

**F.No-21/12/2018-CS.I (P)**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**(Department of Personnel & Training)**  
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2<sup>nd</sup> Floor, A Wing, Lok Nayak Bhawan,  
Khan Market, New Delhi  
Dated 07<sup>th</sup> May, 2019

**OFFICE MEMORANDUM**

Subject:- Filling up of posts in NITI Aayog and Ministry of Finance on deputation basis.

The undersigned is directed to circulate herewith under mentioned two vacancy circulars received from NITI Aayog and Ministry of Finance along with its enclosures for the information of all eligible CSS officers.

| S.No. | Department/Ministry  | Name of Post                   |
|-------|--|--------------------------------|
| 1.    | Development Monitoring and Evaluation Office (DMEO),<br>NITI Aayog | Assistant Section<br>Officer   |
| 2.    | Debts Recovery Tribunals (DRTs), Ministry of Finance               | Registrar, Recovery<br>Officer |

2. It may be noted that cadre clearance from CS-I Division will be required in case of Under Secretary and above level officers of CSS applying for deputation. The cadre units while granting clearance to SO/ ASOs may do so, in terms of the guidelines used by CS-I Division vide O.M. No.7/10/2016-CS-I(A) dated 03.04.2018.

3. In case of any further clarifications, applicants are advised to contact concerned Ministry/Department.

  
(George D. Toppo)

Under Secretary to the Government of India  
Tel : 24642705

To

All Ministries/Departments (through website of DoP&T)



No. A 12011/1/2015-DMEO/Admn  
नीति आयोग/NITI Aayog  
विकास अनुवीक्षण और मूल्यांकन कार्यालय  
Development Monitoring and Evaluation Office  
(प्रशासन प्रभाग/ Administration Division)

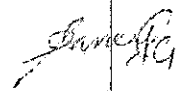
सरसद मार्ग/ Parliament Street,  
नई दिल्ली/ New Delhi  
Dated the 16<sup>th</sup> April, 2019

OFFICE MEMORANDUM

**Subject:** Request for uploading of vacancy circular on the website of DoPT for the post of Assistant Section Officer on deputation basis in DMEO, NITI Aayog - reg.

The undersigned is directed to enclose herewith the vacancy circular for filling up of the post of Assistant Section Officer on deputation basis in DMEO, NITI Aayog. It is requested that the vacancy circular may be uploaded on the website of DoPT at the earliest for wide publicity. The ECI has conveyed their no objection for publishing of the said advertisement. Any other formalities that require to be complied may be intimated to the undersigned.

Encl.: As above.

  
(D. Bandyopadhyay)  
Deputy Secretary  
Tel.: 23096256  
E-mail: [bandyopadhyay@nic.in](mailto:bandyopadhyay@nic.in)

To

Department of Personnel & Training,  
(Attn. Ms. Rajal Bhatt, Dir.)  
CS-I Division, Room No. 209 Lok Nayak Bhawan,  
New Delhi - 110003

No.A-12011/01/2015-DMEO(Part)

नीति आयोग/NITI Aayog

विकास अनुवीक्षण और मूल्यांकन कार्यालय  
Development Monitoring and Evaluation Office  
(प्रशासन प्रभाग/ Administration Division)

संसद मार्ग Parliament Street,

नई दिल्ली New Delhi

Dated the 11/01/2015

### VACANCY CIRCULAR

Subject: Filling up of 3 posts of Assistant Section Officer on deputation basis in Development Monitoring and Evaluation Office(DMEO), NITI Aayog.

