

F.No-21/6/2017-CS.I (P)
Government of India
Ministry of Personnel, Public Grievances & Pensions
(Department of Personnel & Training)

2nd Floor, A Wing, Lok Nayak Bhawan,
Khan Market, New Delhi
Dated 20th September, 2018
28

OFFICE MEMORANDUM

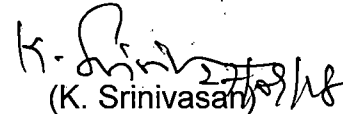
Subject:- Filling up of posts in Government e Marketplace (GeM) and Competition Commission of India (CCI) on deputation basis.

The undersigned is directed to circulate herewith under mention two vacancy circulars received from Government e Marketplace (GeM) and Competition Commission of India (CCI) with its enclosures for the information of all CSS officers.

S.No.	Department/Ministry	Name of Post	
1.	Government e Marketplace (GeM)	Various Posts	
2.	Competition Commission of India (CCI)	Secretary	

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, dated 13.04.18.

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


(K. Srinivasan)

Under Secretary to the Government of India
Tel : 24642705

To

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

**Government e Marketplace (GeM)
Ministry of Commerce & Industry
Department of Commerce
2nd floor, Jeevan Tara Building,
5, Sansad Marg, New Delhi-110001**

No.A-12011/1/2018-HR-GeM

Dated 11.9.2018

CIRCULAR

Subject: Filling up position of Senior Management, in Government e Marketplace (GeM) on Deputation Basis.

Government e-Marketplace (GeM) has been conceived as a reform to transform public procurement in the country. GeM was launched on 9th August 2016 to provide an online end-to-end solution for procurement of commonly used goods and services for all Central Government and State Government Ministries, Departments, Public Sector Units (PSUs) and affiliated bodies.

Given the multitude of buyer organizations that will transact on GeM and their large procurement needs, the scale and the spread of type of transactions on the GeM platform will be enormous. GeM is a rapidly evolving, buyer driven marketplace and will constantly need to evolve its product and service catalogue in line with demands from buyers and sellers who will be transacting on the platform. The product and services catalogue on GeM shall be organized using the United Nations Standard Product and Services Code ® (UNSPSC). GeM is projected to have around 45 large category groups on the platform, catering to more than 220 UNSPSC families, which will cover more than 20,000 UNSPSC commodities. Thus, there is a need to efficiently manage the process of creation and maintenance of the products and services catalogue on the GeM platform. GeM has a judicious mix of Professionals and Deputationists from Government to ensure that requisite skill sets are available to execute the designated tasks.

2. Government e Marketplace (GeM), is currently inviting applications for the following positions from officers of the Central & State Government/PSUs/Autonomous/Statutory bodies of Govt. of India, States & UTs. The initial period of deputation shall be for two years, further extendable subject to the conditions as per GeM Policy. The deputation shall be under Foreign Service terms and conditions. The eligibility criteria and job description for the positions are at Annexure – . Pay fixation will be done as per prescribed Government Guidelines and other benefits shall be as per GeM norms of Deputations (Annex-I).

3. It is requested that the applications of Eligible candidates may be forwarded to GeM in the proforma at Annexure – III. The applications along with NOC of the competent authority, should reach GeM at the address given below not later than 30.09.2018.

**Shri Raj Gaurav
HR Head, GeM**

**3rd Floor, Tower -2, Jeevan Bharati Building,
Connaught Circus, New Delhi – 110001**

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13/09/18
S. G. H.

