

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

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

Dated: the 11<sup>th</sup> 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 Band + Grade Pay	Pay Matrix Level (7 <sup>th</sup> CPC)	No. of posts to 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) & Assistant Engineer (Civil)	Pay Band -2+4600	Level-7	2 (1 each)
5.	Assistant	Pay Band-2+4200	Level-6	3
6.	Sr. Accountant	Pay Band-2+4200	Level-6	1
7.	Junior Engineer ( Civil and Electrical)	Pay Band-2+4200	Level-6	2 (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
<b>Sub Total (A)</b>				<b>21</b>
1.	Manager ICPs : (Jogbani-1, Agartala-1, Dawki-1 & Attari-1)	Pay Band-3 + 6600	Level- 11	4
4.	Assistant(for LPAI ICPs-Attari-2, Agartala-1 , Petrapole-2, Moreh-1, Dawki/Sutarkandi-1, Raxaul - 1 & Jogbani - 1	Pay Band-2+4200	Level-6	9
5	Stenographer Grade-D (for LPAI ICPs-Attari-1, Agartala-1, Petrapole-1, Raxaul-1, Jogbani-1, Moreh-1 & Dawki-1)	Pay Band-1+2400	Level-4	7
<b>Sub Total (B)</b>				<b>20</b>
<b>GRAND TOTAL (A+B)</b>				<b>41</b>

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.
7. 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, 1<sup>st</sup> 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: robin.gangte74@nic.in. 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 <http://lpai.gov.in> & <http://mha.nic.in/vacancies> and National Career Service (NCS) Portal: [www.ncs.gov.in](http://www.ncs.gov.in)

  
(Robin Gangte)

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 Bhawan, 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 Rifles, 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 <http://mha.nic.in/vacancies> through BM-II Division, MHA
13. IT Division, LPAI for posting on the web-site of LPAI <http://lpai.gov.in> at appropriate place.
14. IT Division, NCS for posting on the web-site of NCS Portal [www.ncs.gov.in](http://www.ncs.gov.in) at appropriate place.
15. Joint CGA, Mahalekha Niyantarak 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
<b>Under Secretary</b>	To deal with areas such as policy, planning & development, trade and commerce, finance and accounts, administration and coordination matters, etc. and any other related work assigned.	<p>Deputation –</p> <p>Officers of the Central Government—</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(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</p> <p>(b) possessing experience in the fields of policy, planning and development, administration, human resource development, finance, vigilance, court cases, communication related matters.</p> <p>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.</p> <p>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.</p>
<b>Manager</b>	Day to day administration and coordination of various stakeholders at ICPs. Exporting to headquarters on Commercial, administrative * financial matters. Any other related work assigned.	<p>Deputation –</p> <p>Officers of the Central Government or State Government—</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(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</p> <p>(b) possessing experience in the fields of policy, planning and development, administration, human resource development, finance, vigilance, court cases and communication related matters.</p> <p>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.</p>

**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.**

		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.
<b>Section Officer</b>	to deal with areas such as policy, planning & development, finance and accounts, administration and coordination matters, etc. and any other related work assigned.	<p>Deputation -</p> <p>Officer of the Central Government or State Government-</p> <p>a) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(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</p> <p>(a) Possessing experience in the fields of policy, planning and development, administration, human resource development, finance, vigilance, court cases, communication related matters.</p> <p>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.</p> <p>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.</p> <p>Short term contract -</p> <p>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.</p>
<b>Private Secretary</b>		<p>Deputation -</p> <p>Officers of the Central or State Government -</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(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</p>

**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.**

		<p>(b) possessing experience of working as Private Secretary in a department of the Central Government.</p> <p>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.</p> <p>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.</p> <p>Short term contract –</p> <p>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.</p>
<p><b>Assistant Engineer (Electrical)</b></p>	<p>Duties &amp; 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.</p>	<p>Deputation – Officers of the Central or State Government –</p> <p>(c) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(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</p> <p>(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.</p> <p>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.</p>

**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.**

		<p>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.</p> <p>Short term contract –</p> <p>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.</p>
<p><b>Assistant</b></p>	<p>To deal with policy, planning &amp; development, finance and accounts, administration and coordination matters, etc and any other related work assigned.</p>	<p>Deputation –</p> <p>Officers of the Central or State Government –</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(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</p> <p>(b) possessing experience in the fields of administration, human resource development, finance.</p> <p>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.</p> <p>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.</p> <p>Short term contract –</p> <p>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</p>



**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.**

		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
<b>Senior Accountant</b>	Dealing with matters relating to budget, accounts and finance of LPAI, financial scrutiny of proposals. Any other related work assigned	<p>Deputation—</p> <p>Officers of the Central or State Government—</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(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</p> <p>(b) possessing experience of working in accounts or finance, projects.</p> <p>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.</p> <p>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.</p> <p>Short term contract –</p> <p>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.</p>
<b>Junior Engineer (Civil &amp; Electrical)</b>	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	<p>Deputation—</p> <p>Officers of the Central or State Government—</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or</p>

