F.No.21/01/2021-CS.I (Coord.) Ministry of Personnel, Public Grievances & Pension Department of Personnel & Training (CS.I Division)

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2nd Floor, A Wing, Lok Nayak Bhavan Khan Market, New Delhi. Dated 12th January, 2022.

### **OFFICE MEMORANDUM**

Subject: Filling up of various posts at Land Ports Authority of India.

The undersigned is directed to circulate the vacancy circular no. E-13012/3/2020-(Rectt.)/(3511273)/277-93 dated 11.01.2022 (along with enclosures) received from LPAI, regarding filling up of various posts at LPAI The last date of receipt of application is 10.02.2022

- The circular is hereby uploaded for eligible CSS Officers in terms of 2. OM No. 2/2/2010-CS.I (U) dated 18th August 2010. In case of any further clarification, applicants are requested to contact the concerned Ministry/Department which has advertised the circular.
- It may be noted that cadre clearance from CS.I Division will be 3. required for Under Secretary and above level officers of CSS applying for deputation.

(R.Chakrapant)

Under Secretary to the Govt. of India

Tel.No.24629412

To:

All Ministries/ Departments (through DOPT's website)

# Government of India Ministry of Home Affairs Department of Border Management Land Ports Authority of India 1st Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110511.

F.NO.E-13012/3/2020 (Rectt.)/(3511273)/ 277-93

Dated: the 11th of January, 2022

#### **VACANCY CIRCULAR**

Subject: Filling up of Group 'A', 'B',& 'C' posts at LPAI Secretariat, New Delhi and its ICPs on deputation (Foreign Service) basis from those working in Central/State Government.

The Land Ports Authority of India (LPAI), a statutory body set up under the LPAI Act 2010 for development and management of Land Ports / Integrated Check Posts (ICPs) at various locations on international land borders of India proposes to fill-up the following Group 'A','B & 'C' posts on deputation (Foreign Service) basis from amongst Central/State Government officers for its Secretariat and Integrated Check Posts as under:-

#### LPAI Sectt., New Delhi

Sl. No.	Name of Post	Pre-revised Pay	Pay Matrix Level	No. of posts to	
		Band + Grade Pay	(7th CPC)	be filled up	
_ 1.	Under Secretary	Pay Band-3 + 6600	Level- 11	2	
2.	Section Officer	Pay Band -2 + 4600	Level-7	2	
3.	Private Secretary	Pay Band -2+4600	Level-7	1	
4.	Assistant Engineer (Electrical)	Pay Band -2+4600	Level-7	2	
	& Assistant Engineer (Civil)			(1 each)	
5.	Assistant	Pay Band-2+4200	Level-6	3	
6.	Sr. Accountant	Pay Band-2+4200	Level-6	1	
7.	Junior Engineer	Pay Band-2+4200	Level-6	2	
	(Civil and Electrical)			(1 each)	
8.	Personal Assistant	Pay Band-2+4200	Level-6	4	
9.	Accountant	Pay Band-1+2800	Level-5	1	
10.	Stenographer Grade-D, HQ	Pay Band-1+2400	Level-4	3	
			Sub Total (A)	21	
1.	Manager ICPs: (Jogbani-1,	Pay Band-3 + 6600	Level- 11	4	
	Agartala-1, Dawki-1 & Attari-1)				
4.	Assistant(for LPAI ICPs-Attari-	Pay Band-2+4200	Level-6	9	
	2, Agartala-1, Petrapole-2,		,		
	Moreh-1, Dawki/Sutarkandi-1,				
	Raxaul - 1 & Jogbani - 1				
5	Stenographer Grade-D (for	Pay Band-1+2400	Level-4	7	
	LPAI ICPs-Attari-1, Agartala-1,				
	Petrapole-1, Raxaul-1, Jogbani-				
	1, Moreh-1 & Dawki-1)				
			Sub Total (B)	20	
		GRA	ND TOTAL (A+B)	41	

- 2. (i) Number of vacancies may be decreased or increased at the discretion of the Competent Authority, LPAI.
  - (ii) Selected Officer/Official will be liable to be posted at any of the ICPs or the LPAI Sectt.
  - (iii) LPAI is not an eligible office for GPRA.