Application in the prescribed pro-forma (as per Annexure-I of the advertisement) is invited from eligible officers for filling up of 3 posts of Assistant Section Officer on deputation basis in the Development Monitoring and Evaluation Office(DMEO), NITI Aayog, New Delhi as per the details given below:

|   |                                 |   |
|---|---------------------------------|---|
| 1 | Name of the post with Pay Level | Assistant Section Officer(Level-5), a General Central Service, Group B Non-Gazetted, Non-Ministerial  |
| 2 | Period of Deputation            | Initially for three years; could be extended as per extant rules prescribed by DoP on the subject   |
| 3 | Eligibility/ Essential Criteria | Officers of the Central/ State/ Union Territory Governments:<br>a) i) holding analogous posts on regular basis in the parent cadre or department or<br>ii) 5 years or more of regular service to the post in the Pay Level-6; and<br>b) Having atleast 3 years of experience in Office Administration<br><br>Note: 1. Maximum period of deputation (including period of deputation in another ex-cadre post held immediately preceding their appointment in the same or other organization/ department of the Central Government) shall ordinarily not exceed five years<br>2. The upper age limits from appointment and to work for DMEO would be governed by the applicable Government or local rules |

3 How to apply

Completed application should be sent through proper channel in the prescribed pro-forma to SRO, DMEO, NITI Aayog, NIC Side, 5<sup>th</sup> Floor, NITI Bhawan, Sansad Marg, New Delhi - 110011. The duly completed application should be sent along with:

- a) Up-to-date copies of ACRs/APARs for the last five years duly attested on each page by an officer not less than Under Secretary.
- b) Cadre clearance
- c) Vigilance Clearance
- d) Details of minor/major penalty imposed on the officer by the Competent Authority for the last 10 years, if any.
- e) Statement or Bio-data in the prescribed pro-forma (as per Annexure-I) in duplicate copy signed by the volunteering Officer and forwarded through proper channel.

4 Pay & Allowances

Admissible as per guidelines of Department of Personnel and Training's OM No. 6/8/2009-1 stt (Pay-II) dated 17.06.2010 amended from time to time.

Note: It would be mandatory to serve the deputation term and premature relieving would not be considered except in rare or exceptional circumstances.

2. Applications of interested and eligible officers may be forwarded to the undersigned within 30 days from the date of issue of the Vacancy Circular or from the date of publication of this Vacancy Circular in Employment News and national daily (The Times of India) whichever is later. Cadre Controlling Authorities are requested that the applications of only those officers are forwarded who can be spared on being selected. Any queries regarding the application may be addressed to the undersigned.

Enclosure: Pro-forma



(P. J. Radhakrishnan)

Sr. Research Officer

DMEO, NITI Aayog,

Admn Block, NIC Side,

5<sup>th</sup> floor, NITI Bhawan,

Sansad Marg, New Delhi - 110011

To

1. Notice Boards in the NITI Bhawan
2. Director, NIC, NITI Bhawan, (for uploading the circular on NITI website).

## BIO-DATA/ CURRICULUM VIATE PROFORMA

## APPLICATION FOR THE POST OF Assistant Section Officer

|       |  |            |
|-------|--|------------|
| 1     | Name and Address<br>(in Block Letters)   |            |
| 2     | Date of Birth (in Christian era)   |            |
| 3(i)  | Date of entry into service   | Photograph |
| 3(ii) | Date of retirement under Central/ State<br>Government Rules  |            |
| 4     | Educational Qualifications   |            |
| 5     | Whether Educational and other<br>qualifications required for the post are<br>satisfied. (If any qualification has been<br>treated as equivalent to the one<br>prescribed in the Rules, state the<br>authority for the same)  |            |
|       | Qualifications/ Experience required as<br>mentioned in the advertisement/<br>vacancy circular  |            |
|       | Essential  |            |
|       | (i) Bachelor's degree from a recognized<br>University, or equivalent   |            |
|       | (ii) Three years' experience in<br>administration, establishment and account<br>matters  |            |
|       | Desirable  |            |
|       | Should have undergone training in<br>organization and methods and work study<br>methods from Institute of Secretariat<br>training and management   |            |
| 5.1   | Note. This column needs to be amplified to indicate Essential and Desirable<br>Qualifications as mentioned in the RRs by the Administrative Ministry/<br>Department/ Office at the time of issue of Circular and issue of Advertisement<br>in the Employment News. |            |
| 5.2   | In the case of Degree and Post Graduate Qualifications Elective/ main subjects<br>and subsidiary subjects may be indicated by the candidate.   |            |
| 6     | Please state clearly whether in the light of<br>entries made by you above, you meet the<br>requisite Essential Qualifications and work<br>experience of the post.  |            |
| 6.1   | Note: Borrowing Departments are to provide their specific comments/<br>views confirming the relevant Essential Qualification/ Work experience<br>possessed by the Candidate (as indicated in the Bio-data) with reference<br>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/<br>Institution | Post held<br>on regular<br>basis | From | To | *Pay band and<br>Grade Pay/<br>Scale of the post<br>held on regular<br>basis | Nature of Duties (in<br>details) highlighting<br>experience required<br>for the post applied<br>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/<br>Institution | Pay, Pay Band, and Grade Pay<br>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 organization |
| 9.1 | Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department alongwith 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/ organization but still maintaining a lien in his parent cadre/      |  |   |   |

