg.
==== Forwarded message =====

==== Forwarded message =====
From: Ajit Kumar <saoapp@cag.gov.in> 1

To: "CAG-ALL-OFFICES" <cag-all-offices@ismgr.nic.in>

Cc: "aaoapp1" <aaoapp1@cag.gov.in>

Date: Fri, 19 Jun 2026 15:27:02 +0530

Subject: [Cag-all-offices] Filling up of the vacant posts in various cadres in O/o Controller of Communication Accounts, AP Circle, Vijayawada on deputation basis -reg.

===== Forwarded message =====

Sir/ Madam,

I am directed to forward the vacancy circular issued by Controller of Communication Accounts AP Circle, Vijayawada for filling up the post on deputation basis for your information and further necessary action at your end please.

Regards

Ajit Kumar

Sr. AO/ Staff App. I

CAG-ALL-OFFICES mailing list -- cag-all-offices@ismgr.nic.in

To unsubscribe send an email to cag-all-offices-leave@ismgr.nic.in

2 Attachment(s)

527 All HoD , PD Commercial-I...
313.5 KB

Controller of Communication A...
1.6 MB

भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय
9, दीन दयाल उपाध्याय मार्ग,
नई दिल्ली-110 124



OFFICE OF THE COMPTROLLER &
AUDITOR GENERAL OF INDIA
9, DEENDAYAL UPADHYAYA MARG,
NEW DELHI - 110 124

Dated: 18.06.2026
दिनांक / DATE _____

To

1. All the Heads of Department in IA&AD
2. Principal Director (Commercial)-I
3. Director (P)

Subject: Filling up of the vacant posts in various cadres in O/o Controller of Communication Accounts, AP Circle, Vijayawada on deputation basis -reg.

Sir / Madam,

I am directed to forward the vacancy circular issued by O/o Controller of Communication Accounts, AP Circle, Vijayawada for filling up various posts on deputation basis vide letter No. CCA/AP/Admn/Depu circular/2019-20/480-496 dated 22.05.2026 (*copy enclosed*).

2. In this regard, it is requested to kindly recommend the names of eligible officials who are willing and can be spared immediately in the event of their selection for such posts on deputation basis after following the provisions given in Deputation Policy for non-IA&AS Officers for deputation outside IA&AD as circulated vide circular No. 1050-Staff (App)-I/05-2022 dated 28.06.2022 and revised guidelines of deputation of staff within IA&AD as circulated vide circular No.60-Staff(App.)-1/14-2023 dated 27.01.2025 . The recommendations accompanied with the necessary documents / certificates (as detailed in the vacancy circular) may kindly be sent to the **Asstt. Comptroller and Auditor General (N)-I latest by 30.06.2026**. Applications received after 30.06.2026 will not be considered under any circumstance.

3. In case of selection, the candidate will not be allowed to withdraw the application. In case of withdrawal of willingness after selection, the candidate will be debarred from applying to the deputation for 03 years from the date of communication of the selection by the borrowing department.

Yours faithfully,

Encls:-As above

Ajit kr.
(Ajit Kumar)

Sr. Administrative Officer (Staff App-I)



भारत सरकार / GOVERNMENT OF INDIA
 संचार मंत्रालय / MINISTRY OF COMMUNICATIONS
 दूरसंचार विभाग / DEPARTMENT OF TELECOMMUNICATIONS
 संचार लेखा नियंत्रक कार्यालय-आंध्र प्रदेश परिमंडल
 OFFICE OF THE CONTROLLER OF COMMUNICATION ACCOUNTS-ANDHRA PRADESH CIRCLE
<https://cgca.gov.in/ccaap/>

No. CCA/AP/Admn/Depu circular/2019-20/480-496 Dated: 22 May 2026

CIRCULAR

To

All Ministries/Departments of Govt. of India/Autonomous bodies/PSUs

Sub: Deputation in various cadres in O/o Controller of Communication Accounts,
 AP Circle, Vijayawada

Dear Sir/Madam,

Please find enclosed a copy of the notification for filling up of vacant posts in different cadres on deputation basis in the Office of the Controller of Communication Accounts, Andhra Pradesh Circle, Vijayawada. It is requested to give wide publicity to the notification among the staff under your control.

Encl: As above

Digitally signed by
 Lakshmi Prabha
 Date: 22-05-2026
 17:10:20

Asst. Controller
 O/o CCA, AP Circle

Copy for information to :-

1. CGCA, NICF Campus, Ghitorni, New Delhi-110047.
2. All Pr.CCA/CCA/Jt.CCA.
3. DDG(PA&F), DoP, Dak Bhawan, New Delhi-110001
4. The Director, Railway Audit, South Central Railway, Secunderabad.
5. The Comptroller and Auditor General, Bahadur Shah Zafar Marg, New Delhi – 02.
6. The CG&A, Lok Nayak Bhavan, Khan Market, New Delhi.
7. CGM, AP Circle, BSNL, Vijayawada
8. The ADG (SEA), DoT HQrs, Sanchar Bhawan, Ashoka Road, New Delhi
9. The Director General Border Roads, Seema Sadak Bhavan, Ring Road, Delhi Cantt, New Delhi – 10.