- 3. The details of eligibility and other conditions, along with details of functions and responsibilities for the above posts are given in Annexure 'A'.
- 4. The format of application is appended as **Annexure-'B'**.
- 5. The applicants for Group 'B' & 'C' posts should have basic working knowledge of computers particularly in all the modules of MS Office including e-office, email etc.
- 6. The deputation will be initially for a period of three years. Period of deputation will include period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department in the Central Government. The appointment will not bestow on the appointee on deputation any claim for regular appointment.
- The deputation will be subject to various circulars of DOP&T on the subject and especially the terms and conditions of deputation as stipulated in DOP&T's OM No. 6/8/2009-Estt. (Pay II) dated 17.06.2010 and subsequent amendments made thereon.
- 8. The last date for receiving of applications is 10.02.2022.
- 9. The applications of willing and eligible officials whose services could be spared immediately, may be sent along with attested copies of ACRs/APARs for the last 5 years and Vigilance Clearance / Integrity Certificate, through proper channel to the Under Secretary (Estt.), Land Ports Authority of India, 1st Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003, so as to reach LPAI by 10.02.2022. Applicant who had applied earlier in response to the vacancy circular dated 03.11.2021 will not be required to apply afresh. Incomplete and application received after last date shall not be considered.
- 10. Applicants may send advance copies by post at the above address and also on email id: <a href="mailto:robin.gangte74@nic.in">robin.gangte74@nic.in</a>. However, only the applications received through proper channel by the due date and complete in all respects, shall be considered for selection.
- 11. All the details in this regard may also be obtained from this Authority's website <a href="http://lpai.gov.in & http://mha.nic.in/vacancies">http://lpai.gov.in & http://mha.nic.in/vacancies</a> and National Career Service (NCS) Portal: <a href="http://www.ncs.gov.in">www.ncs.gov.in</a>

(Robin Sangte) Under Secretary Tel:- 011-24340712

E-mail:- robin.gangte74@nic.in

To

- 1. The Secretaries of all Departments of Government of India with the request to circulate it widely to all the officials under their control.
- 2. The Chief Secretaries and Resident Commissioners of all State Governments with the request to circulate it widely to all the officials under their control.
- 3. Director (CS Division) DoP&T, Lok Nayak Bhawan, Khan Market, with the request to circulate it widely to all the officers under their control and also to post it on the website.
- 4. DG, CPWD, Nirman Bhawn, New Delhi
- 5. DG BSF, Block No. 10, CGO Complex, Lodhi Road, New Delhi, Delhi 110003 with the request to circulate it widely to all the officials under their control.
- 6. DG SSB, Vivekanand Marg, East Block 5, RK Puram, New Delhi, Delhi 110066 with the request to circulate it widely to all the officials under their control.

- 7. DG ITBP, Block No-2, CGO Complex, Lodi Road, New Delhi, Delhi 110003 with the request to circulate it widely to all the officials under their control.
- 8. DG Assam Riffles, E. Khasi Hills (Shillong), Meghalaya, India with the request to circulate it widely to all the officials under their control.
- 9. Assistant Director (Establishment), Intelligence Bureau, MHA, North Block, New Delhi.
- 10. PPS to Secretary (BM)/ PS to JS (BM)/ DS (BM-II), MHA
- 11. ICP Managers at Attari, Agartala, Petrapole, Raxaul, Jogbani, Moreh and Dawki Land Ports to put this up on their notice board.
- 12. IT Section, MHA for posting on the web-site of MHA at <a href="http://mha.nic.in/vacancies">http://mha.nic.in/vacancies</a> through BM-II Division, MHA
- 13. IT Division, LPAI for posting on the web-site of LPAI <a href="http://lpai.gov.in">http://lpai.gov.in</a> at appropriate place.
- 14. IT Division, NCS for posting on the web-site of NCS Portal www.ncs.gov.in at appropriate place.
- 15. Joint CGA, Mahalekha Niyantrak Bhawan Ministry of Finance GPO Complex Block-E, aviation colony, New Delhi-110023.

# Eligibility criteria for the posts of Group 'A' to be filled up by Deputation and for Group 'B' and 'C' on deputation and on short term contract basis in LPAI.