USCA)

20/9/18

Annexure – I

Mode of deployment	Benefits/ allowances admissible	Remarks
<p>Option -I Deputation through search cum selection process</p>	<p>(a) Such allowances as are not admissible to regular employees of corresponding status in the borrowing organisation shall not be admissible to the officer on deputation/foreign service, even if they were admissible in the parent organisation.</p> <p>(b) Following allowances will be regulated with mutual consent of the lending and borrowing organisation:</p> <p>(i) HRA/Transport Allowance (ii) Joining time and Joining Time Pay (iii) Travelling Allowances and Transfer TA (iv) Children Education Allowance (v) LTC</p> <p>(c) Following allowances / facilities will be regulated in accordance with the rules explained against each:</p> <p>(i) DA: At the rates prevailing in the borrowing org or in the lending org depending on whether he has opted to draw pay in the pay scale of the ex-cadre post or the parent grade plus deputation allowance</p> <p>(ii) Medical Facilities: In accordance with the rules of the borrowing org i.e. Medclaim, GPA & GTL</p> <p>(d) Deputation Allowance 5% of Basic pay for same station staff 10% of Basic pay for outstation staff (where change of headquarter is required) Or One scale up</p> <p>(e) Productivity Linked Incentive(PLI)</p> <p>(f) Vehicle as per entitlement</p>	<p>DOP&T OM No. 6/8/2009- Estt(Pay II) dated 17.06.2010</p> <p>As per GeM HR Manual</p> <p>Employees may be allowed to continue with CGHS, if desired</p> <p>DOP&T OM No. 2/11/2017- Estt(Pay II) dated 24.11.2017</p> <p>As per GeM Policy</p>

Job profile for Centre of Excellence Head (Policy CoE)

Key Responsibilities Areas

- Required to oversee and drive the operations of the CoE including strategic planning, funding and garnering visibility for the CoE
- Responsible for the creation of a marketplace policy, adopted by all buyers on the platform, that is simple, effective and efficient
- Ensuring that the policy is relevant and updated basis changing needs of the buyers and the procurement policy landscape
- Identifying and addressing pain points and driving the adoption of the policy by the different buyers
- Identify partnerships and external stakeholders to augment and support the CoE development
- Oversee the conduction of trainings and circulating learnings across the organization
- Ensure streamlined activities within the organization based on the annual plan and business objectives
- Ensure the development of tactical programs to pursue targeted goals and objectives
- Ensure regular status communications of the CoE both within and outside the organization
- Oversee selection and management of third party vendors/consultants hired for specific requirement
- Any other responsibility as assigned by the competent authority from time to time
- **Qualifications and Skill Sets**
- **Mandatory**
 - Official at Level 13 or higher with previous experience or understanding of policy design, e-commerce and legal and risk management
 - Strong people management and leadership skills
 - Capability to work in a fast paced high growth environment

Have the ability to exercise a great deal of initiative, forward strategic thinking and independent judgment.

Job profile for Chief Strategy Officer

Key Responsibilities Areas

- Responsible for leading all strategic and planning efforts for GeM in terms of business model, operations, financial planning and brand development.
- Responsible to ensure that annual and quarterly business planning is conducted in a timely and efficient manner
- Collaborate with the department heads to understand daily operations, anticipate issues with the various processes (registration, payments etc.) and policies and identify solutions
 - Oversee alliances and partnerships for GeM and relationship management – international partnerships for pricing etc. as well as government departments like MCA21, UIDAI and Vigilance department
 - Oversee the operations of the Centres of Excellence - Policy and Indigenous and Inclusive Development
 - Oversee monitoring of MSP SLAs and ensuring smooth interaction between MSP
 - Work closely with the Brand Mgt and Marketing Depts. to promote GeM and build its presence both domestically and internationally
 - Define metrics and KPIs to monitor performance, set goals and measure success of the HR team
 - Any other responsibility as assigned by the competent authority from time to time

Key Shared Accountabilities

- Oversee the successful operations of the Project Management office and ensure that all priority issues are addressed accordingly
- Liaise with the centers of excellence continuously communicating issues and working to improve the marketplace
- Responsible for personnel management and building a strong innovative organizational culture
- **Qualifications and Skill Sets**

Mandatory

- Official at Level 14 or higher with previous experience in end to end management of large scale projects or initiatives by the Government
- Outstanding communication skills, both written and verbal
- Capability to work in a fast paced high growth environment
- Have the ability to exercise a great deal of initiative, forward strategic thinking and independent judgment

