

फॉ. सं./F. No. A-12026/3/2015-SO (CA)
भारत सरकार/Government of India
वित्त मंत्रालय/Ministry of Finance
राजस्व विभाग/Department of Revenue
सक्षम प्राधिकारी सेल/Competent Authority Cell

North Block, New Delhi
Dated: the 27th September, 2021

CIRCULAR

Applications are invited in the Proforma given in the Annexure, from the officers working under Central Government through proper channel for filling up of two posts of Registrar in the Appellate Tribunal under Smugglers and Foreign Exchange Manipulators (Forfeiture of Property) Act, 1976, New Delhi on deputation basis.

Name of the post : Registrar (Group 'A' Gazetted)
Scale of pay : ₹ 15,600 - 39,100 + G.P. Rs. 6,600 (Pre-revised)

Eligibility Criteria:

Officers under Central Government: -

- (a) (i) holding analogous posts; or
- (ii) with five years' service in posts in the scale of ₹ 8000-275-13500 (pre-revised) or equivalent in the parent cadre or Department; or
- (iii) with eight years' regular service in posts in the scale of ₹ 6500-200-10500 (pre-revised) or equivalent in the parent cadre or Department; and
- (b) Possessing experience in administration, establishment and accounts matters and preferably degree in Law from recognized University or equivalent.


2. Period of deputation including period of deputation 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 three years.

3. Applications in the prescribed Proforma, along with up-to-date attested copies of ACR/APAR dossiers for the last five years, cadre clearance, vigilance clearances, integrity certificate and major/minor penalty statement for the past 10 years may be forwarded to the Under Secretary (CAT), Ministry of Finance, Department of Revenue, Room No. 245-A, North Block, New Delhi-110001 within 60 days from the date of publication of the advertisement in the Employment News.

4. Applications of only those officers who are eligible and willing and whose services can be spared immediately on their selection may be forwarded. Applications received after the prescribed date and/or incomplete in any respect shall not be considered. Selected officers shall not be allowed to withdraw his/her application.

(S. Bhowmik)

Under Secretary to the Government of India

 23095369

To:

1. All Ministries and Departments of Government of India.
2. Computer Section for uploading this Circular on the Website of Department of Revenue.

BIO-DATA/CURRICULUM VITAE PROFORMA

| | |
|--|--|
| 1. Name and Address (in Block Letters) | |
| 2. Date of Birth (in Christian era) | |
| 3. (i) Date of entry into service | |
| (ii) 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) | |
| Qualification/Experience required as mentioned in the advertisement/vacancy circular | Qualification/experience possessed by the officer |
| Essential | Essential |
| A) Qualification | A) Qualification |
| B) Experience | B) Experience |
| Desirable | Desirable |
| A) Qualification | A) Qualification |
| B) Experience | B) Experience |
| 5.1. Note: In the case of Degree and Post Graduate Qualification Elective/ main subjects and subsidiary subjects may be indicated by the candidate. | |
| 6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience 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 on regular basis | From | To | *Pay Band and Grade Pay/Pay Scale of the post held on regular basis | Nature of Duties (in detail) highlighting experience required for the post applied for |
|--------------------|----------------------------|------|----|---|--|
| | | | | | |

*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only pay Band and Grade Pay/Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

| Office/Institution | Pay-band and Grade Pay drawn under ACP/MACP scheme | From | To |
|--------------------|--|------|----|
| | | | |

| | | | |
|--|---|---|---|
| 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 – | | | |
| a) The date of initial appointment | b) Period of appointment on deputation/contract | c) Name of the parent office/organization to which the applicant belongs. | d) Name of the post and Pay of the post held in substantive capacity in the parent organization |
| | | | |
| <p>9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and integrity certificate.</p> <p>9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.</p> | | | |

| | | |
|--|--|------------------|
| 10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details. | | |
| 11. 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 | | |
| 12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade. | | |
| 13. 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 | | |
| 14. Total emoluments per month now drawn | | |
| Basis Pay in the PB | Grade Pay | Total Emoluments |
| | | |
| 15. In case the applicant belongs to an Organization which is not following the Central Government Pay-Scales, the latest salary slip issued by the Organization showing the following details may be enclosed. | | |
| Basic Pay with Scale of Pay and rate of increment | Dearness Pay/interim relief/other Allowances etc., (with break-up details) | Total Emoluments |
| | | |
| 16.A. Additional information , if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (vii) additional academic qualifications (viii) professional training and (ix) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient) | | |

16.B Achievements:

The candidates are requested to indicate information with regard to;

- (xi) Research publications and reports and special projects
- (xii) Awards/Scholarships/Official Appreciation
- (xiii) Affiliation with the professional bodies/institutions/societies and;
- (xiv) Parents registered in own name or achieved for the Organization
- (xv) Any research/innovative measure involving official recognition
- (vi) Any other information.

(Note: Enclosed a separate sheet if the space is insufficient)

17. Please state whether you are applying for deputation (ISTC)/absorption/re-employment Basis. # (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organization are eligible only for Short Term Contract)

(The option of 'STC/ 'Absorption' /'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").

18. Whether belongs to SC/ST

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidates)

Address _____

Date: _____

Certificate by the Employer/Cadre Controlling Authority

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

2. Also certified that;

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. _____
- ii) His/ Her integrity is certified.
- iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/minor penalty has been imposed on him/her during the last 10 years Or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/Cadre Controlling Authority with Seal)