



BUREAU OF ENERGY EFFICIENCY

(Ministry of Power, Government of India)

4th Floor, SewaBhawan, R.K. Puram, Sector-1, New Delhi-66

Website: www.beeindia.gov.in, Phone :011- 26766700

F. No. 02/38/Steno/Admn-2015

Vacancies for Joint Director, Accountant & Stenographer

BEE invites applications from Indian Nationals for the following posts:

Name of Post and No.	Level in Pay Matrix	Mode of Recruitment
Joint Director - 02 Posts (01 reserved for OBC and 01 unreserved)	Level-12 (Rs.78800-209200)	By direct recruitment or deputation (including short term contract) or absorption.
Accountant- 01 Post (reserved for OBC)	Level- 06 (Rs.35400-112400)	By direct recruitment or deputation (including short term contract) or absorption.
Stenographers- 02 Posts (01 each reserved for OBC and SC)	Level-6 (Rs.35400-112400)	By direct recruitment or deputation (including short term contract) or absorption.

The incumbent will be paid other allowances as per Central Govt. Rules.

For further details, visit: www.beeindia.gov.in.

Last date of receipt of applications: Within 45 days of the date of publication of the advertisement in the Employment News.

Secretary



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Website: www.beeindia.gov.in, Phone : 011- 26766700

Applications for Joint Director, Accountant & Stenographer

BEE invites applications from Indian Nationals for the following posts to be filled on Direct Recruitment or Deputation including short term contract basis:

1. **Joint Director – (02 posts)** - 01 reserved for OBC and 01 unreserved in Level-12 (Rs.78800-209200) of Pay Matrix + other allowances as per Central Govt. Rules.
2. **Accountant --(01 Post)** - reserved for OBC in Level- 6 (Rs.35400-112400) of Pay Matrix + other allowances as per Central Govt. Rules.
3. **Stenographers-- (02 Posts)** – 01 each reserved for OBC and SC in Level-6 (Rs.35400-112400) of Pay Matrix+ other allowances as per Central Govt. Rules.

Reservation –As per Government rules/guidelines.

Further, details of Educational Qualification, Age, Experience, Reservation and Application Form can be downloaded from the website of Bureau of Energy Efficiency. www.beeindia.nic.in

The interested applicants may forward their applications along with 2 passport size photographs and self-attested copies of certificates/mark sheets, giving complete details of their qualifications and experience with two references, within 45 days of the date of publication of the advertisement in the Employment News, to **The Secretary, Bureau of Energy Efficiency, 4th floor, SewaBhawan, R.K. Puram, Sector-I, New Delhi 110066**. Candidates from Government Departments/PSUs/ Autonomous bodies etc. should send their application through proper channel. The Bureau reserves the right to relax the eligibility and other criteria in case of exceptionally outstanding candidates.

Joint Director

Bureau of Energy Efficiency (BEE) is a statutory body under the (Ministry of Power, Government of India) established under provisions of the Energy Conservation Act 2001, to promote efficient use of energy and its conservation. Applications are invited for two (02) posts of Joint Director sanctioned for the Projectin BEE in the Level-12 of Pay Matrix (Rs.78800 – 209200) from Indian Nationals by direct recruitment or deputation (including short term contract) or absorption, as the case may be. The posts are likely to continue with continuation of NMEEE Scheme.

JOB DESCRIPTION

Undertake policy research and formulate policies and programmes for efficient use of energy and its conservation, strengthen energy auditing/energy management capabilities in the country, assist Directors in implementation of energy efficiency programmes, benchmark energy consumption in industry, power generation, transmission & distribution, promote energy efficiency technologies, Design and implement Standard & Labeling Programme for Appliances, assist in preparation of Energy Conservation Building Codes (ECBC) and co-ordinate with State Authorities in implementation, promote awareness and implement programmes for school children, develop performance contract and promote Energy Service Companies (ESCOs), develop innovative financial mechanism for adoption of Energy Efficiency in industries and Commerce. Implementation of various programmes under the National Mission for Enhanced Energy Efficiency (NMEEE) Mission and coordinating activities related to PAT, SEEP, BLY, FEEED and EEFP with various stakeholders and Designated Consumers.