10. The Director General, ITBP, CGO Complex, Lodhi Road, New Delhi.
11. The Director General, BSF, CGO Complex, Lodhi Road, New Delhi.
12. The Director General, CISF, Block No-13, CGO Complex, Lodhi Road, New Delhi.
13. General Manager (Finance), AP Circle, Department of Posts, Vijayawada
14. The Accountant General, (A&E), Telangana, Saifabad, Hyderabad.
15. The Pr. Accountant General, (Audit-I), Saifabad, Hyderabad.
16. The Chief Post Master General, Telangana, Hyderabad
17. The Chief Post Master General, Andhra Pradesh, Vijayawada.
18. The Chief Post Master General, Tamilnadu, Chennai.
19. The Chief Post Master General, Karnataka, Bangalore.
20. The Director of Accounts (Postal), Hyderabad.
21. The Accountant General, (A&E), A.P. Circle, Saifabad, Hyderabad
22. CGM, Telangana Circle, Hyderabad
23. O/o The Principal Accountant General(A&E), Andhra Pradesh, Stalin Central Mall, 7th floor, M.G. Road, Governor Pet, Vijayawada, Andhra Pradesh – 520002
24. O/o The Principal Accountant General(Audit), Andhra Pradesh, Stalin Central, 8th floor, M.G. Road, Governor Pet, Vijayawada, Andhra Pradesh – 520002
25. Deputy Commissioner, Kendriya Vidyalaya Sangathan, Regional Office, Hyderabad



भारत सरकार / GOVERNMENT OF INDIA
 संचार मंत्रालय / MINISTRY OF COMMUNICATIONS
 दूरसंचार विभाग / DEPARTMENT OF TELECOMMUNICATIONS
 संचार लेखा नियंत्रक कार्यालय-आंध्र प्रदेश परिमंडल
 OFFICE OF THE CONTROLLER OF COMMUNICATION ACCOUNTS-ANDHRA PRADESH CIRCLE
<https://cgca.gov.in/ccaap/>

No. CCA/AP/Admn/Depu Circulars/2019-20

Dated: May 2026

NOTIFICATION

Sub: Vacancy circular to fill up the posts of Senior Accountants/Junior Accountants/LDC posts on deputation basis in the O/o CCA, AP Circle, Vijayawada from the officials working in Central/State Govt./ Autonomous bodies/ PSUs – regarding.

The office of Controller of Communication Accounts, AP Circle, Vijayawada proposes to fill up the following vacant posts on deputation basis from amongst the eligible officials working in Central / State Government/ PSUs as per the details given below:-

Sl. No.	Name of the Post	Pay Matrix Level	No. of vacancies
1	Senior Accountant (Group 'B' Non gazetted)	Level - 6 (35400-112400)	5
2	Junior Accountant (Group 'C')	Level - 5 (29200-92300)	
3	Lower Division Clerk (Group 'C')	Level - 2 (19900-63200)	1

2. The place of posting will be at **Vijayawada**. The eligibility conditions to apply for the above posts are enclosed (Annexure I). Selection to the post of SA/JA/LDC will be based on the fulfilment of eligibility conditions in each case.

3. The above vacancies are subject to change as per requirements of this office. The period of deputation will be three years and can be further extended as per the requirement of the administration and with the consent of lending organization. Persons holding posts with higher level in the pay matrix on regular level need not apply for the above posts.

4. The terms and conditions of deputation will be regulated as per the DOP&T OM No. DOPT-1667555503571 dated 08.09.2022. The age of the applicant shall not exceed 56 years as on the closing date of receipt of application.

5. The format of the application is appended (Annexure II). The applications from the willing and eligible officials whose services can be spared may be sent along with attested copies of ACR/APARs for the last three years, an integrity certificate and vigilance clearance so as to reach the undersigned on or before **15.07.2026** through

proper channel. Belated / incomplete applications will be rejected.

Please visit www.cgca.gov.in/ccaap for further details/Annexures.

This issues with the approval of Competent Authority.