|      |   |
|------|---|
| 10   | organization<br>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:<br>Please state whether working under (including the name of your employer against the relevant column)<br>a) Central Government<br>b) State Government<br>c) Autonomous Organization<br>d) Government Undertaking<br>e) Universities<br>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 emolument per month now drawn<br>Basic Pay                      Grade Pay                      Total Emoluments   |
| 15   | 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.<br>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<br>(This among other 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)<br><br>(Note: Enclose a separate sheet, if the space is insufficient) |

16.B **Achievements:**

The candidates are requested to indicate information with regard to:

- (i) research publications and reports and special projects
- (ii) Awards/ Scholarships/ Officials 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)**

17 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:

Date:



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

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

2 Also certified that

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. . . . .
- ii) His/Her integrity is certified
- iii) His/Her ACR/APAR Dossier in original is enclosed/photocopies of the ACP/APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Government of India or above are enclosed
- iv) No major/minor penalty has been imposed on him/her during the last 10 years or a list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be)

Countersigned

(Employer/Cadre Controlling Authority with Seal)

F. N. 8/14/2019-DRT  
Government of India  
Ministry of Finance  
Department of Financial Services

Jeevan Deep Building,  
10, Sansad Marg, New Delhi,  
Dated 1<sup>st</sup> May, 2019.


Office Memorandum

**Subject:** Filling up of existing and anticipated vacancies (upto 30.06.2019) of Registrar and Recovery Officer in Debts Recovery Tribunals (DRTs) under Department of Financial Services, Ministry of Finance on deputation basis.

The undersigned is directed to forward herewith a vacancy circular inviting applications for filling up vacancies of Registrar in level 12 (Rs. 78800-209200) of the pay matrix and Recovery Officer in level 11 (Rs. 67700-208700) in various Debts Recovery Tribunals (DRTs) under Department of Financial Services on deputation basis.

2. The enclosed vacancy circular may be uploaded on the official website of Department of Personnel and Training for wide publicity. It is further requested that applications of eligible and willing officers of Ministries/Departments, who can be spared, may be forwarded so as to reach this Department within the stipulated last date i.e. on or before 13<sup>th</sup> June, 2019.

3. The Organizations that will be forwarding applications for the posts would be directed that any official assigned election related duties would fulfill her/his duty irrespective of any work/formalities relating to deputation for the vacant posts.



(Sanjay Kumar)  
Deputy Secretary to the Government of India  
Tel. 23364063

✓ To,  
The Director, CS-I (D),  
Department of Personnel & Training,  
Lok Nayak Bhawan,  
New Delhi.

Copy to:

1. The Joint Secretary (Establishment) of all Ministries/Departments of Government of India.
2. The Chief Secretaries of State Governments and Administrators of UTs.
3. The Controller General of Accounts, Mahalekha Niyantarak Bhawan, Ministry of Finance, GPO Complex, Block E, Aviation Colony, INA Colony, New Delhi, Delhi-110023
4. The Chairman/MD & CEO of all PSBs.
5. Registrars of all High Courts.
6. The NIC Cell, 2<sup>nd</sup> Floor, Jeevan Deep Building, New Delhi- with a request to upload the vacancy circular immediately on the official website of DFS.