1.	Name of post	Joint Director
2	No. of the Post	2 (Two) – (01 - Reserved for OBC and 01 unreserved).
3	Classification,	Equivalent to Group A in the Central Government. Non-Ministerial Technical (Non-Gazetted).
4	Level in Pay Matrix	Level- 12 (Rs.78,800 – 2,09,200) of Pay Matrix
5	Whether Selection Post or non-selection post	Not applicable.
6	Age limit for direct recruits	Up to 50 years as on closing date of for receipt of application from the candidate. (Relaxable for Government servants including departmental candidates up to five years in accordance with the

		<p>instructions or orders issued by the Central Government.)</p> <p>Note – The crucial date for determining the age-limit shall be the closing date for receipt of application from candidates and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of the State of Jammu & Kashmir, Lahaul and Spiti District and Pangi Sub-division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep.</p>
7	<p>Educational and other qualifications required for direct recruits</p>	<p>Essential:</p> <p>1. Master's degree from a recognized University in Physics or Chemistry or Energy Planning and Economics; or</p> <p>Bachelor degree in Engineering from a recognized University;</p> <p>2. having five years' experience in Group 'A' post in the level 11 (Rs.67,700 – 2,08,700) of Pay Matrix (pre-revised Pay Band - 3; Rs.15600-39100 with grade pay of Rs.6600); or</p> <p>3. having ten years' experience in Group 'A' post in the level 10 (Rs.56100 – 177500) of Pay Matrix (pre-revised Pay Band - 3; Rs.15600-39100 with grade pay of Rs.5400) or equivalent in Government Department, or</p> <p>4. having ten years' of post qualification experience in Research Institutes, Government Departments or Public Sector Undertakings, or autonomous body or any statutory body or any Industrial or development or design organization dealing with formulation or implementation of policies or programmes relating to :</p> <p>(a) efficient use of energy and its conservation;</p> <p>(b) strengthening of energy auditing or energy management capabilities;</p> <p>(c) bench marking of energy consumption in industrial or commercial organization;</p> <p>(d) standard and labeling programmes for appliances or equipment;</p>

		<p>(e) development or promotion of or working with energy service companies;</p> <p>(f) innovative financial mechanism for adoption of energy efficiency in industrial or commercial establishment or organizations.</p> <p>Desirable:</p> <p>(i) Master's degree in Engineering or Business Management/ Administration or Industrial or System Management from a recognized University;</p> <p>(ii) Possessing a certificate as energy manager or energy auditor or accreditation as accredited energy auditor based on the National Examination under the provisions of the Energy Conservation Act, 2001 (52 of 2001);</p> <p>(iii) research experience of two years in the field of energy efficiency or energy conservation or energy management in the recognized research institutes, public sector undertakings or an autonomous or statutory body or any industrial or development organization or research publications of high standard in such fields published in journals; or/and</p> <p>(iv) overall perspective of national energy problems and policies of the Government in the field of energy and for promotion of energy efficiency and its conservation in the country.</p> <p>Note – Qualifications are relaxable at the discretion of the Central Government in the case of candidate otherwise well qualified.</p>
8	whether age, educational and other qualifications required for direct recruits will apply in case of promotes	Not applicable.
9	Period of probation, if any	One year for direct recruits.