Digitally signed by
Lakshmi Prabha
Date: 22-05-2026
17:11:45

Asst. Controller
O/o CCA, AP Circle

ANNEXURE-I

The eligibility conditions for deputation to the post of SA(Group 'B' NG) and JA/LDC (Group 'C') cadre in the Office of Controller of Communication Accounts, AP Circle, Vijayawada under Department of Telecommunications are as under:-

I. Eligibility:-

SNo	Name of the Post	Eligibility Conditions
1	Senior Accountant (Group 'B' (NG))	(i) Officials holding same/analogous posts in various ministries/departments of Central/State Govt./ Autonomous bodies/PSUs on regular basis (OR) (ii) Junior Accountants/Auditors who have rendered not less than three years of regular service in the grade
2	Junior Accountant (Group 'C')	(i) Officials holding same/analogous posts in various ministries/departments of Central/State Govt./ Autonomous bodies/PSUs on regular basis (OR) (ii) UDC who have rendered not less than three years of regular service in the grade (OR) (iii) LDCs who have rendered not less than eight years of regular service in the grade
3	LDC (Group 'C')	Officials holding the same/analogous posts in various Ministries/Departments of Central/State Govt./ Autonomous bodies/PSUs on regular basis and having overall good performance

Applicants to the above posts should have sufficient exposure to basic working knowledge on computers in all the modules of MS Office including the knowledge of internet to send/receive e-mails.

ANNEXURE-II**APPLICATION FOR DEPUTATION FOR THE POST OF SA/JA/LDC
IN THE OFFICE OF CCA, AP CIRCLE, VIJAYAWADA**

Application for the post of:

1	Name of the Official	:	
2	Date of Birth	:	
3	Educational qualifications	:	
4	Computer Knowledge	:	
5	Date of entry into Government service	:	
6	Present Post held on regular basis with scale of pay working	:	
7	Name of the Ministry/Department of Central/State Govt./Autonomous bodies/PSU where presently employed with full address and telephone number	:	
8	Service particulars from the date of initial appointment (along with brief of duties performed)	:	
9	Whether pay drawn mentioned in Col 6 is on regular/Ad-hoc/MACP basis	:	
10	Mobile Number Email address	:	
11	Remarks if any	:	

DECLARATION

1. I, _____ hereby declare that my posting on deputation as **SA/JA/LDC** in the O/o CCA, AP Circle is purely on temporary basis and I shall not any right to claim seniority in the said post in respect of the services rendered by me on deputation basis.
2. I will not claim for permanent absorption in the Dept. of Telecom in the said post.
3. I am liable to be repatriated to my parent organization for any inaccuracies in the details noted above or for contravention of any provisions in the rules / orders governing the deputation.
4. I will accept the offer of appointment on deputation in respect of place of posting unconditionally.

Place:

Date:

(Signature of the Applicant)

CERTIFICATE TO BE RECORDED BY THE HEAD OF OFFICE
WHILE FORWARDING THE APPLICATION

1. Certified that the particulars given by the applicant are true and have been verified from the service records.
2. The applicant, if selected, will be relieved immediately.
3. Copies of ACR/APAR for the last five years are enclosed.
4. No disciplinary / vigilance case is pending or contemplated against the official. There is nothing against the applicant which makes him/her ineligible for consideration for appointment to the post applied for. No major/minor penalty is in force or current against the official.
5. It is certified that the integrity of the official is beyond doubt.

Place:

Date:

**Signature of the Head of Office
with office seal and Telephone No.**

**Fwd: [Cag-all-offices] Filling up of the one (01) post
of Accountant in National Commission for Minorities, vijayd.pjb.au < vijayd.pjb.au@cag.gov.in >
New Delhi on deputation basis -reg**

AAO Admin I < aoadmn1.pjb.au@cag.gov.in >

Fri, 19 Jun 2026 4:48:45 PM +0530

To "Vijay Deep"<vijayd.pjb.au@cag.gov.in>

Cc "Shiv Kumar"<shivk.pjb.au@cag.gov.in>,"ABHINAV Z"
<abhinav.pjb.au@cag.gov.in>

Regards,

Assistant Audit Officer (Admn-I)
O/o Accountant General (Audit-I) Punjab
Chandigarh.

==== Forwarded message =====
From: DAG Admn Sectt. <dagadminsectt.pjb.au@cag.gov.in>
To: "SrAO Admn I AG Audit Punjab"<saoadm1.pjb.au@cag.gov.in>
Cc: "AAO Admin I"<aaoadmn1.pjb.au@cag.gov.in>
Date: Fri, 19 Jun 2026 16:46:14 +0530
Subject: Fwd: [Cag-all-offices] Filling up of the one (01) post of Accountant in National
Commission for Minorities, New Delhi on deputation basis -reg
==== Forwarded message =====

Regards,

PA to Sr.DAG (Admn)
Sr.DAG (Admn) Sectt.