Post	Duties & Responsibilities	Eligibility Criteria				
& development, trade and commerce, finance and accounts, administration and coordination matters, etc. and any other		Deputation –  Officers of the Central Government—  (a) (i) holding analogous post on regular basis in the parent cadre or department; or				
		(ii) with five years regular service in the grade rendered after appointment thereto on regular basis in pre-revised pay scale of Rs. 15600-39100 (pay band 3) with grade pay Rs. 5400/or equivalent; and				
		(b) possessing experience in the fields of policy, planning and development, administration, human resource development, finance, vigilance, court cases, communication related matters.				
		Note 1 - Period of deputation or short term contract including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department in the Central Government shall not exceed three years.				
		Note 2 - The maximum age limit for appointment by deputation shall be not exceeding fifty-five years as on the closing date of receipt of applications.				
Manager	Day to day administration and coordination of various stakeholders at ICPs. Exporting to headquarters on Commercial, administrative * financial matters. Any other related work	Deputation –  Officers of the Central Government or State Government–				
	assigned.	(a) (i) holding analogous post on regular basis in the parent cadre or department; or				
		(ii) with five years regular service in the grade rendered after appointment thereto on regular basis in pre-revised pay scale of Rs. 15600-39100 (pay band 3) with grade pay Rs. 5400 or equivalent; and				
		(b) possessing experience in the fields of policy, planning and development, administration, human resource development, finance, vigilance, court cases and communication related matters.				
		Note 1 - Period of deputation or short term contract including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department in the Central Government shall not exceed three years.				

# Eligibility criteria for the posts of Group 'A' to be filled up by Deputation and for Group 'B' and 'C' on deputation and on short term contract basis in LPAL.

		Note 2 - The maximum age limit for appointment by deputation shall be not exceeding fifty-five years as on the closing date of receipt of applications.
Section Officer	to deal with areas such as policy, planning &	Deputation -
	development, finance and accounts, administration an coordination matters, etc. and any other related work assigned.	Officer of the Central Government or State Government-
		a) (i) holding analogous post on regular basis in the parent cadre or department; or
		(ii) with five years regular service in the grade rendered after appointment thereto on regular basis in pre-revised pay scale of Rs. 9300 - 34800 (pay Band 2) with grade pay Rs.4200/or equivalent; and
		(a) Possessing experience in the fields of policy, planning and development, administration, human resource development, finance, vigilance, court cases, communication related matters.
		Note 1 Period of deputation or short term contract including period of deputation in another ex —cadre post held immediately preceding this appointment in the same or some other organization or department in the Central Government shall not exceed three years.
		Note 2 The maximum age limit for appointment by deputation shall be not exceeded fifty five years as on closing date of receipt of applications.
		Short term contract –  Where the Authority is unable to get suitable
		officers on deputation, the Authority may fill such vacancies by short term contract employment for a period of maximum six months at a time, from amongst the officers
		retired from an analogous post in Central Government or State Government and below the age of sixty-five years and having suitable qualifications and experience. The remuneration shall be as per extant rules and regulations of the Central Government on the subject.
Private Secretary		Deputation – Officers of the Central or State Government –
		(a) (i) holding analogous post on regular basis in the parent cadre or department; or
		(ii) with five years regular service in the grade rendered after appointment thereto on regular basis in pre-revised pay scale of Rs. 9300-34800 (pay band 2) with grade pay Rs. 4200 or equivalent; and

## Eligibility criteria for the posts of Group 'A' to be filled up by Deputation and for Group 'B' and 'C' on deputation and on short term contract basis in LPAI.

(b) possessing experience of working as Private Secretary in a department of the Central Government.

Note 1. --- Period of deputation or short term contract including period of deputation in another ex -cadre post held immediately preceding this appointment in the same or some other organization or department in the Central Government shall not exceed three years.

Note 2 - The maximum age limit for appointment by deputation shall be not exceeding fifty-five years as on the closing date of receipt of applications.

Short term contract -

Where the Authority is unable to get suitable officers on deputation, the Authority may fill such vacancies by short term contract employment for a period of maximum six months at a time, from amongst the officers retired from an analogous post in Central Government or State Government and below the age of sixty-five years and having suitable qualifications and experience. The remuneration shall be as per extant rules and regulations of the Central Government on the subject.

## Assistant Engineer (Electrical)

Duties & Responsibilities: Examination of DPRs and Technical Report/DERS etc of the projects of ICPs. Monitoring Control of functions of ICPs while looking after the detailed project related to ICXPs. Submission of physical and financial reports to the Chairperson/ Members/Directors of LPAI. Any other related work assigned.