10	Method of recruitment whether by direct recruitment or by promotion or by contract or by deputation or by short term contract or transfer and percentage of the vacancies to be filled by various methods	By direct recruitment or deputation (including short term contract) or absorption.
11	In case of recruitment by promotion or deputation including short-term contract, grades from which promotion or deputation including short-term contract is to be made.	<p>Deputation(including short term contract) / absorption.</p> <p>(a) Officers of the Central Government or State Government or Union Territories or Universities or Government Research Institutes or Public Sector Undertakings or Government organizations or statutory bodies:-</p> <p>(i) holding analogous posts on regular basis in the parent cadre; or</p> <p>(ii) having five years' regular service in the post in the Level-11 (Rs.67700-208700) of Pay Matrix (pre-revised pay band 3, Rs.15600-39100 with grade pay of Rs.6600); and</p> <p>(b) possessing the experience and educational qualifications specified for direct recruits under column (7).</p> <p>Note 1 - Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization or Department of the Central Government shall ordinarily not exceed five years.</p> <p>Note 2 - The maximum age limit for appointment by deputation shall not exceed fifty-six years as on the closing date of receipt of applications.</p> <p>Note 3 - The period of deputation or short term contract normally shall not exceed five years and on the satisfactory completion of not less than three years, the officer shall be eligible to be considered for absorption in the Bureau.</p>

The interested applicants may forward their applications as in **Annexure II** along with 2 passport size photographs and attested copies of certificates/mark sheets, giving complete details of their qualifications and experience with two references, within 45 days of the date of publication of the advertisement in the Employment News, to **The Secretary, Bureau of Energy Efficiency, 4th floor, SewaBhawan, R.K. Puram, Sector-I, New Delhi 110066.**

Candidates from Government Departments/PSUs/ Autonomous bodies etc. should send their application through proper channel. The Bureau reserves the right to relax the eligibility and other criteria in case of exceptionally outstanding candidates.

ANNEXURE -II

CURRICULUM VITAE PERFORMA FOR THE POST OF JOINT DIRECTOR IN BEE

1.	Name and Address (in Block Letters)					
2.	Date of Birth (in Christian era)					
3.	Date of retirement under Central/State Government Rules					
4.	Educational Qualifications					
5.	Whether Educational and other qualifications required for the post are satisfied. (if any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	Qualifications/Experience required	Qualifications/Experience possessed by the officer			
		<u>Essential:</u> (1) (2) (3) <u>Desired:</u> (1) (2)				
6.	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post					
7.	Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.					
	Office/Institution	Post held	From	To	Scale of Pay and Basic Pay	Nature of duties (in detail)

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:- i. The date of initial appointment ii. Period of appointment on deputation/contract iii. Name of the parent office/organization to which you belong	
10.	Additional details about present employment Please state whether working under (indicate the name of your employer against the relevant column) (a) Central Government (b) State Government (c) Autonomous Organization (d) Government Undertaking (e) Universities (f) Others	
11.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade	
12.	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale	
13.	Total emoluments per month now drawn	
14.	Additional information, if any, which you would like to mentioned in support of your suitability for the post (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) (Note: Enclose a separate sheet, if the space is insufficient)	

15.	Please state whether you are applying for deputation (ISTC)/ Absorption/Re-employment basis. (Officers under Central/State Government are only eligible for "Absorption". Candidates of Non-Government Organizations are eligible only of Short Term Contract)	
16.	Whether belongs to SC/ST	
17.	Remarks (The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) wards/ Scholarship/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and (iv) any other information) (Note: Enclose a separate sheet if the space is insufficient)	

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.

Date _____

Signature of the candidate

Address _____

Ph. No. _____

Email _____

Countersigned

(Employer with Seal)

Accountant

Bureau of Energy Efficiency (BEE) is a statutory body under the (Ministry of Power, Government of India) established under provisions of the Energy Conservation Act 2001, to promote efficient use of energy and its conservation. Applications are invited for one (01) post of Accountant in BEE in the Level-06 of Pay Matrix (Rs.35400 – 112400) from Indian Nationals by direct recruitment or deputation (including short term contract) or absorption, as the case may be.