==== Forwarded message =====
From: AG AUDIT PUNJAB <agaupunjab1@cag.gov.in>
To: "Randeep Aujla"<aujlarck@cag.gov.in>
Cc: "DAG Admn Sectt."<dagadminsectt.pjb.au@cag.gov.in>
Date: Fri, 19 Jun 2026 16:01:13 +0530
Subject: Fwd: [Cag-all-offices] Filling up of the one (01) post of Accountant in National
Commission for Minorities, New Delhi on deputation basis -reg
==== Forwarded message =====

==== Forwarded message =====
From: Ajit Kumar <saoapp@cag.gov.in>
To: "CAG-ALL-OFFICES"<cag-all-offices@lsmgri.nic.in>

Cc: "aaoapp1" <aaoapp1@cag.gov.in>

Date: Fri, 19 Jun 2026 15:28:48 +0530

Subject: [Cag-all-offices] Filling up of the one (01) post of Accountant in National Commission for Minorities, New Delhi on deputation basis -reg

=====
Forwarded message
=====

Sir/ Madam,

I am directed to forward the vacancy circular issued by Accountant in National Commission for Minorities, New Delhi for filling up the post on deputation basis for your information and further necessary action at your end please.

Regards

Ajit Kumar

Sr. AO/ Staff App. I

CAG-ALL-OFFICES mailing list -- cag-all-offices@ismgr.nic.in

To unsubscribe send an email to cag-all-offices-leave@ismgr.nic.in

2 Attachment(s)

National Commission for Minor...

1.7 MB

528 ALL Hod of Department , ...

306.6 KB

F.No. 2-3/2026-Estt.
Government of India
National Commission for Minorities

Block-14, 1st Floor, CGO Complex,
Lodhi Road, New Delhi-110003
Dated: 29.05.2026

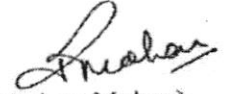
CIRCULAR

Subject: Filling up of One (1) Post of Accountant in National Commission for Minorities on deputation basis - reg.

Please find enclosed herewith a copy of the vacancy circular for the post of One (1) Accountant in National Commission for Minorities on deputation basis. Application of the willing candidates may be forwarded to the Commission along with attested copies of ACR/APAR of last five years, vigilance clearance, Integrity Certificate and Penalty statement for last five years, vigilance clearance, Integrity Certificate for last ten years through proper channel within 60 days from the date of publication in the Employment News. Applicants are requested to invariably indicate their e-mail and mobile number in their application form.

2. The appointment to the above posts will be on deputation basis initially for a period of three years. On appointment the pay of the official will be regulated in accordance with Department of Personnel & Training O.M. No. 61812009-Estt. (Pay II) dated 17.10.2010 as subsequently amended from time to time.

3. Eligibility conditions, qualification and experience etc. required for the above post is given in the Annexure-1 and are also available on our website (www.ncm.nic.in).



(Rajeev Mohan)

Under Secretary to the Govt. of India
Tele No. : 24366174

Copy to

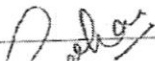
1. All Ministries/Departments as per list attached.
2. ✓ Comptroller & Auditor General of India, New Delhi.
3. ✓ Rajya Sabha/ Lok Sabha, Secretariat, New Delhi.
4. ✓ Union Public Service Commission, New Delhi.
5. ✓ All attached / subordinate offices of the Ministry of Personnel, Public Grievances and Pensions and Ministry of Home Affairs,
6. ✓ Staff Selection Commission, CGO Complex, New Delhi

R&I NO: 2374494

(2)

Annexure - 1

Sl. No.	Name of Posts	Number of posts	Group of Post & Pay Level	Method of Recruitment Rules
1.	Accountant	01	Group 'B' Level -6 (Rs. 35400-112400/-) in the pay matrix	<p><u>Deputation :</u></p> <p>Officers under the Central Government or the State Government or the Union territory Administration or Public Sector Undertakings :</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) With six years, regular service in Level 5 (Rs. 29200-92300) in the pay matrix or equivalent rendered after appointment in the parent cadre or equivalent rendered after appointment in the parent cadre or department; or</p> <p>(iii) With ten years' regular service in the Level 4 (Rs. 25500-81100/-) in the pay matrix or equivalent rendered after appointment in the parent cadre or department; and</p> <p>(b) Have undergone training in cash and accounts from Institute of Secretariat Training and Management or have passed SAS or equivalent examination conducted by any of the orgained Accountant Department of the Central Government.</p> <p>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 departments shall not be consideration for appointment by promotion.</p> <p>Note 2 : The Period of deputation (including short term contract) 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 Govt. shall ordinarily not exceed three years.</p> <p>Note 3 : The maximum age-limit for appointment by deputation or absorption shall not be exceeding 56 years as on the closing date of the receipt of applications.</p> <p>Note 4 : Only officials of Central Government or State Government are eligible for absorption.</p>



ANNEXURE-II

BIO-DATA/CURRICULUM VITAE PROFORMA

1.Name and Address (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	
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 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.	

