

केन्द्रीय सूचना आयोग  
Central Information Commission  
बाबा गंगनाथ मार्ग/Baba Gangnath Marg  
मुनिरका/Munirka, नई दिल्ली-११००६७/New Delhi -110067

Dated: 30.09.2021

Sub: Filling up the post of Registrar on Deputation Basis in Central Information Commission.

The Central Information Commission invites applications from amongst the willing Officers of Central Government or State Government or Supreme Court or High Court or Tribunals for the Post of Registrar in PB — 4, Rs. 37,400 — 67,000 plus Grade Pay Rs. 10,000/- (pre-revised) [Level-14 in the pay matrix as per 7th CPC] on Deputation Basis.

2 The Essential Qualifications are:

- (A) i Holding analogous post on regular basis in the parent cadre or Department.  
ii. Officers with two years service in the grade rendered after appointment thereon on regular basis in the Pay Band — 4, Rs. 37400 — 67000 plus Grade Pay of Rs. 8,900/- (pre-revised) or equivalent in the Parent Cadre or Department  
iii. Officers with three years service in the grade rendered after appointment thereto on regular basis in the Pay Band — 4, Rs. 37,400 — 67,000 plus Grade Pay of Rs. 8,700/- (pre-revised) or equivalent in the parent cadre or Department and
- (B) Possessing the following Educational Qualifications and Experience:  
i. A Degree in Law from a recognised University  
ii. 15 years work experience in a Group 'A' post in a Court or Tribunal or Quasi Judicial Authority or Experience in Personnel and Administrative matters or experience relating to filing applications, scrutiny and interpretation of rules, regulations, instructions issued by the Government from time to time.

Note 1: The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of Central Government shall ordinarily not to exceed five years.

3. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application.

4. Willing Officers are requested to send their detailed Bio-data as per proforma available on CIC website [www.cic.gov.in](http://www.cic.gov.in), through proper channel along with their complete and up to date APAR Dossiers for the last five years, Cadre Clearance, Vigilance Clearance and Integrity Certificate, Certificate towards Major/Minor Penalties imposed, if any during the period of last 10 years, to Central Information Commission within a period of 60 days from the date of publication of this circular in Employment News.

*Rabbani*

(S.K.Rabbani)

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**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. <b>(If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)</b>	
<b>Qualification/ Experience required as mentioned in the advertisement / Vacancy Circular</b>	<b>Qualifications/ Experience possessed by the officer</b>
<b>Essential</b>	<b>Essential</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<b>Desirable</b>	<b>Desirable</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<b>5.1 Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the <b>Recruitment Rules</b> by the <b>Administrative Ministry/Department/ Office</b> at the time of issue of Circular and issue of <b>Advertisement</b> in the <b>Employment News</b> .	
<b>5.2</b> In the case of Degree and Post Graduate Qualifications, Elective/ main subjects and subsidiary subjects may be indicated <b>by the candidate</b> .	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualification and work experience of the post.	
<b>6.1 Note:</b> Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualifications / Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.	

**7. Details of Employment**, in chronological order. **Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.**

Office/Institute	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/Institute	Pay, Pay Band, and Grade Pay drawn under <b>ACP/MACP</b> Scheme	From	To

<b>8.</b> Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
<b>9.</b> In case the present employment is held on deputation/contract basis, please state-			
<b>a)</b> The date of initial appointment	<b>b)</b> Period of appointment on deputation/contract	<b>c)</b> Name of the present office/ organization to which the applicant belongs	<b>d)</b> Name of the post and Pay of the post held in substantive capacity in the parent organization
<p><b>9.1 Note:</b> In case of Officers <b>already on deputation</b>, the applications of such officers should be <b>forwarded</b> by the <b>parent cadre/Department</b>, along with <b>Cadre Clearance, Vigilance Clearance</b> and <b>Integrity certificate</b>.</p> <p><b>9.2 Note:</b> Information under <b>Column 9(c) &amp; (d) above</b>, must be given in all cases where a person is holding a post on <b>deputation outside the cadre/organization</b>, but still maintaining a <b>lien in his parent cadre/ organization</b>.</p>			

<b>10.</b> If any post held on Deputation in the past by the applicant, <b>Date of Return from the last deputation</b> and other details		
<b>11. Additional details about present employment:</b> Please state whether working under ( <i>indicate the name of your employer against the relevant column</i> ) <ul style="list-style-type: none"> <li>a) Central Government</li> <li>b) State Government</li> <li>c) Autonomous Organization</li> <li>d) Government Undertaking</li> <li>e) Universities</li> <li>f) Others</li> </ul>		
<b>12.</b> Please state whether you are working in the same Department and are in the <b>feeder grade</b> or <b>feeder to feeder grade</b> .		
<b>13.</b> Are you in <b>Revised Scale of Pay</b> ? If yes, give the <b>date from which the revision took place</b> and <b>also indicate the pre-revised scale</b> .		
<b>14. Total emoluments per month now drawn:</b>		
<b>Basic Pay</b> in the PB	<b>Grade Pay</b>	<b>Total Emoluments</b>
<b>15. In case</b> the applicant belongs to an <b>Organization which is not following the Central Government Pay-scales</b> , latest <b>salary slip</b> issued by the Organization showing the <b>following details</b> may be enclosed.		
<b>Basic Pay</b> with <b>Scale of Pay</b> and <b>rate of increment</b>	<b>Dearness Pay/interim relief/ other Allowances</b> etc., (with <b>break-up</b> details)	<b>Total Emoluments</b>
<b>16.A Additional information</b> , if any, relevant to the post you applied for, in support of your suitability for the post. (This among other things may provide <b>information</b> with regard to <b>(i) additional academic qualifications, (ii) professional training</b> and <b>(iii) work experience</b> , <i>over and above prescribed in the Vacancy Circular/Advertisement</i> )  <b>(Note: Enclose a separate sheet, if the space is insufficient)</b>		

<p><b>16.B Achievements:</b> The candidates are requested to indicate information with regard to:</p> <ul style="list-style-type: none"><li>(i) Research publications and reports and special projects</li><li>(ii) Awards/Scholarships/ Official Appreciation</li><li>(iii) Affiliation with the professional bodies/ Institutions/ societies</li><li>(iv) Parents registered in own name or achieved for the organization</li><li>(v) Any research/innovative measure involving official recognition; and</li><li>(vi) Any other information.</li></ul> <p><b>(Note: Enclose a separate sheet, if the space is insufficient)</b></p>	
<p><b>17.</b> Please state whether you are applying for <b>deputation</b> (including <b>STC</b>)/ <b>Absorption</b> (i.e. Absorption on Transfer)/ <b>Re-employment</b> basis#. (Officer under <b>Central/State Government Organizations</b> are eligible only for "<b>Absorption</b>". Candidates of non-Government Organizations are eligible only for <b>Short-Term Contract</b>.)</p>	
<p># (The <b>option</b> of '<b>STC</b>/'<b>Absorption</b>/'<b>Re-employment</b>' are <b>available, only if</b> the <b>Vacancy Circular specially mentioned recruitment</b> by "<b>STC</b>" or "<b>Absorption</b>" or "<b>Re-employment</b>")</p>	
<p><b>18.</b> 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 \_\_\_\_\_

Date \_\_\_\_\_

## **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/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 five years** duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are **enclosed**. (as the case may be)**
- 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)**