**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.**

	<p>financial reports to the Chairperson/ Members, Directors, Executive Engineer of LPAI. Any other related work assigned.</p>	<p>(ii) with six 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</p> <p>(b) 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.</p> <p>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.</p> <p>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.</p> <p>Short term contract –</p> <p>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</p>
<p><b>Personal Assistant</b></p>	<p>Stenographic &amp; related assistance and operate e-office, emails in computer to Chairman, Members and Secretary , Directors, and Dy. Secretary to LPAI , and any other related works.</p>	<p>Deputation—</p> <p>Officers of the Central or State Government—</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(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</p>

**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.**

		<p>(b) possessing experience of working as personal assistant in the government department.</p> <p>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.</p> <p>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.</p> <p>Short term contract –</p> <p>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</p>
<p><b>Accountant</b></p>	<p>To deal with matters relating to audit, accounts, finance and projects, book keeping, advance accountancy and any other related work assigned, should also be able to work in Tally, excel etc.</p>	<p>Deputation—</p> <p>Officers of the Central or State Government—</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(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</p> <p>(b) possessing experience of working in accounts or finance, projects.</p> <p>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.</p> <p>Note 2.— The maximum age-limit for appointment by deputation shall be not</p>

**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.**

		<p>exceeding fifty five years as on the closing date of receipt of applications.</p> <p>Short term contract –</p> <p>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</p>
<p><b>Stenographer</b> <b>(Grade-D)</b></p>	<p><u>AT HQ LPAI:</u></p> <p>Stenographic &amp; related assistance to officers of LPAI and computer skill including power point, excel etc . knowledge of e-office, and any other related work assigned.</p> <p><u>AT ICP of LPAI :</u></p> <p>Stenographic &amp; related assistance to officers of LPAI and computer skill including power point, excel etc . knowledge of e-office, and any other related work assigned.</p>	<p>Deputation—</p> <p>Officers of the Central or State Government—</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(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/- or equivalent; and</p> <p>(b) possessing experience of working as personal assistant in the government department.</p> <p>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.</p> <p>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.</p> <p>Short term contract –</p> <p>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</p>

**APPLICATION FOR THE POST OF:** .....

<b>Self attested passport size photograph</b>

1. Name of applicant with designation and complete office address (in block letters), e-mail & telephone No.      ...      .....
2. Father's Name      ...      ...      .....
3. Residential Address with Phone No.      .....      .....      .....
4. Permanent Address      ....      ...      .....      .....
5. Date of Birth (in Christian era)      ...      ...      ...
6. Whether belongs to SC/ST/OBC      ...      ...      ...
7. Date of first joining in Central/State Government Service      ..      ....      ...      ....
8. Date of retirement under Central/State Govt. Rules      ...      ...      ...
9. Educational Qualifications      ...      ...      ...
10. Whether belongs to All India or Organized Gr. A Service  
If yes, then mention name of Service and Batch      ....      .....
11. Post held on regular (i.e. substantive) basis and the date from which held with grade pay      .....
12. Present pay      .....
13. Details of Employment, of last 10 years in chronological order enclose a separate sheet, duly authenticated under your signature.      ...      ...      ...

Name of office / organization where employed	Post held	From	To	Basic pay	Grade pay	Major Duties
1	2	3	4	5	6	7

14. Nature of present employment, i.e. ad hoc or temporary or permanent      ...      ...      ...
15. In case the present employment is held on Deputation / contract basis, please state
  - a) The date of initial appointment      ...      ...      ...

- b) The period of appointment on deputation/  
contract ... ..
- c) Name of the parent office/organization to  
which you belong ... ..
- 16. Training/Courses attended ... ..
- 17. Additional details about your present employment  
Please state whether working under –
  - a) Central Government ... ..
  - b) State Government ... ..
  - c) Autonomous Organizations ... ..
  - d) Central Public Sector Undertaking ... ..
  - e) State Public Sector Undertaking ... ..
- 18. Additional information, if any, which applicant may  
like to mention in support of his / her suitability for  
the post vis a-viz the “duties” mentioned in  
column 2 of Annexure-A. Enclose a separate sheet,  
if required.
- 19. Preference for posting in ICPs:  
I). II). III).

Date:

.....

(SIGNATURE)

Mobile No:

Address (for communication):

**Declaration by Applicant**

1. I, ..... hereby declare that my posting on deputation  
as..... in LPAI shall not bestow any right to me to claim either seniority  
in the said post in respect of the services rendered by me on deputation or  
regular appointment.
2. I will not claim absorption in LPAI in the said post.
3. I am liable to be repatriated to my parent organization for any inaccuracies in  
the details noted above or for contravention of any provisions in the rules/orders  
governing the deputation.

Date:

Place:

Signature of the applicant

**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 from 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 or 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 on him/her during the last 10 years.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Telephone No. \_\_\_\_\_

Date:  
Place:

Official Seal

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.