4

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) & (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.		
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 Organization 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
5.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)		

6

<p>professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>	
<p>16.B Achievements: The candidates are requested to indicate information with regard to;</p> <p>(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)</p>	
<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)</p>	
<p># (The option of 'STC' / 'Absorption' / 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>	
<p>18. Whether belongs to SC/ST</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 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 _____

भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय
9, दीन दयाल उपाध्याय मार्ग,
नई दिल्ली-110 124



OFFICE OF THE COMPTROLLER &
AUDITOR GENERAL OF INDIA
9, DEENDAYAL UPADHYAYA MARG,
NEW DELHI - 110 124

Dated: 18.06.2026
दिनांक / DATE _____

To

1. All the Heads of Department in IA&AD
2. Principal Director (Commercial)-I
3. Director (P)

Subject: Filling up of the one (01) post of Accountant in National Commission for Minorities,
New Delhi on deputation basis -reg.

Sir / Madam,

I am directed to forward the vacancy circular issued by National Commission for Minorities, New Delhi for filling up one (01) post on deputation basis vide letter No. F. No. 2-3/2026-Estt. Dated 29.05.2026 (copy enclosed).

2. In this regard, it is requested to kindly recommend the names of eligible officials who are willing and can be spared immediately in the event of their selection for such post on deputation basis after following the provisions given in Deputation Policy for non-IA&AS Officers for deputation outside IA&AD as circulated vide circular No. 1050-Staff (App)-I/05-2022 dated 28.06.2022 and revised guidelines of deputation of staff within IA&AD as circulated vide circular No.60-Staff(App.)-1/14-2023 dated 27.01.2025. The recommendations accompanied with the necessary documents / certificates (as detailed in the vacancy circular) may kindly be sent to the **Asstt. Comptroller and Auditor General (N)-I latest by 30.06.2026.** Applications received after 30.06.2026 will not be considered under any circumstance.

3. In case of selection, the candidate will not be allowed to withdraw the application. In case of withdrawal of willingness after selection, the candidate will be debarred from applying to the deputation for 03 years from the date of communication of the selection by the borrowing department.

Yours faithfully,

Encls:-As above

Ajit Kumar
(Ajit Kumar)

Sr. Administrative Officer (Staff App-I)

Fwd: [Cag-all-offices] Filling up of the one (01) post of Principal Private Secretary (PPS) in National Commission for Minorities, New Delhi on deputation basis -reg.

vijayd.pjb.au < vijayd.pjb.au@cag.gov.in >

AAO Admin I < aoadmn1.pjb.au@cag.gov.in >

Fri, 19 Jun 2026 5:05:14 PM +0530

To "Vijay Deep"<vijayd.pjb.au@cag.gov.in>

Cc "Shiv Kumar"<shivk.pjb.au@cag.gov.in>,"ABHINAV Z" <abhinav.pjb.au@cag.gov.in>

Regards,

Assistant Audit Officer (Admn-I)
O/o Accountant General (Audit-I) Punjab
Chandigarh.

==== Forwarded message =====

From: DAG Admn Sectt. <dagadminsectt.pjb.au@cag.gov.in>

To: "SrAO Admn I AG Audit Punjab"<saoadm1.pjb.au@cag.gov.in>

Cc: "AAO Admin I"<aoadmn1.pjb.au@cag.gov.in>

Date: Fri, 19 Jun 2026 16:50:14 +0530

Subject: Fwd: [Cag-all-offices] Filling up of the one (01) post of Principal Private Secretary (PPS) in National Commission for Minorities, New Delhi on deputation basis -reg.

==== Forwarded message =====

Regards,

PA to Sr.DAG (Admn)
Sr.DAG (Admn) Sectt.

==== Forwarded message =====

From: AG AUDIT PUNJAB <agaupunjab1@cag.gov.in>

To: "Randeep Aujla"<aujlar@cag.gov.in>

Cc: "DAG Admn Sectt."<dagadminsectt.pjb.au@cag.gov.in>

Date: Fri, 19 Jun 2026 16:02:48 +0530

Subject: Fwd: [Cag-all-offices] Filling up of the one (01) post of Principal Private Secretary (PPS) in National Commission for Minorities, New Delhi on deputation basis -reg.

==== Forwarded message =====

==== Forwarded message =====

From: Ajit Kumar <saopp@cag.gov.in> 20

To: "CAG-ALL-OFFICES" <cag-all-offices@ismgr.nic.in>

Cc: "aaoapp1" <aaoapp1@cag.gov.in>

Date: Fri, 19 Jun 2026 15:21:48 +0530

Subject: [Cag-all-offices] Filling up of the one (01) post of Principal Private Secretary (PPS) in National Commission for Minorities, New Delhi on deputation basis -reg.

===== Forwarded message =====

Sir/ Madam,

I am directed to forward the vacancy circular issued by Principal Private Secretary (PPS) in National Commission for Minorities, New Delhi for filling up the post on deputation basis for your information and further necessary action at your end please.