Deputation -

Officers of the Central or State Government -

- (c) (i) holding analogous post on regular basis in the parent cadre or department; or
- (ii) with five years regular service in the grade rendered after appointment thereto on regular basis in pre-revised pay scale of Rs. 9300-34800 (pay band 2) with grade pay Rs. 4200 in the Central Public Works Department or equivalent; and
- (d) possessing experience of working on civil or electrical engineering in the Central Public Works Department or equivalent organisations and having experience of monitoring of construction activities.

Note 1 - Period of deputation or short term contract including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department in the Central Government shall not exceed three years.

# Eligibility criteria for the posts of Group 'A' to be filled up by Deputation and for Group 'B' and 'C' on deputation and on short term contract basis in LPAL.

		Notes 2 The section of the feet
		Note 2 - The maximum age limit for appointment by deputation shall be not
		exceeding fifty-five years as on the closing
		date of receipt of applications.
		date of receipt of approacions.
		Short term contract –
		Where the Authority is unable to get suitable
•		officers on deputation, the Authority may fill
		such vacancies by short term contract
	·	employment for a period of maximum six
	_	months at a time, from amongst the officers
		retired from an analogous post in Central Government or State Government and below
		the age of sixty-five years and having suitable
		qualifications and experience. The
		remuneration shall be as per extant rules and
		regulations of the Central Government on the
		subject.
		Subject.
Assistant	To deal with policy, planning &	Deputation –
<u>.</u>	development, finance and accounts,	
, e	administration and coordination matters, etc	Officers of the Central or State Government –
	and any other related work assigned.	
	•	(a) (i) holding analogous post on regular
		basis in the parent cadre or department; or
		(ii) with five years regular service in the grade
. •	·	rendered after appointment thereto on regular
v *		basis in pre-revised pay scale of Rs. 5200-
. · ·		20200 (pay band 1) with grade pay Rs. 2800/-
	·	or equivalent; and
		(b) possessing experience in the fields of
		administration, human resource development,
		finance.
		Note 1. Deciral of democratics on shoot towns
		Note 1 - Period of deputation or short term contract including period of deputation in
		another ex-cadre post held immediately
		preceding this appointment in the same or
		some other organisation or department in the
		Central Government shall not exceed three
		years.
		Note 2 - The maximum age-limit for
		appointment by deputation shall be not
		exceeding fifty five years as on the closing
·		date of receipt of applications.
		Short term contract –
		Whose the Authority is smalled as and assistant
. *		Where the Authority is unable to get suitable
		officers on deputation, the Authority may fill such vacancies by short term contract
		employment for a period of maximum six
		months at a time, from amongst the officers
	<u> </u>	months at a time, from amongst the officers

# Eligibility criteria for the posts of Group 'A' to be filled up by Deputation and for Group 'B' and 'C' on deputation and on short term contract basis in LPAL.

Senior Accountant	Dealing with matters relating to budget, accounts and finance of LPAI, financial scrutiny of proposals. Any other related work assigned	retired from an analogous post in Central Government or State Government and below the age of sixty-five years and having suitable qualifications and experience. The remuncration shall be as per extant rules and regulations of the Central Government on the subject  Deputation—  Officers of the Central or State Government—  (a) (i) holding analogous post on regular basis in the parent cadre or department; or  (ii) with five years regular service in the grade rendered after appointment thereto on regular basis in pre-revised pay scale of Rs. 5200-20200 (pay band 1) with grade pay Rs. 2800/or equivalent; and
		Note 1.— Period of deputation or short term contract including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department in the Central Government shall not exceed three years.  Note 2.— The maximum age-limit for
		appointment by deputation shall be not exceeding fifty five years as on the closing date of receipt of applications.  Short term contract —
		Where the Authority is unable to get suitable officers on deputation, the Authority may fill such vacancies by short term contract employment for a period of maximum six months at a time, from amongst the officers retired from an analogous post in Central Government or State Government and below the age of sixty-five years and having suitable qualifications and experience. The remuneration shall be as per extant rules and regulations of the Central Government on the subject.
Junior Engineer (Civil & Electrical)	Examination of DPRs and Technical Reports/DERs etc of the projects of ICPs. Monitoring control of functions of the ICPs while looking after the detailed projects related to ICPs. Submission of physical and	Deputation— Officers of the Central or State Government— (a) (i) holding analogous post on regular basis in the parent cadre or department; or

