

S.O(A/E)

संख्या- A-35014/01/2019-Lokpal/

भारत सरकार

Government of India

लोकपाल सचिवालय

Secretariat of Lokpal

its Establishment Section

6308

02/11/19

64/12/19

R-9

The Ashok Hotel, Chanakyapuri,
New Delhi, dated 13th November, 2019

To,

The Secretary/The Head of the Department,
All Ministries/ Departments
Government of India

Subject:-Filling up of two posts (subject to variation) in the cadre of Court Master, Lokpal on
Transfer on Deputation /Transfer in the Office of Lokpal.

Sir,

I am directed to state that applications are invited for appointment by Transfer on Deputation /Transfer to the post of Court Master (Shorthand), Lokpal from the eligible candidates working in the Ministries/Departments of the Central Government and Autonomous/ Constitutional Organizations/ Bodies following Central Government Rules/norms/procedures/pay scales etc. The Conditions of the Service will be same as that of Supreme Court Officers & Servants (Conditions of Service and Conduct) Rules, 1961.

The details of the pay scale, eligibility criteria, tenure etc is as under:-

| | |
|----------------------|--|
| Pay Scale | Pay scale of PB-3 i.e. 15600-39100 + GP Rs.6600/- [pre-revised] and revised Level 11 of 7th CPC Pay Matrix. |
| Eligibility Criteria | The Officers who are an employee of the Central Government/Public Sector Undertakings/Statutory Bodies following Central Government Rules/ norms /procedures /pay scales and holding analogous post on regular basis in the cadre of Private Secretary/Senior PA/PA/Senior Stenographer in the parent Cadre/ Central Government/Public Sector Undertakings/Statutory Bodies and having (i) five years regular service in posts in PB-2 Rs.9300-34,800/- + Grade Pay Rs.4600/- and above in the parent Cadre/Department (ii) degree of law from a recognized University of India and (iii) Shorthand with a speed of 120 w.p.m. in shorthand (English). |
| Tenure | The 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 Central Government shall ordinarily not exceed three years. |
| Age | The Officers should not have crossed the age of 56 years as on the closing date of receipt of application. |

2. The Pay and Allowance and the other terms & conditions of the officers selected for appointment on deputation basis will be governed by the provisions contained in the DoP&T's OM No. 6/08/2009-Estt(Pay.II) dated 17.06.2010 and relevant amendments thereafter.

3. Applications of the willing officers may be forwarded in the enclosed Annexure through proper channel, to the Under Secretary, Lokpal, Oudh Corridor, The Ashok Hotel, Chanakyapuri, New Delhi-110021 by 15th December, 2019.

4. While forwarding the application in the prescribed format, the following documents may also be sent along with the application:-

- (a) NOC from the Parent Department/Office for appointment on this post in the Office of Lokpal.
- (b) CR Dossier/Attested copies of the ACRs/APAR of the applicant for the last five years.
- (c) Vigilance Clearance, Integrity certificate and details of penalties imposed, if any, during the last 10 years on the Officer. This should be duly signed by the authorized Officer.

5. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

Yours faithfully,



(अरुण कुमार /Arun Kumar)

अवर सचिव /Under Secretary

लोकपाल सचिवालय/Secretariat of Lokpal

☎ 011-24100180

Copy to:-

6. PPS to Hon'ble Chairperson, Lokpal
7. PPS to Hon'ble Member, Lokpal
8. PPs to Secretary, Lokpal
9. Lokpal Division (for information and request for kin an arrangement to upload it on website of DoPT), DoP&T.
10. NIC for uploading on the website of Lokpal.

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. Education Qualification | | | | | |
| 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 as mentioned in the advertisement/vacancy circular | | Qualifications /experience possessed by the Officer | | | |
| Essential | | Essential | | | |
| (e) Qualifications | | (a) Qualifications | | | |
| (f) Experience | | (b) Experience | | | |
| Desirable | | Desirable | | | |
| (g) Qualifications | | (a) Qualifications | | | |
| (h) Experience | | (b) Experience | | | |
| 5.1 In the case of Degree and Post Graduation Qualifications Elective/main subjects and subsidiary subject 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. | | | | | |
| 6.1 Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied. | | | | | |
| *Important: Pay Band & 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, Pay Band and Grade Pay drawn under ACP/MACP Scheme | From | To | | |
| | | | | | |
| 7. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent | | | | | |
| 7.1. Details of Employment, in chronological order. Enclose a spare 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 details) highlighting experience required for |
| | | | | | |

| | | | | | |
|---|---|---|---|--|----------------------|
| | | | | | the post applied for |
| 8. 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 application belongs | d) Name of the post and Pay of the post held in substantive capacity in the parent organization | | |
| <p>8.1 Note: In case of officers already on deputation, the applications of such officer should be forwarded by the parent cadre/ Department alongwith Cadre Clearance, Vigilance Clearance and Integrity Certificate.</p> <p>8.2 Note: Information under Column (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> | | | | | |
| 9. If any post held on deputation in the past by the applicant, date of return from the last deputation and other details. | | | | | |
| <p>10. Additional details about present employment: Pleas state whether working under (indicate the name of your employer against the relevant column</p> <p>a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Others</p> | | | | | |
| 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 | | | | | |
| Basic Pay with Scale of Pay and rate of increment | Dearness relief/Other Allowances etc. (with break-up details) | Pay/Interim Allowances etc. | Total Emoluments | | |
| 14. 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 relief/Other Allowances etc. (with break-up details) | Pay/Interim Allowances etc. | Total Emoluments | | |

| | |
|--|--|
| <p>15A. 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 (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)</p> | |
| <p>15B. Achievements: The candidates are requested to indicate information with regard to;</p> <ul style="list-style-type: none"> (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/innovative measure involving official recognition (vi) Any other information. <p>(Note: Enclose a separate sheet, if the space is insufficient)</p> | |
| <p>16. Whether belongs to SC/ST</p> | |

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 candidate)
 Address.....
 e-mail ID.....
 Contact No.....
 Date.....