Regards

Ajit Kumar

Sr. AO/ Staff App. I

CAG-ALL-OFFICES mailing list -- cag-all-offices@ismgr.nic.in

To unsubscribe send an email to cag-all-offices-leave@ismgr.nic.in

2 Attachment(s)

National Commission for Minor...

1.9 MB

524 All Hod Department, com...

312.3 KB

F.No. 2-1/2025-Estt.
Government of India
National Commission for Minorities

Block-14, 1st floor,
 CGO Complex, Lodhi Road,
 New Delhi-110003
 Dated: 01.06.2026

CIRCULAR

Subject : Filling up of One (1) Post of Principal Private Secretary (PPS) in National Commission for Minorities on deputation basis - reg.

Please find enclosed herewith a copy of the vacancy circular for the post of One (1) Post of Principal Private Secretary (PPS) in National Commission for Minorities on deputation basis. Application of the willing candidates may be forwarded to the Commission along with attested copies of ACR/APAR of last five years, vigilance clearance, Integrity Certificate and Penalty statement for last five years, vigilance clearance, Integrity Certificate for last ten years through proper channel within 60 days from the date of publication in the Employment News. Applicants are requested to invariably indicate their e-mail and mobile number in their application form.

2. The appointment to the above posts will be on deputation basis initially for a period of one year which may be extended further. On appointment the pay of the official will be regulated in accordance with the M/o Personnel, Public Grievances & Pensions, Deptt. of Personnel & Training O.M. No. 61812009-Estt. (Pay II) dated 17.10.2010 as subsequent amendments from time to time.

3. Eligibility conditions, qualification and experience etc. required for the above post is given in the Annexure-1 and are also available on our website (www.ncm.nic.in).

S.K.S.

(Sunil Kumar Singh)

Under Secretary to the Govt. of India
 Tele No. : 24366174

Copy to

1. All Ministries/Departments as per list attached.
2. Comptroller & Auditor General of India, New Delhi.
3. Rajya Sabha/ Lok Sabha, Secretariat, New Delhi.
4. Union Public Service Commission, New Delhi.
5. All attached / subordinate offices of the Ministry of Personnel, Public Grievances and Pensions and Ministry of Home Affairs,
6. Staff Selection Commission, CGO Complex, New Delhi

SAO/ges

PD (Pers., SMU & Coord.) Sectt.

Diary No. 6483004

Date: 16/6/2026

hp
22
15/6/26

forwarded to
Sr. AO (APP-I)

16/6/26
161



23 75199

Annexure - I

Sl. No.	Name of Post	Number of Posts	Group of Post & Pay Level	Method of Recruitment Rules
1.	Principal Private Secretary	01	Group 'A' Pay Matrix - Level-11 (Rs. 67700-208700/-)	<p>By promotion, failing which by deputation Deputation : Officers of the Central Govt. or State Govt. or Union Territory Administrations or Public sector undertaking or Universities or recognized research institutions or semi-government or autonomous bodies or statutory organizations;</p> <p>(i) holding analogous posts on regular basis in the parent cadre or department; or (ii) with five years regular service in Level – 10 (Rs. 56100 – 177500) in the pay matrix or equivalent rendered after appointment in parent cadre or department; or (iii) with six years regular service in Level – 8 (Rs. 47600-15100) in the pay matrix or equivalent rendered after appointment in the parent cadre or department; or (iv) with seven years regular service in the level – 7 (Rs. 44900-142400) in the pay matrix or equivalent in the parent cadre or department.</p> <p>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.</p> <p>Note 2: The period of deputation (including short term contract) including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Government shall ordinarily not exceed three years.</p> <p>Note 3: The maximum limit age-limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of application.</p>

ANNEXURE-II

BIO-DATA/CURRICULUM VITAE PROFORMA

1. Name and Address (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	
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 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.	

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) & (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.		
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 Organization 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)		

<p>professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>	
<p>16.B Achievements: The candidates are requested to indicate information with regard to;</p> <p>(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)</p>	
<p>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 Organizations are eligible only for Short Term Contract)</p>	
<p># (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>	
<p>18. Whether belongs to SC/ST</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 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 _____

भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय
9, दीन दयाल उपाध्याय मार्ग,
नई दिल्ली-110 124



OFFICE OF THE COMPTROLLER &
AUDITOR GENERAL OF INDIA
9, DEENDAYAL UPADHYAYA MARG,
NEW DELHI - 110 124

Dated: 18.06.2026
दिनांक / DATE _____

To

1. All the Heads of Department in IA&AD
2. Principal Director (Commercial)-I
3. Director (P)

Subject: Filling up of the one (01) post of Principal Private Secretary (PPS) in National Commission for Minorities, New Delhi on deputation basis -reg.