Job profile for Chief Financial Officer

Key Responsibilities Areas

- Responsible for the financial health of the organization and all finance, legal & risk related matters of the organization
- Overall responsibility of all financial activities and to conduct performance review of functions including but not limited to:
 - Finance : budgeting, operational cash flow and forecasting, tax planning and compliance, payroll and financial reporting of revenue/expense and balance sheet, administrative activities relating to budget, record keeping & billing,
 - Legal and contract management: awareness of and ensuring compliance with existing and new legal and regulatory requirements
- Oversee development and implementation of financial policies and procedures for the organization
- Drive the development and monitoring of control systems to report accurate financial reports and results
- Ensure record keeping to meets the requirements of auditors and government agencies
- Decision making regarding prioritization of new projects basis financial analysis and planning
- Define metrics and KPIs to monitor performance, set goals and measure success of the finance, admin and legal teams
- Any other responsibility as assigned by the competent authority from time to time

• **Key Shared Accountabilities**

- Oversee the issuance of financial information and reporting of financial results to the board of directors
- Coordinate the development of the financial and operational strategy including revenue mechanisms for the marketplace
- Responsible for personnel management and building a strong innovative organizational culture

• **Qualifications and Skill Sets**

Mandatory

- Official at Level 13 or higher with previous experience in legal, audit, compliance, budget, and resource development
- Strong people management and leadership skills.

Job profile for Customer Relationship Head

Key Responsibilities Areas

- Responsible for key account management i.e. handling the most important buyer accounts for GeM and building and maintaining strong relationships
- Responsible for identifying potential buyers and bringing in new business
- Lead all key matters for the buyer accounts, anticipate their needs and work within the organization to ensure needs are met
- Responsible for growing the account by identifying untapped opportunities
- Act as single point of contact for all assigned buyer issues and handle any disputes or complaints involving key buyers
- Oversee the facilitation of the upload of the annual procurement plan by the buyer account
- Resource allocation of direct reports basis buyer potential and segmentation
- Follow up with the assigned buyers to ensure that all procurement SLAs are met
- Define metrics and KPIs to monitor performance, set goals and measure success of direct reports
- Any other responsibility as assigned by the competent authority from time to time
- **Key Shared Accountabilities**
 - Coordinate with Product Head to communicate buyer needs effectively and strengthen value proposition for buyer account - integrated payment systems, value added services etc.
 - Responsible for personnel management and building a strong innovative organizational culture
- **Mandatory**
- Official at Level 13 or higher with previous experience in in a business development/sales or similar role

Job profile for Super Category Head

Key Responsibilities Areas

- Responsible for the overall strategy of the product/service super category, driving business growth and achieving volume and revenue targets for the category
- Understand the super category in depth to oversee TP creation and research the product/services category basis the need of the customers and market analysis
- Oversee category managers to ensure that the products placed on the site are relevant to the category, provide correct and relevant information to the buyers following a standardised frame and are appropriately priced
- Oversee communication development and the creation and execution of marketing, promotion and merchandising plans for the different categories
- Drive key vendor relationship for the super category, identifying strategic partners and negotiating better terms of trade and deals for customers
- Define metrics and KPIs to monitor performance, set goals and measure success of the reporting teams
- Any other responsibility as assigned by the competent authority from time to time

Key Shared Accountabilities

- Coordinate with seller cluster management team to ensure sufficient supplier base is maintained across all regions, customer segments and price points including sufficient MSE/local suppliers
- Liaise with BI & Analytics team to drive super category growth by analyzing data and monitoring relevant market conditions.
- Work with Analytics team and Pricing CoE to determine optimal pricing through analysis of sales trends and competitors.

Qualifications and Skill Sets

Mandatory

- Official at Level 13 or higher with strong understanding of a particular product or service category
- Demonstrated ability to work autonomously in a highly demanding and fast paced high growth environment

Job profile for Director, Customer Relationship

Key Responsibilities Areas

- Responsible for key account management i.e. handling the most important buyer accounts for GeM and building and maintaining strong relationships
- Lead all key matters for the assigned buyer accounts, anticipate their needs, identify pain points and work within the organization to ensure needs are met
- Responsible for growing the account by identifying untapped opportunities for account expansion
- Prepare regular reports of progress and forecasts of the managed account
- Act as single point of contact for all assigned buyer issues and handle any disputes or complaints involving the buyer
- Oversee the facilitation of the upload of the annual procurement plan by the buyer account
- Follow up with the assigned buyers to ensure that all procurement SLAs are met
- Define metrics and KPIs to monitor performance, set goals and measure success of direct reports
- Any other responsibility as assigned by the competent authority from time to time