With a request to kindly forward the application of eligible and willing officers, who can be spared immediately, so as to reach this Department before the last date.

US(A & P)  
27/5/19  
50  
bfs

21/5/19  
Karkar

1. **Details of vacancies**

**Registrar : 16 { Level 12 (Rs. 78800-209200)}**

**Existing:- 14 vacancies** in DRTs at Ahmedabad, Aurangabad, Chandigarh, Dehradun, Delhi, Ernakulam, Guwahati, Hyderabad, Jabalpur, Mumbai (3), Nagpur and Vishakhapatnam

**Anticipated:- 02 vacancies** in DRTs at Chennai and Siliguri and any unforeseen vacancies.

**Recovery Officer : 17 {Level 11 (Rs. 67700-208700)}**

**Existing:- 15 vacancies** in DRTs at Ahmedabad, Bengaluru, Chandigarh (2), Ernakulam (2), Guwahati, Jaipur, Kolkata, Lucknow, Madurai, Mumbai (4),

**Anticipated:- 02 vacancies** in DRTs at Allahabad and Chennai and any unforeseen vacancies.

2. Willing and eligible officers may submit their applications, duly filled in the prescribed proforma **through proper channel only** (i.e. their Cadre Controlling Authority) so as to reach the undersigned on or before **13<sup>th</sup> June, 2019**.

3. A separate application may be submitted for each post by the candidates who apply for more than one category of posts.

4. No applicant will be permitted to withdraw his/her candidature after selection. Doing so will attract one year debarment of such candidates for deputation in DRATs/DRTs.

5. The Cadre Controlling Authority of all Ministries/Departments/Attached and Subordinate offices of the Central Government, State Governments, High Courts, Public Sector Banks are requested to forward the applications of eligible and willing officers, whose services can be spared, by duly filling up Annexure-I of the application form, along with vigilance clearance, integrity certificate, major/minor penalty certificate and attested/certified copies of Annual Confidential Reports (ACRs)/Annual Performance Appraisal Reports (APARs)/Grading, of the officer for five years i.e. from 2013-14 to 2017-18. If the report for 2018-19 is available, it may also be provided. It may be noted that, if any ACR/APAR/Grading for a period of more than 3 months is not recorded, then ACR/APAR/Grading prior to 2013-14 for the matching period may be forwarded along with 'No Report Certificate' (NRC) for such period(s). If no report is available for a financial year, a report for the year/s prior to 2013-14 is to be provided.

6. The crucial date for determining the eligibility in respect of existing vacancies will be the last date for receipt of application, while in respect of anticipated vacancies, it will be the date on which these vacancies are expected to arise.

7. The eligibility for the post (Annexure I) and the application form (Annexure-II) are enclosed and are also available on this Department's website at- <http://financialservices.gov.in/ncapp/Vacancycircularsindex.aspx>:

8. The Department reserves the right to relax the conditions in the interest of administrative exigencies for any class or category of persons applying for the aforesaid post.

9. **The applications received after the last date or received with incomplete documents or not received through proper channel will not be considered.**

10. The selected candidates will be appointed on deputation basis for a period of four years, which may be curtailed or extended further in the interest of administrative exigencies. The pay and other terms and conditions of deputation will be governed by the Department of Personnel and Training Office Memorandum No. 6/8/2009-Estt. (Pay II) dated 17.06.2010, as amended from time to time.

11. The period of deputation, including the period of deputation to another post held immediately preceding this appointment in the same or some other Organization or Department of the Central Government shall ordinarily not exceed four years.



(Sanjay Kumar)  
Deputy Secretary to the Government of India  
Department of Financial Services  
Ministry of Finance  
3<sup>rd</sup> Floor, Jeevan Deep Building  
10, Parliament Street, New Delhi  
Ph. 011-23364063

**Eligibility for the post of Registrar**

1. (i) Officers under the Central Government or State governments or Courts or Tribunals;
  - (a) holding analogous post on regular basis in the parent cadre of department; or
  - (b) with five years service in the grade rendered after appointment thereto on a regular basis in level 11 in the pay matrix (Rs. 67700-208700) or equivalent, in the parent cadre or department; orOfficers of the Public Sector Banks –
  - (a) Holding analogous posts in scale V on a regular basis in the parent cadre or department;
  - (b) with five years regular service in the post in scale IV in the parent cadre or department.
- (ii) Desirable  
Experience in legal or judicial work.