2. The post has the following Job Description:

“To help build stronger financial and accounting systems to ensure high level of accountability and transparency and the key tasks are as under:

- Budgeting and release of funds
- To assist in preparation of annual budgets and monitoring actual expenditure against budget
- To assist in review of annual budget submitted by program managers and then periodically monitor the expenditure against program budget
- To assist the Finance & Accounts Officer to monitor program divisions to obtain timely release of funds from the Ministry of Power, Gol
- To maintain books of accounts and financial documentation for BEE and its various program divisions e.g. Petty Cash Book; Bank book; Journal; Asset registers; Staff Advances register; Allowances – Staff registers; contract register, and any other subsidiary records that may be required to be maintained
- Prepare cheques and release payments after seeking appropriate approval.
- To reconcile on a monthly/annual basis various accounts/statements maintained in BEE with regular bank statements;
- Ensure timely preparation and submission of financial reports/returns as and when required.
- To facilitate statutory audit and CAG and other government audit work.
- To undertake any other duties as may be required from time to time.

1.	Name of post	Accountant
2.	No. of Posts and Reservation	01 (One) - Reserved for OBC
3.	Classification	Equivalent to Group 'B' in the Central Government. Non-Gazetted
4.	Level in Pay Matrix	Level-6 (Rs.35400 – 112400) (Pre-revised Rs.9300 – 34800+Grade Pay of Rs. 4200)

5.	Whether Selection Post or non-selection post	Not applicable.
6.	Age limit for direct recruits	<p>Up to 30 years (Relax able for Government servants including departmental candidates up to five years in accordance with the instructions or orders issued by Central Government).</p> <p>Note – The crucial date for determining the age-limit shall be the closing date for receipt of application from candidates and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of the State of Jammu & Kashmir, Lahaul and Spiti District and Pangi Sub-division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep.</p>
7.	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>(i) Bachelor degree from a recognized University</p> <p>(ii) Computer literate and proficient in Microsoft Office, and</p> <p>(iii) having five years' experience in cash and accounts or budget work in Government Departments or in Academic Institutions or Industrial organizations.</p> <p>Note:- Qualifications are relaxable at the discretion of the Central Government in the case of candidate otherwise well qualified.</p> <p>Desirable</p> <p>(i) Must have knowledge of Central Government accounting procedure such as procedural details for budget, drawing and disbursement, receipt and payment, statutory recoveries, funds, their accounting and financial control, preparation and finalization of annual accounts; and</p> <p>(ii) Having sound knowledge of commercial accounts.</p>
8.	Whether age and educational and other qualifications	Not applicable

	prescribed for direct recruits will apply in case of promotees.	
9.	Period of probation, if any	Two years for direct recruits.
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods.	By direct recruitment or deputation including short term contract or absorption.
11.	In case of recruitment by promotion or deputation including short term contract, grades from which promotion or deputation including short term contract is to be made	<p>Deputation (including short term contract) or absorption</p> <p>(a) Officers of Central Government or State Government or Union Territories or Universities or Government research institutes or Public Sector Undertakings:-</p> <p>(i) holding analogous post on regular basis in the parent cadre; or</p> <p>(ii) having 10 years regular service in the post in Level-4 (Rs.25500 – 81100) of Pay Matrix (pre-revised Pay Band-2 Rs.9300-.34800 with grade pay of Rs.2400); and</p> <p>(b) having experience prescribed for direct recruits under column (7).</p> <p>Note 1 - The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization or Department of the Central Government shall ordinarily not exceed five years.</p> <p>Note 2 - The maximum age limit for appointment by deputation shall not exceed fifty six years as on the closing date of receipt of applications.</p> <p>Note 3 - The period of deputation or short term contract normally shall not exceed five years and on the satisfactory completion not less than three years, the officer shall be eligible to be considered for absorption in the Bureau.</p>

The interested applicants may forward their applications as in **Annexure II** along with 2 passport size photographs and attested copies of certificates/mark sheets, giving complete details of their qualifications and experience with two references, within 45 days of the date of publication of the advertisement in the Employment News, to **The Secretary, Bureau of Energy Efficiency, 4th floor, Sewa Bhawan, R.K. Puram, Sector-I, New Delhi 110066.**

Candidates from Government Departments/PSUs/ Autonomous bodies etc. should send their application through proper channel. The Bureau reserves the right to relax the eligibility and other criteria in case of exceptionally outstanding candidates.