Key Shared Accountabilities

- Coordinate with Buyer Dispute Resolution team to ensure that issues faced by their managed account are resolved quickly
- Communicate the needs of the managed account effectively to strengthen the value proposition for the managed account - integrated payment systems, value added services etc.

- **Qualifications and Skill Sets**

Mandatory

- Official at Level 12 or higher with previous experience in in a business development/sales or similar role

Job profile for Government Relationship Manager

Key Responsibilities Areas

- Responsible for managing all G2G relationships for GeM including drafting of all related communication and driving resolution of any issues that may arise
- Driving the SCoGeM initiative i.e. the setting up of standing committee at the different Ministries and State Government to drive GeM adoption and understanding of the various challenges
- Prepare regular reports of progress and forecasts of the managed account
- Act as single point of contact for the different Government bodies i.e. Ministries/Departments etc. for issues not related as
- Oversee the facilitation of the upload of the annual procurement plan by the buyer account
- Follow up with the assigned buyers to ensure that all procurement SLAs are met
- Define metrics and KPIs to monitor performance, set goals and measure success of direct reports
- Any other responsibility as assigned by the competent authority from time to time
- **Key Shared Accountabilities**
 - Coordinate with the respective Relationship Manager to address any Ministry/Government level issues
 - Communicate the needs of the managed account effectively to strengthen the value proposition for the managed account - integrated payment systems, value added services etc.
- **Qualifications and Skill Sets**

Mandatory

- Official at Level 12 or higher with previous experience in in a business development/sales or similar role

Job profile for Government Relationship Manager

Key Responsibilities Areas

- 1) Responsible for managing all G2G relationships for GeM including drafting of all related communication and driving resolution of any issues that may arise
- 2) Driving the ScoGeM initiative
- 3) Prepare regular reports of progress and forecasts of the managed account
- 4) Act as single point of contact for the various railways unit.
- 5) Follow up with the assigned buyers to ensure that all procurement SLAs are met
- 6) Define metrics and KPIs to monitor performance, set goals and measure success of direct reports.
- 7) Coordinate with the respective Relationship Manager to address various issues.
- 8) Communicate the need of the managed account effectively to strengthen the value proposition for the managed account- integrated payment systems, value added service etc.
- 9) Any other responsibility as assigned by the competent authority from time to time.

Qualifications and skill set

Official at minimum level 10 or higher with minimum 15 years procurement / Technical field experience. Person having knowledge of IT field. And programming will be preferred.

Job profile for Government Relationship Manager

Key Responsibilities Areas

- 1) Responsible for managing all G2G relationships for GeM including drafting of all related communication and driving resolution of any issues that may arise
- 2) Driving the ScoGeM initiative
- 3) Prepare regular reports of progress and forecasts of the managed account
- 4) Act as single point of contact for the various railways unit.
- 5) Follow up with the assigned buyers to ensure that all procurement SLAs are met
- 6) Define metrics and KPIs to monitor performance, set goals and measure success of direct reports.
- 7) Coordinate with the respective Relationship Manager to address various issues.
- 8) Communicate the need of the managed account effectively to strengthen the value proposition for the managed account- integrated payment systems, value added service etc.
- 9) Any other responsibility as assigned by the competent authority from time to time.

Qualifications and skill set

Official at minimum level 09 or higher with 10- 15 years procurement / Technical field experience. Person having knowledge of IT field and programming will be preferred.

