

**F No. 21/1/2017-CS-I (P)**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel & Training**  
**(CS –I (APAR))**

2<sup>nd</sup> Floor, A Wing, Lok Nayak Bhgawan,  
Khan Market, New Delhi  
Dated 21<sup>st</sup> February, 2017

**OFFICE MEMORANDUM**

**Subject:** Filling up of 01 post of Legal Advisor in the Department of Atomic Energy  
Secrecetariat, Mumbai on deputation basis.

A copy of vacancy circular received from Department of Atomic Energy vide their O.M. No. 13/1/2017-CCS/2353 dated 13th February, 2017 along with its enclosures on the above mentioned is circulated for information of all CSS officers.

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.

  
(Chandra Shekhar)  
Under Secretary to the Govt. of India  
Tele: 2462406

To

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

Government of India  
Department of Atomic Energy

Anushakti Bhavan,  
C.S.M. Marg,  
Mumbai – 400 001

No. 13/1/2017-CCS/2353

February 13, 2017

**OFFICE MEMORANDUM**

Subject : Filling up of the post of Legal Adviser in Level 13 in the Pay Matrix in the Department of Atomic Energy Secretariat, Mumbai on deputation basis.

.....


A vacancy in the grade of Legal Adviser in Level 13 in the Pay Matrix in Department of Atomic Energy, Mumbai is expected to come up on 01.07.2017.

2. It is proposed to fill up the post of Legal Adviser in the Department of Atomic Energy at Mumbai on deputation basis from amongst suitable officers from other departments of the Central Government/State Governments/holding analogous posts or posts in lower grades on regular basis as per recommendations of Department of Personnel and Training, in accordance with relevant instructions of Central Government on the subject. The deputation shall be governed by the terms and conditions stipulated in the Department of Personnel & Training O.M. Nos. 6/8/2009-Estt.(Pay-II) and 2/6/2016-Estt.(Pay-II) dated 17.06.2010 and 17.02.2016 respectively, as amended from time to time. The period of deputation/short term contract including the period of deputation/short term contract 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 4 years but may be extended by one more year.

3. It is requested that the vacancy may kindly be given wide publicity and applications of interested officers, in the format enclosed, whose services can be spared for appointment against the above referred post may kindly be forwarded together with vigilance clearance and attested copies of their APARs for the preceding 5 years so as to reach the Department latest by 31.03.2017.

Encl.a.a.

Director (CS)-I,  
Department of Personnel & Training,  
New Delhi

  
(A. Sukumaran) 10/2/17  
Under Secretary  
☎ 022-22862536

*Handwritten notes:*  
17/02/17  
17/2/17  
pl. scan and send by  
1227431

**ANNEXURE-I**

**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. Details of Employment, in :  
Chronological order, since joining  
Service (Enclose a separate sheet duly  
Authenticated by your signature, if  
the space below is insufficient)

Office/Institution	Post held	From	To	Scale of pay /Level in the Pay Matrix	Nature of duties (in details)

5. Nature of present employment :  
i.e. Ad-hoc or Temporary or Quasi-  
Permanent or Permanent
6. 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/ :  
Organisation to which you belong

: 2 :

7. Additional details about present employment. Please state whether working under (indicate the name of your employer against the relevant column)
- a) Central Govt. :
  - b) State Govt. :
  - c) Autonomous Organisation :
  - d) Government Undertaking :
  - e) Others :
8. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade :
9. Are you in a revised scale of pay? :  
If yes, give the date from which the revision took place and also indicate the pre-revised scale
10. Total emoluments per month :  
now drawn
11. Additional information, if any, :  
which you would like to mention  
(This among other things may provide information with regard to
- (i) Academic qualification
  - (ii) Professional training and
  - (iii) Work experience
- (Note : Enclose a separate sheet, if the space is insufficient)

: 3 :

12. Whether belongs to SC/ST :

13. Remarks :

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.

(Signature of the Candidate)

Address.....  
.....  
.....

Date:-

Countersigned  
(Employer with Seal)

**Annexure-II**

**VIGILANCE CLEARANCE CERTIFICATE**

Certified that no vigilance case or disciplinary proceeding or criminal proceeding is either pending or contemplated against Shri/Smt./Ms. \_\_\_\_\_, who has applied for deputation to the post of Legal Adviser in the Department of Atomic Energy, Anushakti Bhavan, C.S.M. Marg, Mumbai – 400 001.

(Authorised signatory)

Name & Office seal : \_\_\_\_\_

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

**Annexure-III**

**INTEGRITY CERTIFICATE**

After scrutinizing the Service records of Shri/Smt/Ms. \_\_\_\_\_, who has applied for deputation to the post of Legal Adviser in Department of Atomic Energy, Anushakti Bhavan, C.S.M. Marg, Mumbai – 400 001, it is certified that his/her integrity is beyond doubt.

(To be signed by an officer of the rank of Deputy Secretary or above)

Name & Office seal: \_\_\_\_\_

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



**NO PENALTY CERTIFICATE**

**Annexure-IV**

Certified that no major/minor penalty has been imposed on Shri/Smt./Ms. \_\_\_\_\_, who has applied for deputation to the post of Legal Adviser in Department of Atomic Energy, Anushakti Bhavan, C.S.M. Marg, Mumbai - 400 001 .

[Authorised signatory]  
Name & Office Seal: \_\_\_\_\_  
Date: \_\_\_\_\_



**Annexure-V**

**CADRE CLEARANCE CERTIFICATE**

This office has no objection to Shri/Smt./Ms. \_\_\_\_\_  
applying for the post of Legal Adviser in Department of Atomic Energy,  
Anushakti Bhavan, C.S.M. Marg, Mumbai – 400 001 on deputation basis. It  
will be possible to relieve Shri/Smt./Ms. \_\_\_\_\_ from  
this Office without any delay, in case he/she is selected for the said post of  
Legal Adviser.

[Authorised signatory]  
Name & Office Seal: \_\_\_\_\_  
Date: \_\_\_\_\_