CURRICULUM VITAE PERFORMA

1.	Name and Address (in Block Letters)		
2.	Date of Birth (in Christian era)		
3.	Date of retirement under Central/State Government Rules		
4.	Educational Qualifications		
5.	Whether Educational and other qualifications required for the post are satisfied. (if any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	<p>Qualifications/Experience required</p> <p>Essential:</p> <p>(i) Bachelor degree from a recognized University (ii) Computer literate and proficient in Microsoft Office, and (iii) having five years' experience in cash and accounts or budget work in Government Departments or in Academic Institutions or Industrial organizations.</p> <p>Note:- Qualifications are relaxable at the discretion of the Central Government in the case of candidate otherwise well qualified.</p> <p>Desirable</p> <p>(i) Must have knowledge of Central Government accounting procedure such as procedural details for budget, drawing and disbursement, receipt and payment, statutory recoveries, funds, their accounting and financial control, preparation and finalization of annual accounts; and (ii) Having sound knowledge of commercial accounts.</p>	<p>Qualifications/Experience possessed by the officer</p>

6.	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post				
7.	Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.				
Office/ Institution	Post held	From	To	Scale of Pay and Basic Pay	Nature of duties (in detail)
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:-				
i.	The date of initial appointment				
ii.	Period of appointment on deputation/contract				
iii.	Name of the parent office/ organization to which you belong				
10.	Additional details about present employment Please state whether working under (indicate the name of your employer against the relevant column) (a) Central Government (b) State Government				

	(c) Autonomous Organization (d) Government Undertaking (e) Universities (f) Others	
11.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade	
12.	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale	
13.	Total emoluments per month now drawn	
14.	Additional information, if any, which you would like to mentioned in support of your suitability for the post (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) (Note: Enclose a separate sheet, if the space is insufficient)	
15.	Whether belongs to SC/ST/OBC	

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.

Date _____

Signature of the candidate

Address _____

Countersigned

(Employer with Seal)

Stenographer

Bureau of Energy Efficiency (BEE) is a statutory body under the (Ministry of Power, Government of India) established under provisions of the Energy Conservation Act 2001, to promote efficient use of energy and its conservation. Applications are invited for Two (02) posts of Stenographers in BEE in the Level-06 of Pay Matrix (Rs.35400 – 112400) from Indian Nationals by direct recruitment, or deputation (including short term contract) or absorption, as the case may be.

2. The post has the following Job Description:

“Overall coordination and management of Director/ Joint Director Secretariat; arranging meetings, making arrangements for local/foreign tours; attending phone calls, monitoring and scrutiny of Dak / files; taking dictation, sending replies to e-mails and any other work / duty assigned.”

1.	Name of post	Stenographer
2.	No. of Posts and Reservation	02 (Two) - One post each is Reserved for OBC and SC.
3.	Classification	Equivalent to Group 'B' in the Central Government. Non-Gazetted
4.	Level in Pay Matrix	Level-6 (Rs.35400 – 112400) (Pre-revised Rs.9300 – 34800+Grade Pay of Rs. 4200)
5.	Whether Selection Post or non-selection post	Not applicable.
6.	Age limit for direct recruits	Up to 30 years (Relax able for Government servants including departmental candidates up to five years in accordance with the instructions or orders issued by Central Government). Note – The crucial date for determining the age-limit shall be the closing date for receipt of application from candidates and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of the State of Jammu & Kashmir, Lahaul and Spiti District and Pangti Sub-division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep.
7.	Educational and other qualifications required for direct recruits	Essential: (i) Should have passed 10 + 2 or Senior Secondary School Examination; (ii) having speed in shorthand of eighty words per minute; (iii) having passed in typing of forty words per minute; (iv) proficient in Computer and Microsoft Office; and (v) must be capable of taking dictation directly on computer as well as in shorthand.