2. The maximum age limit for appointment on deputation shall not be exceeding fifty-six years as on the closing last date of receipt of application i.e. on **13<sup>th</sup> June, 2019**.

**Eligibility for the post of Recovery Officer**

- (a) Officers under the Central Government or State Governments or Courts or Tribunals;
  - (i) holding analogous post on regular basis in the parent cadre or department; or
  - (ii) with five years service in the grade rendered after appointment thereto on a regular basis in the post of Section Officer in level 9 in the pay matrix (Rs. 53100-167800) or equivalent in the parent cadre or department; or
  - (iii) with six years service in the grade rendered after appointment thereto on a regular basis in the post of Section Officer in level 8 in the pay matrix (Rs. 47600-151100) or equivalent in the parent cadre or department; or
  - (iv) with seven years service in the grade rendered after appointment thereto on a regular basis in the post of Section Officer in level 7 in the pay matrix (Rs. 44900-142400) or equivalent in the parent cadre or department;
- (b) Officers of the public sector banks –
  - (i) Scale IV Officers holding analogous post on regular basis in the parent cadre or department; or
  - (ii) Scale-III Officers with five years service in the grade rendered after appointment thereto on a regular basis in the post.

**Desirable qualifications**

Degree in law or having legal experience.

Note 1 : The period of deputation, including the period of deputation to another post held immediately preceding this appointment in the same or some other Organization or Department of the Central Government shall ordinarily not exceed four years.

Note 2 : The maximum age limit for appointment on deputation shall not be exceeding fifty-six years as on the closing last date of receipt of application i.e. **on 13<sup>th</sup> June, 2019**.

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**Annexure II**

**Form of Application**

**Part-I** : (To be filled by the Applicant): (No column should be left blank)

|     |  |             |                      |  |  |   |                                     |  |    |
|-----|--|-------------|----------------------|--|--|---|-------------------------------------|--|----|
| 1.  | Name of the applicant (in block letters):  |             |                      |  |  |   |                                     | Recent Passport size Photograph signed across by the candidate should be pasted here |    |
| 2.  | Post applied for:  |             |                      |  |  |   |                                     |  |    |
|     | Names of places/stations in order of preference (in block letters):  |             |                      |  |  |   |                                     |  |    |
|     | 1.   |             |                      |  |  |   |                                     |  |    |
|     | 2.   |             |                      |  |  |   |                                     |  |    |
|     | 3.   |             |                      |  |  |   |                                     |  |    |
| 3.  | (a) Date of Birth  |             |                      |  |  |   |                                     |  |    |
|     | (b) Age as on last date for receipt of application i.e. as on 13 <sup>th</sup> June, 2019                        |             |                      | _____ years _____ months   |  |   | _____ days                          |  |    |
|     | (c) Date of Retirement/superannuation  |             |                      |  |  |   |                                     |  |    |
| 4.  | a) Date of Joining Service   |             |                      |  |  |   |                                     |  |    |
|     | b) Name of the Service   |             |                      |  |  |   |                                     |  |    |
| 5.  | Details of postings in last 10 years, starting with present post held:<br>(Note: To be filled by all Applicants) |             |                      |  |  |   |                                     |  |    |
|     | Sl   | Designation | Deptt./ Office/ Org. | Whether post held on Regular/adhoc / officiating/ deputation basis | Whether Group 'A' / 'B' / 'C' / or ('Scale' in respect of officer from PSBs) | Whether Gazetted / Non-Gazetted (Not Applicable in respect of officers from PSBs) | Scale of pay / Pay Band + Grade Pay | Period   |    |
|     |  |             |                      |  |  |   |                                     | From   | To |
| 1.  |  |             |                      |  |  |   |                                     |  |    |
| 6.  | POST HELD ON REGULAR BASIS   |             |                      |  |  |   |                                     |  |    |
|     | a) Name of the post  |             |                      |  |  |   |                                     |  |    |
|     | b) Whether Group 'A'/'B' Gazetted  |             |                      |  |  |   |                                     |  |    |
|     | c) Scale of pay / Pay Band + Grade Pay   |             |                      |  |  |   |                                     |  |    |
|     | d) Date of appointment on regular basis in Group 'A' (Gazetted)/ Group 'B' (Gazetted) post                       |             |                      |  |  |   |                                     |  |    |
|     | e) Whether employed under Central Government / State Government / Court / Tribunal or Public Sector bank         |             |                      |  |  |   |                                     |  |    |
| 7.  | Present Basic Pay  |             |                      |  |  |   |                                     |  |    |
| 8.  | For Officers of Public Sector Banks (PSBs) only :  |             |                      |  |  |   |                                     |  |    |
|     | a) Present Scale-III/IV/ V   |             |                      |  |  |   |                                     |  |    |
|     | b) Date of appointment in present scale on regular basis   |             |                      |  |  |   |                                     |  |    |
| 9.  | a) Educational Qualifications  |             |                      |  |  |   |                                     |  |    |
|     | b) Professional qualifications, if any   |             |                      |  |  |   |                                     |  |    |
| 10. | Experience, particularly relating to legal matters   |             |                      |  |  |   |                                     |  |    |
| 11. | Date of return from last ex-cadre post or deputation, if any   |             |                      |  |  |   |                                     |  |    |
| 12. | Whether belongs to SC/ST/OBC/PH  |             |                      |  |  |   |                                     |  |    |
| 13. | Whether all eligibility conditions are fulfilled.  |             |                      |  |  |   |                                     |  |    |