Job profile for Government Relationship Manager

Key Responsibilities Areas

- 1) Responsible for managing all G2G relationships for GeM including drafting of all related communication and driving resolution of any issues that may arise
- 2) Driving the ScoGeM initiative
- 3) Prepare regular reports of progress and forecasts of the managed account
- 4) Act as single point of contact for the railway unit.
- 5) Follow up with the assigned buyers to ensure that all procurement SLAs are met
- 6) Define metrics and KPIs to monitor performance, set goals and measure success of direct reports.
- 7) Coordinate with the respective Relationship Manager to address various issues.
- 8) Communicate the need of the managed account effectively to strengthen the value
- 9) Any other responsibility as assigned by the competent authority from time to time.

Qualifications and skill set

Official at minimum level 8 or higher with minimum 10 year procurement / Technical field experience and e procurement at least 5 years' experience. Person having knowledge of IT field and programming will be preferred.

PART 1

Application for Deputation in Government e Marketplace (GeM) for Other Management Level Positions

1. Post Applied For (Post Code) :

2. Name in Full :

3. Father's Name :

4. Sex – Male/Female :

5. Nationality :

6. Date of Birth (dd/mm/yyyy) :

7. Age As on closing date of receipt :

Of application (Should be below-

56 years) for submission of application

8. Date of retirement under central/
State Government Rules

9. Marital Status :

10. Address for Correspondence :

Phone Nos. Office :

Residence :

Email ID :

11. Academic & Professional Qualification:

Name of the Institute/Board/ University	Year of Passing	Exam/ Degree	Aggregate percentage of marks & division	Remarks

12. Total Experience in number of Years and Months _____ Years _____ Months Employment history, in chronological order

Sl.No.	Office/Org.	Post held	Duration	Pay Band & Grade Pay with present pay	Nature duties responsibilities	of /	Specific achievement if any

13. Relevant Training programmes attended :

14. Special Achievements (Please give details) :

15. Details of present post held :

16. Designation :

17. Date from which held :

18. Scale of pay - Pay Band & Grade Pay :

19. (Revised) with present pay drawn :

20. Whether present post is held on regular/ :

tenure/deputation/temporary/permanent/

officiating or ad-hoc basis and since when :

21. If on deputation, please provide following additional details :

i. Details of post held on regular basis :

ii. Scale of pay :

iii. Since when is the regular post held :

iv. Period of appointment on deputation/contract :

v. Name of the parent office/organization :

to which you belong:

b. Name of the Ministry/Department/ :

Organization where presently employed with

full address indicating name and designation

of contact officer and Telephone/Fax Numbers :

22. Additional details about present employment Please state whether working under

a) Central Government

b) State Government

c) PSU

d) Autonomous Bodies

23. Remarks - The candidates may indicate information with regard to:

a) Research publications and reports and special projects

b) Awards /Scholarships/Official appreciation



F. No. A-11011/05/2011-HR

Dated: 14th September, 2018

OFFICE MEMORANDRUM

Subject: Filling up the post of Secretary in Competition Commission of India on deputation / promotion.

The Competition Commission of India invites applications from eligible candidates for appointment to the post of Secretary by the Composite Method of deputation on foreign service terms/-promotion. The details of the post, along with eligibility criteria, educational qualification/experience etc. required for the post are given in Annexure-I.

2. In case of selection on deputation basis, appointment to the post will be made on deputation on foreign service terms basis initially for a period not exceeding 3 years, which can be extended upto 7 years and would be governed by the terms and conditions prescribed by the Department of Personnel and Training, Government of India, vide O.M. No.6/8/2009-Estt. (Pay II) dated 17.06.2010, as amended from time to time. The maximum age limit for appointment to the post on deputation basis shall be 'not exceeding fifty eight years' on the closing date of receipt of application in the Competition Commission of India (CCI). However, in case of selection of a departmental candidate, appointment to the post will be made on promotion basis. The Commission reserves the right not to fill up the above vacancy.

3. Apart from basic pay and grade pay, the post carries DA, HRA and Transport Allowance etc. as applicable to the Central Government employees from time to time. Medical reimbursement is admissible as per the CCI service rules. This is in lieu of CGHS benefits which are not admissible to the employees of CCI. The CCI is an eligible office for allotment/retention of Government Accommodation from General Pool.