financial reports to the Chairperson/ (ii) with six years regular service in the grade Members, Directors, Executive Engineer of rendered after appointment thereto on regular LPAI. Any other related work assigned. basis in pre-revised pay scale of Rs. 9300-34800 (pay band 2) with grade pay Rs. 4200 in the Central Public Works Department or equivalent; and possessing experience of working on civil or electrical engineering in the Central Public Works Department or equivalent organisations and having experience of monitoring of construction activities. Note 1.— Period of deputation or short term contract including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department in the Central Government shall not exceed three Note 2.— The maximum age-limit for appointment by deputation shall be not exceeding fifty five years as on the closing date of receipt of applications. Short term contract -Where the Authority is unable to get suitable officers on deputation, the Authority may fill such vacancies by short term contract employment for a period of maximum six months at a time, from amongst the officers retired from an analogous post in Central Government or State Government and below the age of sixty-five years and having suitable qualifications and experience. remuneration shall be as per extant rules and regulations of the Central Government on the subject Deputation related assistance and Stenographic & Personal Assistant operate e-office, emails in computer to Chairman, Members and Secretary Officers of the Central State Directors, and Dy. Secretary to LPAI, and Governmentany other related works. (i) holding analogous post on regular (a) basis in the parent cadre or department; or (ii) with five years regular service in the grade rendered after appointment thereto on regular basis in pre-revised pay scale of Rs. 5200-20200 (pay band 1) with grade pay Rs. 2800/or equivalent; and

Eligibility criteria for the posts of Group 'A' to be filled up by Deputation and for Group 'B' and 'C' on deputation and on short term contract basis in LPAI.

possessing experience of working as personal assistant in the government department. Note 1.— Period of deputation or short term contract including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department in the Central Government shall not exceed three years. Note 2.— The maximum age-limit for appointment by deputation shall be not exceeding fifty five years as on the closing date of receipt of applications. Short term contract -Where the Authority is unable to get suitable officers on deputation, the Authority may fill such vacancies by short term contract employment for a period of maximum six months at a time, from amongst the officers retired from an analogous post in Central Government or State Government and below the age of sixty-five years and having suitable qualifications and experience. remuneration shall be as per extant rules and regulations of the Central Government on the subject Accountant To deal with matters relating to audit, Deputationaccounts, finance and projects, book Officers of the Central State keeping, advance accountancy and any other Governmentrelated work assigned, should also be able to work in Tally, excel etc. (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with five years regular service in the grade rendered after appointment thereto on regular basis in pre-revised pay scale of Rs. 5200-20200 (pay band 1) with grade pay Rs.2400/or equivalent; and (b) possessing experience of working in accounts or finance, projects. Note 1.— Period of deputation or short term contract including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department in the Central Government shall not exceed three years. Note 2.— The maximum age-limit for appointment by deputation shall be not

# Eligibility criteria for the posts of Group 'A' to be filled up by Deputation and for Group 'B' and 'C' on deputation and on short term contract basis in LPAL

		exceeding fifty five years as on the closing
		date of receipt of applications.
		Short term contract –
		Where the Authority is unable to get suitable
		officers on deputation, the Authority may fill
	• •	such vacancies by short term contract
		employment for a period of maximum six
		months at a time, from amongst the officers
		retired from an analogous post in Central Government or State Government and below
		the age of sixty-five years and having suitable
		qualifications and experience. The
		remuneration shall be as per extant rules and
		regulations of the Central Government on the
		subject
Stenographer	AT HQ LPAI:	Deputation—
(Grade-D)	Stenographic & related assistance to officers of LPAI and computer skill including power point, excel etc. knowledge of e-office, and	Officers of the Central or State Government—
	any other related work assigned.	(a) (i) holding analogous post on regular basis in the parent cadre or department; or
•	AT ICP of LPAI:	(ii) with five years regular somiles in the grade
	Stenographic & related assistance to officers of LPAI and computer skill including power	(ii) with five years regular service in the grade rendered after appointment thereto on regular basis in pre-revised pay scale of Rs. 5200-20200 (pay band 1) with grade pay Rs.1900/-
•	point, excel etc . knowledge of e-office, and any other related work assigned.	or equivalent; and
		(b) possessing experience of working as personal assistant in the government department.
·		Note 1.— Period of deputation or short term contract including period of deputation in
		another ex-cadre post held immediately preceding this appointment in the same or
		some other organisation or department in the
		Central Government shall not exceed three
		years.
		Note 2.— The maximum age limit for
		appointment by deputation shall be not
		exceeding fifty five years as on the closing date of receipt of applications.
		date of receipt of applications.
		Short term contract –
		Where the Authority is unable to get suitable
		officers on deputation, the Authority may fill
		such vacancies by short term contract employment for a period of maximum six
		months at a time, from amongst the officers
	· · · · · · · · · · · · · · · · · · ·	retired from an analogous post in Central Government or State Government and below
		the age of sixty-five years and having suitable
		qualifications and experience. The
		remuneration shall be as per extant rules and regulations of the Central Government on the
1	1	regulations of the Central Government on the