|    |  |  |  |
|----|--|--|--|
| 14 | a) Whether worked in the DRT/ DRAT earlier. If so, give name of DRAT/DRT(s) and period of deputation   |  |  |
|    | b) Whether attended interview for the posts in DRT/DRAT earlier. If so, years of appearance and the number of attempts.                            |  |  |
| 15 | a) Postal Address for communication with PIN Code and /Fax Number (in block letters)<br>Telephone No. _____<br>Mobile No. _____<br>E-mail ID _____ |  |  |
|    | b) Postal address of parent department with PIN Code and Telephone/Fax Numbers/E-mail ID. (in block letters)                                       |  |  |

I certify that the above details furnished by me are true to the best of my knowledge and belief and I am eligible for the post.

Signature of the Applicant with date

**Part-II :**

(To be filled by Cadre Controlling Authority of the applicant)

**OFFICE OF .....**

1. Certified that the particulars given above by the applicant are correct as per records available in the Department/ Office of .....
2. It is also certified that Shri/Smt/Ms ..... is clear from vigilance angle and no disciplinary proceedings are pending or contemplated against him/her.
3. It is also certified that Integrity of Shri/Smt/Ms..... is beyond doubt.
4. It is certified that No Major/Minor penalty has been imposed on Shri/Smt/Ms..... during the last 10 years.
5. The attested copies of the Annual Confidential Reports (ACRs)/Annual Performance Appraisal Reports (APARs)/ Gradings for the last 5 years i.e.2013-14 to 2017-18 are enclosed along with NRC for the period(s) ..... [if ACR/APAR/ Grading for a period more than 3 months is not recorded then ACRs/APARs/ Grading prior to 2013-2014 for the matching period need to be forwarded along with No Report Certificate (NRC)]. If no report is available for a financial year, a report for the year/s prior to 2013-14 is to be provided. If the report for 2018-19 is available, it may also be provided.
6. It is hereby certified further that this Department/Office shall have no objection to the relieving of the said officer immediately, in case Shri/Smt/Ms..... is selected for the post of ..... in Debt Recovery Appellate Tribunal/ Debts Recovery Tribunal.

(Name, Signature & Telephone No.  
of Officer with Official Stamp)

Place: \_\_\_\_\_  
Date: \_\_\_\_\_