

F.No.A.12026/03/15-CA  
Government of India  
Ministry of Finance  
Department of Revenue  
(Competent Authority Cell)

New Delhi, the 29<sup>th</sup> January , 2015

CIRCULAR

Applications are invited in the Proforma given in the Annexure from the officers working under Central Government through proper channel for filling up of the post of Registrar in the Appellate Tribunal for Forfeited Property, New Delhi on deputation basis.

Name of the post : Registrar (Group 'A' Gazetted)  
Scale of pay Rs. 15,600 – 39,100 + G.P. Rs. 6,600 (Pre-revised Rs. 10,000 -15,200)

Eligibility Criteria:

Officers under Central Government:-

(i) holding analogous posts; or

(ii) with five years' service in posts in the scale of Rs15,600-39,100 with Grade Pay Rs. 5400 ( Rs. 8000-275-13500 pre-revised )or equivalent in the parent cadre or Department; or


(iii) with eight years' regular service in posts in the scale of Rs. 6500-200-10500 (pre-revised) or equivalent in the parent cadre or Department; and

Possessing experience in administration, establishment and accounts matters and preferably degree in Law from recognized University or equivalent.

2. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/Department of the Central Government shall ordinarily not exceed three years.

3. Applications in the prescribed Proforma, along with up-to-date ACR/APAR dossiers for the last five years, cadre clearance, vigilance clearances, integrity certificate and major/minor penalty statement for the past 10 years may be forwarded to the Under Secretary(CAT), Ministry of Finance, Department of Revenue, Room No. 245-A, North Block, New Delhi-110001 within 60 days from the date of publication of this advertisement in the Employment News.

4. Applications of only those officers who are eligible and willing and whose services can be spared immediately on their selection may be forwarded. Applications received after the prescribed date and/or incomplete in any respect shall not be considered. Selected officers shall not be allowed to withdraw his/her applications.



(S. Bhowmick )

Under Secretary to the Government of India  
Tele: 2309 5359



Competent Authority Cell

BIODATA

CURRICULUM VITAE PROFORMA

1. Name and Address  
(in Block Letters)
2. Date of Birth  
(in Christian era)
3. 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

Qualifications/  
Experience  
possessed by  
the officer

Essential

(1)  
(2)  
(3)

Desired

(1)  
(2)

6. Please State clearly whether in  
The light of entries made by  
You above, you meet the  
Requirement of the post

7. Details of Employment, in chronological order. Enclose a separate sheet Duly authenticated by your signature, if the space below is insufficient:-

Office/Institutions.	Post held	From	To	Scale of Pay and basic pay	Nature of duties (in details)

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:
- The date of initial appointment
  - Period of appointment on deputation/contract
  - Name of the parent office/organization to which you belong
10. Additional details about present Employment
- Please state whether working under (indicate the name of your Employer against the relevant Column)
- Central Govt.
  - State Government
  - Autonomous Organisation
  - Government Undertaking
  - Universities
  - Others

11. Please state whether you are Working in the same Department and are in the feeder grade or Feeder to feeder grade.
12. Are you in the Revised Scale of Pay  
If yes, give the date from which the Revision took place and also indicate the pre-revised scale
13. Total emoluments per month now drawn
14. 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 training  
(ii) professional trainings and (iii) Work experience over and above Prescribed in the Vacancy Circular/ Advertisement)  
(Note: Enclose a separate sheet, if The space is insufficient)
15. Please state whether you are applying For deputation (ISTC)/Absorption/Re-Employment basis. (Officers under Central/State Governments are only Eligible for "Absorption " Candidate Of the Non-Government Organization Are eligible on for Short Term Contract)
16. Whether belongs to SC/ST
17. 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 the professional bodies/  
And (iv) any other information.

(Note : Enclose a separate sheet  
If the space is insufficient)

I have carefully gone through the vacancy circular/advertisement and I am well aware that  
the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the  
Selection Committee at the time of selection for the post.

Date:

Signature of the  
Candidate

Address: \_\_\_\_\_

Countersigned

\_\_\_\_\_  
(Employer with Seal)