संख्या- A-35014/01/2019-Lokpal

भारत सरकार

Government of India

लोकपाल सचिवालय

Secretariat of Lokpal

The Ashok Hotel, Chanakyapuri,
New Delhi, dated 13th November, 2019

To,

The Secretary/The Head of the Department,
All Ministries/ Departments
Government of India

Subject:-Filling up of one post (subject to variation) in the cadre of Court Steno, Lokpal on
Transfer on Deputation/Transfer in the Office of Lokpal.

Sir,

I am directed to state that applications are invited for appointment on Transfer on Deputation/Transfer to the post of Court Steno, Lokpal from the eligible candidates working in the Ministries/Departments of the Central Government and Autonomous/Constitutional Organizations/Bodies following Central Government Rules/norms/procedures/pay scales etc. The Conditions of the Service will be same as that of Supreme Court Officers & Servants (Conditions of Service and Conduct) Rules, 1961.

The details of the pay scale, eligibility criteria, tenure etc is as under:-

| | |
|----------------------|---|
| Pay Scale | Pay scale of PB-2 Rs.9300-34,800/- + Grade Pay Rs.4800/- [pre-revised] and revised Level 8 of 7th CPC Pay Matrix. |
| Eligibility Criteria | The Officers who are an employee of the Central Government/Public Sector Undertakings/Statutory Bodies following Central Government Rules/ norms /procedures/pay scales and holding analogous post on regular basis in the cadre of Jr. Court Assistant in the parent Cadre/ Central Government/Public Sector Undertakings/Statutory Bodies and having (i) five years regular service in posts in pay scale in PB -2 Rs.9300-34800/- + Grade Pay Rs.4200/- and above in the parent Cadre/Department (ii) typing speed of 35 w.p.m. on computer. |
| Tenure | The 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 Central Government shall ordinarily not exceed three years. |
| Age | The Officers should not have crossed the age of 56 years as on the closing date of receipt of application. |

2. The Pay and Allowance and the other terms & conditions of the officers selected for appointment on deputation basis will be governed by the provisions contained in the DoP&T's OM No. 6/08/2009-Estt(Pay.II) dated 17.06.2010 and relevant amendments thereafter.

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अवर सचिव /Under Secretary

लोकपाल सचिवालय/Secretariat of Lokpal

☎ 011-24100180

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2. PPS to Hon'ble Member, Lokpal
3. PPs to Secretary, Lokpal
4. Lokpal Division (for information and request for kin an arrangement to upload it on website of DoPT), DoP&T.
5. NIC for uploading on the website of Lokpal.

BIO-DATA/CURRICULUM VITAE PROFORMA

ANNEXURE-I

| | | | | | |
|---|--|---|----|--|---|
| 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. Education Qualification | | | | | |
| 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 as mentioned in the advertisement/vacancy circular | | Qualifications /experience possessed by the Officer | | | |
| Essential | | Essential | | | |
| (a) Qualifications | | (a) Qualifications | | | |
| (b) Experience | | (b) Experience | | | |
| Desirable | | Desirable | | | |
| (c) Qualifications | | (a) Qualifications | | | |
| (d) Experience | | (b) Experience | | | |
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| 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 details) highlighting experience required for |
| | | | | | |

| | | | | | |
|--|--|---|---|--|----------------------|
| | | | | | the post applied for |
| 8. 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 application belongs | d) Name of the post and Pay of the post held in substantive capacity in the parent organization | | |
| 8.1 Note: In case of officers already on deputation, the applications of such officer should be forwarded by the parent cadre/ Department alongwith Cadre Clearance, Vigilance Clearance and Integrity Certificate. | | | | | |
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| 9. If any post held on deputation in the past by the applicant, date of return from the last deputation and other details. | | | | | |
| 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) 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 | | | | | |
| Basic Pay with Scale of Pay and rate of increment | Dearness relief/Other (with break-up details) | Pay/Interim Allowances etc. | Total Emoluments | | |
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| Basic Pay with Scale of Pay and rate of increment | Dearness relief/Other (with break-up details) | Pay/Interim Allowances etc. | Total Emoluments | | |

CERTIFICATION 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 possesses educational qualifications and experience mentioned in the advertisement. If selected, he will be relieved immediately.

2. Also certified that:

- i) There is no vigilance or disciplinary case pending/contemplated against
- ii) His integrity is certified.
- iii) His 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 during the last 10 years.

Countersigned
(Employer/Cadre Controlling Authority with Seal)

| | |
|--|--|
| <p>15 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 (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)</p> | |
| <p>15B. Achievements: The candidates are requested to indicate information with regard to;</p> <ul style="list-style-type: none"> (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/innovative measure involving official recognition (vi) Any other information. <p>(Note: Enclose a separate sheet, if the space is insufficient)</p> | |
| <p>16. Whether belongs to SC/ST</p> | |

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 candidate)
 Address.....
 e-mail ID.....
 Contact No.....
 Date.....