Sir / Madam,

I am directed to forward the vacancy circular issued by National Commission for Minorities, New Delhi for filling up one (01) post on deputation basis vide letter No. F. No. 2-1/2025-Estt. Dated 01.06.2026 (*copy enclosed*).

2. In this regard, it is requested to kindly recommend the names of eligible officials who are willing and can be spared immediately in the event of their selection for such posts on deputation basis after following the provisions given in Deputation Policy for non-IA&AS Officers for deputation outside IA&AD as circulated vide circular No. 1050-Staff (App)-I/05-2022 dated 28.06.2022 and revised guidelines of deputation of staff within IA&AD as circulated vide circular No.60-Staff(App.)-1/14-2023 dated 27.01.2025 . The recommendations accompanied with the necessary documents / certificates (as detailed in the vacancy circular) may kindly be sent to the **Asstt. Comptroller and Auditor General (N)-I latest by 30.06.2026**. Applications received after 30.06.2026 will not be considered under any circumstance.

3. In case of selection, the candidate will not be allowed to withdraw the application. In case of withdrawal of willingness after selection, the candidate will be debarred from applying to the deputation for 03 years from the date of communication of the selection by the borrowing department.

Yours faithfully,

Encls:-As above

Ajit Kumar
(Ajit Kumar)

Sr. Administrative Officer (Staff App-I)

Fwd: [Cag-all-offices] Filling up of the one (01) post of Assistant in National Commission for Minorities, vijayd.pjb.au < vijayd.pjb.au@cag.gov.in > New Delhi on deputation basis -reg.

AAO Admin I < aoadmn1.pjb.au@cag.gov.in >

Fri, 19 Jun 2026 5:06:21 PM +0530

To "Vijay Deep"<vijayd.pjb.au@cag.gov.in>

Cc "Shiv Kumar"<shivk.pjb.au@cag.gov.in>,"ABHINAV Z"
<abhinav.pjb.au@cag.gov.in>

Regards,

Assistant Audit Officer (Admn-I)
O/o Accountant General (Audit-I) Punjab
Chandigarh.

==== Forwarded message =====
From: DAG Admn Sectt. <dagadminsectt.pjb.au@cag.gov.in>
To: "SrAO Admn I AG Audit Punjab"<saoadm1.pjb.au@cag.gov.in>
Cc: "AAO Admin I"<aaoadmn1.pjb.au@cag.gov.in>
Date: Fri, 19 Jun 2026 16:50:25 +0530
Subject: Fwd: [Cag-all-offices] Filling up of the one (01) post of Assistant in National Commission for Minorities, New Delhi on deputation basis -reg.
==== Forwarded message =====

Regards,

PA to Sr.DAG (Admn)
Sr.DAG (Admn) Sectt.

==== Forwarded message =====
From: AG AUDIT PUNJAB <agaupunjab1@cag.gov.in>
To: "Randeep Aujla"<aujlarck@cag.gov.in>
Cc: "DAG Admn Sectt."<dagadminsectt.pjb.au@cag.gov.in>
Date: Fri, 19 Jun 2026 16:02:58 +0530
Subject: Fwd: [Cag-all-offices] Filling up of the one (01) post of Assistant in National Commission for Minorities, New Delhi on deputation basis -reg.
==== Forwarded message =====

==== Forwarded message =====
From: Ajit Kumar <saoapp@cag.gov.in>
To: "CAG-ALL-OFFICES"<cag-all-offices@lsmg29ic.in>

Cc: "aaoapp1" <aaoapp1@cag.gov.in>

Date: Fri, 19 Jun 2026 15:17:14 +0530

Subject: [Cag-all-offices] Filling up of the one (01) post of Assistant in National Commission for Minorities, New Delhi on deputation basis -reg.

===== Forwarded message =====

Sir/ Madam,

I am directed to forward the vacancy circular issued by National Commission for Minorities, New Delhi for filling up the post on deputation basis for your information and further necessary action at your end please.

Regards

Ajit Kumar

Sr. AO/ Staff App. I

CAG-ALL-OFFICES mailing list -- cag-all-offices@ismgr.nic.in

To unsubscribe send an email to cag-all-offices-leave@ismgr.nic.in

2 Attachment(s)

529 ALL HOD , PD Commercia...
308 KB

National Commission for Minor...
1.9 MB

भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय
9, दीन दयाल उपाध्याय मार्ग,
नई दिल्ली-110 124



OFFICE OF THE COMPTROLLER &
AUDITOR GENERAL OF INDIA
9, DEENDAYAL UPADHYAYA MARG,
NEW DELHI - 110 124

Dated: 18.06.2026
दिनांक / DATE _____

To

1. All the Heads of Department in IA&AD
2. Principal Director (Commercial)-I
3. Director (P)

Subject: Filling up of the one (01) post of Assistant in National Commission for Minorities,
New Delhi on deputation basis -reg.

