

संख्या- A-35014/01/2019-Lokpal

भारत सरकार  
Government of India  
लोकपाल सचिवालय  
Secretariat of Lokpal

The Ashok Hotel, Chanakyapuri,  
New Delhi, dated 13<sup>th</sup> December, 2019

To,

The Secretary/The Head of the Department,  
All Ministries/ Departments  
Government of India

Sub: Filling up of 4 posts (subject to variation) in the cadre of Personal Assistant in Lokpal of India on deputation

Sir,

I am directed to state that applications are invited for the post of Assistant Section Officer to be filled up on deputation basis from the eligible candidates working in the Ministries/ Departments of the Central Government and Autonomous Organizations following Central Government Rules/norms/procedures/pay scales etc. The details of the pay scale, eligibility criteria, tenure etc is as under:-

Pay Scale	Pay scale of PB-2 Rs.9300-34,800/- + Grade Pay Rs.4600/- [pre-revised] and revised Level 7 of 7th CPC Pay Matrix
Eligibility Criteria	The official who is an employee of the Central Government/ Public Sector Undertakings/ Statutory Bodies following Central Government Rules/ norms /procedures /pay scales and holding analogous post on regular basis in the cadre of Stenographer Grade-D in the parent Cadre/ Central Government/ Public Sector Undertakings/ Statutory Bodies and having six years regular service in post in pay scale of PB-1 i.e. Rs. 5200-20200 + GP Rs.2400/- [pre-revised] and revised Level 4 of 7 <sup>th</sup> CPC Pay Matrix in the parent Cadre/Department & (ii) typing speed of 35 w.p.m. on computer
Tenure	The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization or Department of Central Government shall ordinarily not exceed three years
Age	The Officer should not have crossed the age of 56 years as on the closing date of receipt of application

2. The Pay and Allowance and the other terms & conditions of the officers selected for appointment on deputation basis will be governed by the provisions contained in the DoP&T's OM No.6/08/2009-Estt(Pay.II) dated 17.06.2010 and relevant amendments thereafter.

3. Applications of the willing officers may be forwarded in the enclosed Annexure through proper channel, to the Under Secretary, Lokpal, Oudh Corridor , The Ashok Hotel, Chanakyapuri, New Delhi-110021 by 10<sup>th</sup> January, 2020 .

4. While forwarding the application in the prescribed format, the following documents may also be sent along with the application:-

- (a) NOC from the Parent Department/Office for appointment on this post in the Office of Lokpal.
- (b) CR Dossier/Attested copies of the ACRs/APAR of the applicant for the last five years.
- (c) Vigilance Clearance, Integrity certificate and details of penalties imposed, if any, during the last 10 years on the Officer. This should be duly signed by the authorized Officer.

5. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

Yours faithfully,



(अरुण कुमार /Arun Kumar)

अवर सचिव /Under Secretary

लोकपाल सचिवालय/Secretariat of Lokpal

☎ 011-24100180

Copy to:-

- 1. PPS to Hon'ble Chairperson, Lokpal
- 2. PPS to Hon'ble Members, Lokpal
- 3. PPs to Secretary, Lokpal
- 4. Lokpal Division, DoP&T (for information and request for kin an arrangement to upload it on website of DoPT)
- 5. NIC for uploading on the website of Lokpal.

# 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. Education Qualification					
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		<b>Qualifications /experience possessed by the Officer</b>			
Essential		<b>Essential</b>			
(a) Qualifications		(a) Qualifications			
(b) Experience		(b) Experience			
Desirable		Desirable			
(c) Qualifications		(a) Qualifications			
(d) Experience		(b) Experience			
5.1 In the case of Degree and Post Graduation Qualifications Elective/main subjects and subsidiary subject 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 <b>Note:</b> 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.					
*Important: Pay Band & 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		
7. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent					
7.1. Details of Employment, in chronological order. Enclose a spate 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 details) highlighting experience required for the post applied for

8. 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 application belongs	d) Name of the post and Pay of the post held in substantive capacity in the parent organization	
8.1 Note: In case of officers already on deputation, the applications of such officer should be forwarded by the parent cadre/ Department alongwith Cadre Clearance, Vigilance Clearance and Integrity Certificate.				
8.2 Note: Information under Column (c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organization				
9. If any post held on deputation in the past by the applicant, date of return from the last deputation and other details.				
10. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) 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 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				
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/Interim relief/Other Allowances etc. (with break-up details)	Total Emoluments		
14. In case the applicant belongs to an organization which is not following the Central Government Pay Scales, the latest salary slip issued by the Organization showing the following details may be enclosed.				
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/Interim relief/Other Allowances etc. (with break-up details)	Total Emoluments		
15 A. Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other				

<p>things may provide information with regard to (i) additional academic qualifications (ii) 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>15B. Achievements:</p> <p>The candidates are requested to indicate information with regard to;</p> <p>(i) Research publications and reports and special projects</p> <p>(ii) Awards/Scholarships/Official Appreciation</p> <p>(iii) Affiliation with the professional bodies/institutions/societies and;</p> <p>(iv) Patents registered in own name or achieved for the organization</p> <p>(v) Any research/innovative measure involving official recognition</p> <p>(vi) Any other information.</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>	
16. Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

(Signature of the candidate)  
 Address.....  
 e-mail ID.....  
 Contact No.....  
 Date.....

### **CERTIFICATION BY THE EMPLOYER/CADRE CONTROLLING AUTHORITY**

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He possesses educational qualifications and experience mentioned in the advertisement. If selected, he will be relieved immediately.

2. Also certified that:

- i) There is no vigilance or disciplinary case pending/contemplated against .....
- ii) His integrity is certified.
- iii) His CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/minor penalty has been imposed on him during the last 10 years.

Countersigned  
(Employer/Cadre Controlling Authority with Seal)