4. The Power and functions of the Secretary are governed in terms of 'The Competition Commission of India (General) Regulations, 2009 (No. 2 of 2009)' and the brief details of this is given at Annexure -II.

5. Applications of eligible and willing candidates whose services can be spared for appointment to the post by the Composite Method of Deputation or Promotion may be forwarded in the prescribed Pro-forma, as indicated at Annexure-III, complete in all respects, to the undersigned at the address indicated above, through proper channel, latest by 29th October, 2018.

6. This may kindly be given publicity.

Vijay Malhotra
(Vijay Malhotra)
Deputy Director (HR)

Encl: As above

To,

- 50/12/18 ✓
- The Secretary, Ministry of Corporate Affairs, 5th Floor, A-Wing, Shastri Bhawan, New Delhi.
 - The Director, CS-I (D), Deptt. of Personnel and Training, Lok Nayak Bhawan, Khan Market, New Delhi with the request to get this O.M. uploaded on the website of DOPT for giving wide publicity.
 - All Ministries/Departments of the Govt. of India/State Govts./Union Territories as per list.

Eligibility criteria for appointment to the post of Secretary in CCI on Deputation/ Promotion basis

Sl. No	Name of Post & Pay Scale	Eligibility criteria	No. of Post
1	<p>Secretary</p> <p>Scale of pay of Rs.67000 - (annual increment @ 3%) - Rs.79000 (pre-revised), Level 15 [Rs.182200 - 224100] (revised)]</p> <p>or Pay Band Rs.37400-67000 + Grade Pay Rs.10000 (pre-revised), Level 14 (Rs.144200 - 218200) (revised)], depending on the availability of candidates as indicated in this Annexure.</p>	<p>1. For appointment on deputation basis:</p> <p>(a) For pay scale Rs.67000 – (annual increment @ three percent) – 79000 (pre-revised), Level 15 [Rs.182200 -224100] (revised)]</p> <p>(i) From amongst Officers of the Central Government or State Government holding a post in the pay scale of Rs.67000-(annual increment @ 3%)- Rs.79000 (pre-revised); Level 15 [Rs.182200 - 224100] (revised)]</p> <p>OR</p> <p>(ii) From amongst officers of the Central Government or State Government holding a post in the pay band Rs.37400-67000 + Grade Pay Rs.10000 (pre-revised), Level 14 (Rs.144200 - 218200) (revised)], with ten years' experience in Administration or Finance or Industrial management in the same grade.</p> <p>(b) For pay band Rs.37400–67000 + Grade Pay Rs.10000 (pre-revised), Level 14 (Rs.144200 - 218200) (revised)]</p> <p>(i) From amongst officers of the Central Government or State Government holding a post in the pay band Rs.37400-67000 + Grade Pay Rs. 8900 (pre-revised), Level 13-A (Rs.131100-216600) (revised)] with two years' experience in administration or finance or industrial management in the same grade.</p> <p>(ii) From amongst officers of the Central Government or State Government holding a post in the pay band Rs.37400-67000 + Grade Pay Rs. 8700 (pre-revised), Level 13 (Rs.123100-215900) (revised)] with three years' experience in administration or finance or Industrial management in the same grade.</p> <p>Desirable for both (a) and (b) categories:</p> <p>Master's Degree in Economics or Business Administration or Bachelor's Degree in Law.</p> <p>2. For appointment on Promotion basis:</p> <p>For pay scale Rs.67000- (annual increment @ three percent) - 79000 (pre-revised), Level 15 [Rs.182200 -224100] (revised)]</p> <p>Five years' experience as Adviser in the pay band Rs.37400-67000 + Grade Pay Rs.10000 (pre-revised), Level 14 (Rs.144200 - 218200) (revised)] in the Competition Commission of India on regular basis.</p>	.01

Powers and functions of the Secretary, CCI.

The power and functions of the secretary, CCI are governed by the provisions of 'The Competition Act, 2002' and 'The Competition Commission of India (General) Regulations, 2009 (No. 2 of 2009)'.

(1) The Secretary shall be the nodal officer on behalf of the Commission for making or receiving all statutory communications, entering into any formal relationships, including signing of any memorandums or arrangement with competition authority or any agency of any foreign country, with the prior approval of the Commission and the Central Government, as per section 18 of the Act.