Sir / Madam,

I am directed to forward the vacancy circular issued by National Commission for Minorities, New Delhi for filling up one (01) post on deputation basis vide letter No. F. No. 2-3/2025-Estt. Dated 21.05.2026 (copy enclosed).

2. In this regard, it is requested to kindly recommend the names of eligible officials who are willing and can be spared immediately in the event of their selection for such posts on deputation basis after following the provisions given in Deputation Policy for non-IA&AS Officers for deputation outside IA&AD as circulated vide circular No. 1050-Staff (App)-I/05-2022 dated 28.06.2022 and revised guidelines of deputation of staff within IA&AD as circulated vide circular No.60-Staff(App.)-1/14-2023 dated 27.01.2025 . The recommendations accompanied with the necessary documents / certificates (as detailed in the vacancy circular) may kindly be sent to the **Asstt. Comptroller and Auditor General (N)-I latest by 30.06.2026**. Applications received after 30.06.2026 will not be considered under any circumstance.

3. In case of selection, the candidate will not be allowed to withdraw the application. In case of withdrawal of willingness after selection, the candidate will be debarred from applying to the deputation for 03 years from the date of communication of the selection by the borrowing department.

Yours faithfully,

Encls:-As above

Ajit Kumar
(Ajit Kumar)

Sr. Administrative Officer (Staff App-I)

F.No. 2-3/2025-Estt.
Government of India
National Commission for Minorities

Block-14, 1st floor,
 CGO Complex, Lodhi Road,
 New Delhi-110003
 Dated: 21.05.2026

DA(CHR)

Way
vs

CIRCULAR

Subject : Filling up of One (1) Post of Assistant in National Commission for Minorities on deputation basis - reg.

Please find enclosed herewith a copy of the vacancy circular for the post of One (1) Assistant in National Commission for Minorities on deputation basis. Application of the willing candidates may be forwarded to the Commission along with attested copies of ACR/APAR of last five years, vigilance clearance, Integrity Certificate and Penalty statement for last five years, vigilance clearance, Integrity Certificate for last ten years through proper channel within 60 days from the date of publication in the Employment News. Applicants are requested to invariably indicate their e-mail and mobile number in their application form.

2. The appointment to the above posts will be on deputation basis initially for a period of three years. On appointment the pay of the official will be regulated in accordance with Department of Personnel & Training O.M. No. 61812009-Estt. (Pay II) dated 17.10.2010 as subsequently amended from time to time.

3. Eligibility conditions, qualification and experience etc. required for the above post is given in the Annexure-1 and are also available on our website (www.ncm.nic.in).



(Rajeev Mohan)

Under Secretary to the Govt. of India

Tele No. : 24366174

Copy to

1. All Ministries/Departments as per list attached.
2. Comptroller & Auditor General of India, New Delhi.
3. Rajya Sabha/ Lok Sabha, Secretariat, New Delhi.
4. Union Public Service Commission, New Delhi.
5. All attached / subordinate offices of the Ministry of Personnel, Public Grievances and Pensions and Ministry of Home Affairs,
6. Staff Selection Commission, CGO Complex, New Delhi

2

Annexure - I

Sl. No.	Name of Posts	Number of posts	Group of Post & Pay Level	Method of Recruitment Rules
1.	Assistant	01	Group 'B' (Non-Gazetted) Level -6 (Rs. 35400-112400) in the pay matrix	<p>Deputation:</p> <p>Deputation or absorption from officials under the Central Government or the State Governments or the Union Territory Administration or Public Sector Undertakings:</p> <p>(a) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(b) with six years' regular service in level 5 (Rs.29200-92300) in the pay matrix or equivalent rendered after appointment thereto in the parent cadre or department; or</p> <p>(c) with ten years' regular service in the level 4 (Rs.25500-81100) in the pay matrix or equivalent rendered after appointment thereto in the parent cadre or department.</p> <p>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 consideration for appointment by promotion.</p> <p>Note 2: The Period of deputation (including short-term contract) including the period of deputation in another <i>ex-cadre</i> 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.</p> <p>Note 3: The maximum age-limit for appointment by deputation or absorption shall not be exceeding fifty-six years as on the closing date of receipt of applications.</p> <p>Note 4: Only officials of Central Government or State Governments are eligible for absorption.</p>



ANNEXURE-II

BIO-DATA/CURRICULUM VITAE PROFORMA

1. Name and Address (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	
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 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.	

(4)

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) & (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.		
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 Organization 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
6.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)		

6

<p>professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>	
<p>16.B Achievements: The candidates are requested to indicate information with regard to;</p> <p>(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)</p>	
<p>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 Organizations are eligible only for Short Term Contract)</p>	
<p># (The option of 'STC' / 'Absorption' / 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>	
<p>18. Whether belongs to SC/ST</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 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 _____