

BIO-DATA/PROFORMA FOR SUBMISSION OF APPLICATION ON DEPUTATION FOR THE POST OF

Affix passport size latest photograph

1.	Name of Applicant				
2.	Father's Name				
3.	Spouse Name				
4.	Address in Block Letters				
5.	Contact No.			Landline (with STD Code) Mobile No.	
6.	E-Mail				
7.	Category(Gen/SC/ST/OBC)				
8.	Date of Birth (in Christian era)				
9.	Date of Retirement under Central Government Rules				
10.	Educational Qualification (in case of insufficient space, please attach separate sheet duly signed by the applicant)				
S. No.	Exam Passed	Year	Subjects Offered	Board/University	% age of marks
11.	Details of employment in Chronological order (in case of insufficient space, please attach separate sheet duly signed by the applicant.)				
Office/Instt./ Orgn.	Post Held	From	To	Scale of Pay/Pay Band & Grade Pay and basic pay. (in CDA/IDA Pattern)	Nature of Duties.

12.	Nature of present employment, i.e. Adhoc or Temporary or Permanent	
13.	In case the present employment is held on Deputation/Contract basis, please state:-	
	(a) The date of initial appointment on Deputation/Contract	
	(b) Period of appointment on Deputation/ Contract	
	(c) Name and address of the parent Office/Organisation to which applicant belongs.	
14.	Additional details about present employment. Please state whether working under;	
	(a) Central Government/State Govt.	
	(b) Autonomous Body	
15.	Gross monthly emoluments drawn with grade pay (Please provide details thereof) (Also specify whether CDA pattern or IDA pattern or grade pay equivalent to CDA pattern)	
16.	Additional information, if any, which applicant would like to give in support of his/her suitability for the post. (in case of insufficient space, please attach separate sheet duly signed by the applicant)	

Declaration:

I have read the terms and conditions of appointment and certify that the above information is true to the best of my knowledge and belief. Further, I am liable to be disqualified even after my appointment at NCW, in case, any information given above is found to be incorrect/incomplete or false/forged.

Date:

Place:

Signature of the Applicant

CERTIFICATE BY THE EMPLOYER

[in case of Deputation]

- xv. Certified that Shri/Smt. _____ holds a permanent post of _____ under the _____ since _____.
- xvi. The integrity of Shri/Smt. _____ is beyond doubt.
- xvii. He/She has submitted his/her application to the Office on _____ and his/her Pay Level/Pay Band is _____ having Grade Pay of Rs. - _____ in the parent office.
- xviii. This office has no objection in case the application of Shri/Smt. _____ is considered for appointment for Deputation for the post of _____ at the NCW. Further, it is certified that Shri/Smt. _____ shall be relieved immediately in case of his/her selection in NCW at the post applied for.
- xix. The information given by Shri/Smt. _____ in the application Proforma have been verified with reference to his/her service records and found correct.
- xx. No Vigilance or disciplinary case is pending or contemplated against the Official/Officer concerned during last 10 years.
- xxi. Up-to date ACR/APAR of the concerned Official/Officer for the last five years are enclosed.

Date:

Place:

Signature of Head of
Office/Department
With official Seal

ELIGIBILITY CRITERIA FOR THE POST OF SENIOR PRINCIPAL PRIVATE SECRETARY

S.No.	Name of post	Senior Principal Private Secretary
1.	Number of vacancy	01 (One) (on deputation basis on Foreign Service terms/ Short Term Contract basis as per DOPT guidelines.
2.	Age	Not exceeding 56 years (as per DOPT guidelines)
3.	Pay in the Pay Matrix	Level -12 (Rs 78,800-2,09,200/-)
4.	Period of Deputation	Initially three years. Extendable as per Govt. of India Rules
5.	Eligibility	Deputation (including Short Term Contract) : Stenographers under the Central Government or State Governments or Union Territories or Universities or recognised Research Institutions or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organisations - (a). (i) Holding analogous post on regular basis; OR (ii) with five years' regular service in the post in level-11 (Rs.67,700-2,08,700) in the pay matrix or equivalent.