(2) The Secretary is the custodian of records of the Commission and shall exercise such other functions as may be assigned by the Chairperson.

(3) Subject to the provision of section 51 of the Act, the Secretary shall assist the Committee of Members constitutes under Sub-section (3) of Section 51 of the Act, for preparation and approval of the Annual budget of the commission and administration of the Competition Fund.

The complete details of power and functions of the secretary, CCI are given in 'The Competition Commission of India (General) Regulations, 2009 (No. 2 of 2009) No R-40007/6/Reg-General/Noti/04-CCI dated 21st May, 2009' which is also available at the CCI website www.cci.gov.in

FORMAT OF APPLICATION

Copy of passport size photograph to be pasted here

1.	Name in Full (IN BLOCK LETTERS)							
2.	Post Applied For (Pl. mention whether application is for deputation or promotion)							
3.	Date of Birth (DD/MM/YYYY)							
4.	Date of superannuation (DD/MM/YYYY)							
5.	Service to which you belong							
6.	Office address with Telephone No.							
7.	Residential Address with Telephone No.							
8.	Present post held, along with Pay Level and present Basic Pay/ Pay Scale/Pay Band and Grade Pay of the post held							
9.	Educational Qualification (Matric onwards):							
	Exam Passed	Name of University / Institute / Board	Year of Passing	Duration of Course	Subjects		Percentage of Marks (Mention Distinction, if any)	

10.	Please state clearly whether in the light of entries made below, you met the requisite Essential Educational and other qualifications required for the post are satisfied (if any qualification has been treated as equivalent to the one prescribed in the rule, state the authority for the same)					
Qualification/Experience required			Qualification/Experience possessed by			
Essential:			Essential:			
A) Qualification			A) Qualification			
B) Experience			B) Experience			
Desirable			Desirable			
A) Qualification			A) Qualification			
B) Experience			B) Experience			
11.	Details of employment in chronological order) If needed, enclose a separate sheet duly authenticated by your signature in the format given below):					
	Name of Office/ Instt./ Organisations	Post Held (Designation)	Period of service		Nature of Appointment (Regular/ Ad-hoc/ Deputation)	Nature of Duties
			From	To		
12.	Details of the requisite experience in chronological order, if any, of Administration or Finance or Industrial Management in the same grade :					
13.	Details of experience in chronological order, if any, of handling investigation/ 'enforcement' of any economic/regulatory law dealing with regulation/investigation and experience in Competition Law/Matters (Mention the name of the Economic Laws etc. & specify number of years of such experience):					
14.	Nature of present employment i.e. Permanent / Ad-hoc / Temporary)					

15.	In case the present employment is held on deputation, please state: a) The date of initial appointment. b) Period of appointment with address c) Name of the parent office /organisation.		
16.	Details of training undergone:		
17.	Any other information, applicant wants to furnish:		
18.	Please state briefly how you find yourself best suitable for the post applied for:		

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. It is also certified that the information furnished above is correct and true to the best of my knowledge. In the event of my selection, I shall abide by the terms and conditions of services attached to the post.

(Signature)

Name: _____

Place:

Date:-

.....4/-

(Certificate to be furnished by the Employer/Head of office/ Forwarding authority)

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

2. It is also certified:-

- (i) That there is no vigilance / disciplinary case or criminal case pending or contemplated against Shri / Smt./Ms. _____
- (ii) That his / her integrity is certified
- (iii) That his / her CR / APAR dossier in original is enclosed / photocopies of the ACRs/APAR for the last five years duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed.
- (iv) That no major / minor penalty has been imposed on him / her during that last ten years or A list of major / minor penalties imposed on him / her during the last ten years is enclosed (as the case may be).
- (v) That the cadre controlling authority has no objection to the consideration of the applicant for the post mentioned in this advertisement.

Signature _____

Name and Designation _____

Tel. No. _____

Office Seal

Place :

Date :

List of enclosures:

- 1.
- 2.
- 3.
- 4.
- 5.