	APPLICATION FOR	THE POS	<u>T OF:</u>			•••••		]	-	ttested ort size graph
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1.	Name of applicant wi complete office addre e-mail & telephone N	ess (in block								
2.	Father's Name				•••		•••	,		
3.	Residential Address w	ith Phone N	0.		•••		•••••			
4.	Permanent Address				••••	•••	•••••			
5.	Date of Birth (in Christ	ian era)					•••			
6.	Whether belongs to S0	C/ST/OBC						•••	•••	
7.	Date of first joining in 0	Central/State	e Govern	men	t Service	· •		·		
8.	Date of retirement und	er Central/S	tate Gov	∕t. Ru	ıles		•••		•••	
9.	Educational Qualificati	ons .								
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	of office / organization employed	Post held	From	То	Basic pa	ay G	rade pay		ajor uties	-
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14.	Nature of present empter temporary or perman	•	e. ad hoc	or		•••				_
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	a) The date of init	ial appointm	ent							

	D)	contract	a or abbounding	ni on dept	πατιώπ.					
	c)		he parent offic	e/organiza	tion to					
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16.	Traini	ng/Courses	attended	:	!			1	•••	
17.	Additio	onal details	about your pre	esent empl	oyment					
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	a)	Central Go	overnment							
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18.	Additio	onal informa	ation, if any, wi	nich applic	ant may			***		
			support of his						•	
	the po	st vis a-viz	the "duties" me	entioned in						
	column	n 2 of Annex	cure-A. Enclos	se a separ	ate sheet,					
	if requ	ıired.		en e	1					
19.	Prefer	ence for po	sting in ICPs:							
	I).	•	II).		III).					
					·					
	•									
Date:							,	SIGNAT	•	
							Mo	obile No:		
•••••		•				Add	lress (	for comr	nunicat	ion):
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			-							
			<u>Declar</u>	ation by	<u>Applicar</u>	<u>1t</u>				
			-							
1.										
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		ar appointm	in respect o nent	i the serv	rices reno	uerec	ı by r	ne on c	ieputat	ion or
2.	l will r	not claim al	bsorption in L	PAI in the	e said pos	st.				
3.	the de		repatriated t above or for eputation.		_			•		
Date:										
Place:						5	Signat	ure of th	ne appl	licant
	ě						J 12.1.		1- 1-	

# CERTIFICATE TO BE RECORDED BY THE HEAD OF OFFICE / OFFICER NOT BELOW THE RANK OF UNDER SECRETARY IN GOI WHILE FORWARDING THE APPLICATION

.1.	Certified that the particulars furnished by the applicant are true and have been verified form the service records.
2.	The applicant, if selected, will be relieved immediately.
3.	Attested copies of ACR/APAR for the last five years are enclosed.
4.	The record of the service of the official has been carefully scrutinized and it is certified that there is no doubt about his/her integrity.
5.	It is certified that no disciplinary/vigilance case is either pending of contemplated against the applicant and he/ she is clear from vigilance angle.
6.	It is certified that no major/minor penalty has been imposed or contemplated or him/her during the last 10 years.
	Signature
	Name
	Designation
	Telephone No

Note: All Terms & Conditions deputation /foreign service will be followed as per DoP&T O.M. No. 6/8/2009-Estt. (Pay II) dated 17.06.2010 and as amendment from time to time.

Date: Place:

Official Seal