		Note – Qualifications are relax able at the discretion of the Central Government in the case of candidate otherwise well qualified.
8.	Whether age and educational and other qualifications prescribed for direct recruits will apply in case of promotees.	Not applicable
9.	Period of probation, if any	Two years for direct recruits.
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods.	By direct recruitment or deputation including short term contract or absorption.
11.	In case of recruitment by promotion or deputation including short term contract, grades from which promotion or deputation including short term contract is to be made	<p>Deputation (including short term contract) or absorption</p> <p>(a) Officers of Central Government or State Government or Union Territories or Universities or Government research institutes or Public Sector Undertaking or Government Organizations preferably dealing with energy efficiency or energy management or energy conservation or energy auditing:-</p> <p>(i) holding analogous post on regular basis in the parent cadre;</p> <p>(ii) having 10 years regular service in the post in Level-4 (Rs.25500 – 81100) of Pay Matrix (pre-revised Pay Band-1 Rs.5200-Rs.20200 with grade pay of Rs.2400); and</p> <p>(b) having experience prescribed for direct recruits under column (7).</p> <p>Note 1 - The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization or Department of the Central Government shall ordinarily not exceed five years.</p> <p>Note 2 - The maximum age limit for appointment by deputation shall not exceed fifty six years as on the closing date of receipt of applications.</p> <p>Note 3 - The period of deputation or short term contract normally shall not exceed five years and on the satisfactory completion not less than three years, the officer shall be eligible to be considered for absorption in the Bureau.</p>

The interested applicants may forward their applications as in **Annexure II** along with 2 passport size photographs and attested copies of certificates/mark sheets, giving complete details of their qualifications and experience with two references, within 45 days of the date of publication of the advertisement in the Employment News, to **The Secretary, Bureau of Energy Efficiency, 4th floor, SewaBhawan, R.K. Puram, Sector-I, New Delhi 110066.**

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CURRICULUM VITAE PERFORMA

1.	Name and Address (in Block Letters)		
2.	Date of Birth (in Christian era)		
3.	Date of retirement under Central/State Government Rules		
4.	Educational Qualifications		
5.	Whether Educational and other qualifications required for the post are satisfied. (if any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	Qualifications/Experience required	Qualifications/Experience possessed by the officer
		<p><u>Essential Qualification:</u> (1) Should have passed 10+2 or Senior Secondary school Exam. (2) Having speed in shorthand of eighty words per minute. (3) Having speed in typing of forty words per minute. (4) Proficient in Computer and Microsoft office. (5) Must be capable of taking dictation directly on computer as well as in shorthand.</p> <p><u>Experience required:</u> (1) Holding analogous posts on regular basis in the parent cadre. (2) Having ten years regular service in the post in Level-4 (Rs.25500-81100) of Pay Matrix (pre-revised PB-1 (Rs.5200-20200 with Grade Pay of Rs.2400).</p>	

6.	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post					
7.	Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.					
Office/ Institution	Post held	From	To	Scale of Pay and Basic Pay	Nature duties of (in detail)	
8.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent					

9.	<p>In case the present employment is held on deputation/contract basis, please state:-</p> <p>i. The date of initial appointment</p> <p>ii. Period of appointment on deputation/contract</p> <p>iii. Name of the parent office/ organization to which you belong</p>	
10.	<p>Additional details about present employment</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>(i) Central Government (j) State Government (k) Autonomous Organization (l) Government Undertaking (m) Universities (n) Others</p>	
11.	<p>Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade</p>	
12.	<p>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</p>	
13.	<p>Total emoluments per month now drawn</p>	
14.	<p>Additional information, if any, which you would like to mentioned in support of your suitability for the post</p> <p>(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)</p>	

	(Note: Enclose a separate sheet, if the space is insufficient)	
15.	Whether belongs to SC/ST/OBC	

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.

Date _____

Signature of the candidate

Address _____

Countersigned

(Employer with Seal)